



AGENDA

ASTORIA CITY COUNCIL

May 18, 2015

7:00 p.m.

**2nd Floor Council Chambers
1095 Duane Street * Astoria OR 97103**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS (NON-AGENDA)

4. CHANGES TO AGENDA

5. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) City Council Minutes of 4/20/15
- (b) City Council Work Session Minutes of 4/20/15
- (c) Boards and Commissions Minutes
 - (1) Design Review Committee Meeting of 3/5/15
 - (2) Historic Landmarks Commission Meeting of 3/31/15
 - (3) Library Board Meeting of 3/24/15

6. REGULAR AGENDA ITEMS

- (a) Liquor License Application from MNC Enterprises Inc., dba Triangle Tavern, Located at 222 W. Marine Drive, Astoria for a Greater Privilege for a Full On-Premises Sales Commercial Establishment License (Finance)
- (b) Authorization to Solicit Bids – Astoria Aquatic Center 2015 Capital Improvements (Parks)
- (c) Reimbursement of Expenses – Friends of Astoria Column (Police)
- (d) Approval of Personal Services Contract Amendment – Converge Communications (Police)
- (e) Ordinance Establishing an Assessment Fee that shall be known as the Police Officer Training Fee (1st reading) (Police)
- (f) Resolution Amending Fee Schedule for Maritime Memorial Park (Parks)
- (g) Ordinance Amending Astoria City Code Section 1.964 Relating to Local Government Public Contracting Regulations (1st reading) (Public Works)
- (h) Consideration of Draft City Council Goals for Fiscal Year 2015-2016

7. NEW BUSINESS AND MISCELLANEOUS

8. REPORTS OF COUNCILORS

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA

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May 13, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF MAY 18, 2015

CONSENT CALENDAR

Item 5(a): City Council Minutes

The minutes of the City Council meeting of April 20, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(b): City Council Work Session Minutes

The minutes of the City Council Work Session of April 20, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(c): Boards and Commissions Minutes

The minutes of the (1) Design Review Committee meeting of March 5, 2015, (2) Historic Landmarks Commission meeting of March 31, 2015, and (3) Library Board meeting of March 24, 2015 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

REGULAR AGENDA ITEMS

Item 6(a): Liquor License Application from MNC Enterprises Inc., dba Triangle Tavern, Located at 222 W. Marine Drive, Astoria for a Greater Privilege for a Full On-Premises Sales Commercial Establishment License (Finance)

A Liquor License Application has been filed by Nadine Cearly, MNC Enterprises Inc., doing business as Triangle Tavern, located at 222 W. Marine Drive, Astoria. The application is for a Greater Privilege for a Full On-Premises Sales Commercial Establishment License. The appropriate departments have reviewed the application and it is recommended that Council consider approval.

Item 6(b): Authorization to Solicit Bids – Astoria Aquatic Center 2015 Capital Improvements (Parks)

It is proposed that needed Capital Improvement projects take place at the Astoria Aquatic Center during the facility's annual maintenance closure in the first two weeks of September. Improvements include plaster replacement, HVAC updates, shower plumbing and fixture replacement, and energy efficient lighting fixture replacement. Due to the limited timeframe for these projects to be completed, staff is requesting authorization to solicit bids in an attempt to secure contractors to perform the work during the facility's scheduled two week closure. The work is estimated to cost \$250,000. It is recommended that Council authorize the solicitation of bids for the 2015 Aquatic Center Capital Improvement projects.

Item 6(c): Reimbursement of Expenses – Friends of Astoria Column (Police)

The Friends of the Column have been working with City staff and Verizon to relocate the communications tower from Coxcomb Hill to a City-owned site northeast of Reservoir 3. This work has been to the advantage of the City and to date the Friends have incurred \$69,657 in expenses. At the December 15, 2014 Council meeting, the City Council discussed this matter and appeared to have consensus toward considering reimbursement of the Friends. It is recommended that Council approve the appropriation of \$69,657 from the Capital Improvement Fund and authorize the reimbursement to the Friends.

Item 6(d): Approval of Personal Services Contract Amendment – Converge Communications (Police)

City staff has contracted with Converge Communications to negotiate the lease between the City and Verizon Communications. This work is in process and related to the relocation of the Coxcomb Hill communications tower. There is additional work to be done ensuring that the project moves from its current status to construction. Converge Communications, who has been working on behalf of the Friends, is uniquely suited to continue this work. It is recommended that Council approve expansion of the Scope of Work and that Converge be authorized to expend up to \$20,000 in this Fiscal Year.

Item 6(e): Ordinance Establishing an Assessment that shall be known as the Police Officer Training Fee (1st reading) (Police)

The Police Department wishes to establish funding for enhancing their training activities. The training budget for Police employees has been largely unchanged for 10 years. While resources have not increased, costs to train have. The Department proposes imposing an assessment on traffic citations that would fund additional Police training. Persons who are found not to have committed the offense will have no fee imposed. Estimated revenue from this fee is \$20,000 annually. These dollars would be earmarked for equipment related to training, training costs, and contractually obligated tuition reimbursement. It is recommended that Council conduct the first reading of this ordinance.

Item 6(f): Resolution Amending Fee Schedule for Maritime Memorial Park (Parks)

The Maritime Memorial Park was designed to commemorate the people who were intimately involved with maritime activities during their lives. Engraved individual Memorial Wall spaces are approximately 4" x 12" and include the name of the deceased person, year of birth and death, and a maritime related inscription that pertains to the deceased. An additional option for the memorial space is to include a maritime related graphic closely associated with the deceased. For example, a gillnet boat if the deceased was a gillnetter. On April 21, 2015 the City of Astoria's Maritime Memorial Committee unanimously voted to approve a proposed fee increase for memorial engravings on the Maritime Memorial Wall. This fee increase will close the gap between fees charged for services and the cost of services. It is proposed that the fees be increased \$150 for engraving and \$50 for a customized graphic or artwork effective June 1, 2015. The fee amounts are shown below:

	<u>Current</u>	<u>Effective 6/1/15</u>
Engraving	\$350	\$500
Customized Graphic/Artwork	\$100	\$150

It is recommended that Council authorize this fee schedule amendment in order to offset costs at the Maritime Memorial Park.

Item 6(g): Ordinance Amending Astoria City Code Section 1.964 Relating to Local Government Public Contracting Regulations (1st reading) (Public Works)

The Public Works Department is requesting that the City Council consider adopting an ordinance that would modify the spending authority of the City Manager for adjustments to the contract amount of public works Improvement projects. The proposed ordinance amends Astoria City Code Section 1.964 "Public Contracts – Authority of Purchasing Manager" which authorizes the purchasing manager (City Manager) to execute contract change orders in accordance with the project contract documents so long as the total project cost does not exceed the total funding for the project in the approved construction budget. It is recommended that Council conduct the first reading of this ordinance.

Item 6(h): Consideration of Draft City Council Goals for Fiscal Year 2015-2016

The City Council held a work session on January 23, 2015 to set goals for Fiscal Year 2015-2016. From that work session a list of Council goals was drafted. The draft goals were discussed at the Council meeting of February 17, 2015 and were posted on the City website. In addition an article reviewing the goals was published in the January 26, 2015 edition of *The Daily Astorian*. After the April 20, 2015 City Council Work Session regarding the Library, a revised draft of the goals was posted on the City's website. This was done in advance of the May 4, 2015 Council meeting, and to date, no comments or suggestions for modifications or additions to the goals have been received from the public. It would be in order for the Council to consider adopting the draft list as the official City Council goals for Fiscal Year 2015-2016.

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm.

Councilors Present: Nemlowill, Herzig, Warr, Price, Mayor LaMear

Councilors Excused: None

Staff Present: City Manager Estes, Assistant City Manager/Police Chief Johnston, Parks and Recreation Director Cosby, Finance Director Brooks, Financial Analyst Snyder, Fire Chief Ames, Interim Planner Morgan, Library Director Tucker, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COUNCILORS:

Item 7(a): Councilor Nemlowill had no report.

Item 7(b): Councilor Herzig reported the Lower Columbia Diversity Project (LCDP) hosted a panel discussion on wage inequality, discussing how women make less than men. Shawna Sykes from Oregon Labor gave some great statistics, which indicated that women in Clatsop County make less than men in every occupation and in every age range. In some occupations, the wage gap is narrower than in others. Oregon Secretary of State, Jeanne Atkins, was part of the panel and it was inspiring to hear what is being proposed in the legislature. Raahi Reddy explained during the discussion that everyone suffers when women make less than men. He spread bark mulch at Tapiola Park on Sunday as part of the Citizens Helping in Parks (CHIP-In) program. He worked alongside a Coast Guard engineer named Morgan who had been trying to find community service projects for two years. This made him realize the City was not doing a good job of getting the word out about community service opportunities. He learned a lot about what it takes to work as an engineer on a cutter. On his way to the Council meeting, he saw a traffic incident at 8th and Irving that almost resulted in an accident. A driver, heading south on 8th Street, did not realize traffic on Irving does not stop. The driver pulled out in front of another vehicle. He hoped the City would take this intersection seriously someday. Astoria has a number of intersections where cross traffic does not stop. These intersections need some type of labeling, particularly in the summer when Astoria has many visitors from out of town. He sees many risky maneuvers because people do not see that cross traffic does not stop.

Item 7(c): Councilor Warr had no report.

Item 7(d): Councilor Price had no report.

Item 7(e): Mayor LaMear reported that she pulled weeds during the CHIP-In event. She explained that once a month, volunteers are invited to help clean up one of the City's parks. Parks Director Cosby told her there were 63 volunteers at Sunday's event, many from Tongue Point Job Corps. She thanked the students, noting they were a wonderful resource for the community. The students do great things and she was proud that they help. She spoke with a Coast Guard member who said they wanted to volunteer. Getting the Coast Guard involved would be wonderful because they are another great resource. At Tapiola Park, 98 yards of playground chips were put down, weeding was done, the sandboxes were filled, the playground was pressure washed, the Flavel House play structure was repainted, and trees were mulched. The next CHIP-In will be on Sunday, May 17th from 1:00 pm to 4:00 pm at Oceanview Cemetery. The cemetery really needs some help and she hoped many volunteers would participate. She thanked Director Cosby, Janice O'Malley Galizio, Jonah Dart-McLean, and new staff member Matt Baum, who worked very hard. She introduced the new Finance Director, Susan Brooks, who has a lot of experience after working at Tongue Point for six years. She is a great resource and the City appreciates her joining the Staff.

CHANGES TO AGENDA:

City Manager Estes suggested Council add an item to follow up the work session. The agenda was approved with the addition of Item 11(h): Library Site Work Session Follow-Up.

PRESENTATIONS:

Item 9(a): Pacific Power

Sheila Holden, Regional Community Manager for PacifiCorp, explained that Pacific Power is required to give an annual report on gross and net revenues, the City's franchise fees, and future plans. Because so many upgrades have already been done in Astoria, no projects are scheduled for the upcoming year and maintenance was the only work necessary over the last year. She handed out a flyer with information about revenues from the last year.

City Manager Estes noted that Staff would have more copies of the flyer available and could send the information via email.

Ms. Holden presented Pacific Power's 2014 Annual Report as follows:

- Pacific Power serves about 23,254 customers in Clatsop County, 5,363 of which are in the City of Astoria. Not all residents are customers of Pacific Power.
- Pacific Power paid \$23 million in property taxes to the State and a little more than \$490,000 in property taxes to Clatsop County.
- Franchise fees paid to Clatsop County were \$1.2 million, and a little more than \$349,000 was paid to the City of Astoria.
- Gross revenues for the area totaled \$10 million. Net revenues were \$9.9 million.
- Pacific Power was born in Astoria in 1910 and is proud to be in the city. She thanked the community for being so prudent with its payments compared to other communities. Pacific Power is a sponsor for the 90th Anniversary of the Liberty Theatre. She listed other organizations and events in the community that Pacific Power has sponsored, including the Astoria and Clatsop County ham radio operators, Astoria Downtown Historic District Association (ADHDA), the holiday lighting, the Regatta, Clatsop Economic Development Resources (CEDR), Clatsop Community Action (CCA), the food bank, and Clatsop Community College. In 2014, Pacific Power celebrated its 100,000th Blue Sky customer. She explained that Blue Sky customers voluntarily donate money to the company so it can afford the advancement of technology in local communities for renewable resources. Astoria was the first small city and one of the first cities to have an end line hydroelectric turbine, which will produce about 30 kilowatts of power. This is enough power to operate the water treatment plant for the city, the equivalent of powering 16 homes for one year. She knew it took eight years to complete the project and commended the City for making it happen. She noted Staff and Senator Betsy Johnson did a great job of pulling the project together.

Mayor LaMear asked if there were plans to install light emitting diode (LED) lighting in Astoria. Ms. Holden said about five or six years ago, Pacific Power conducted a pilot program for LED lighting in Clatsop County. Cannon Beach was the first city to use LED lighting. Pacific Power will pay for the cost of installing LED lights in a new light source. However, installing LED lights in an existing source is paid for by the customer. Astoria does have LED lights and the prices are coming down because the market is becoming saturated with them. She offered to have a Pacific Power employee work with the City to install LED lights. LED lights are low maintenance and have low operation costs, but installation costs are high.

Mayor LaMear said she would like to discuss LEDs with Pacific Power.

Item 9(b): Friends of the Column

Mayor LaMear said the Friends of the Column take care of the facilities at the Column. The City is grateful for their work. She asked the Friends of the Column board members to stand for recognition.

Jordan Schnitzer, President of the Friends of the Column, said Columbia Memorial Hospital (CMH) has donated a defibrillator and training to use the device to the Column. The Column was one of only seven locations to receive this donation from CMH. He thanked the hospital. He said Director Cosby has been a very competent partner and she has a great working relationship with the Column's caretakers, Sheri and Jay Mitchell. He gave a PowerPoint presentation on the Friends, which included a brief history of the Friends and outlined their accomplishments over the last year, as follows:

- Revenues for the last year were \$542,000, a 28 percent increase over 2013. Most of the revenues come from the marketing done by Ms. Mitchell. The new point of sale (POS) system keeps track of sales and

inventory. Ms. Mitchell has been working with the Maritime Museum and the Flavel House to purchase merchandise that customers prefer. Gift shop sales were more than \$375,000, a 14 percent increase over 2013.

- After signing a memorandum of understanding with the City, the Friends is now funding \$35,000 each year into the Parks Department to help pay for staffing. Prior to the agreement, the City spent between \$46,000 and \$50,000 on grounds keeping. While the City still pays for the utilities, the City is saving about \$60,000 to \$70,000.
- Capital Improvements at the Column included \$46,000 in improvements to the caretaker's house to make it code compliant and installing cameras and a security system in the gift shop. Jay Mitchell manages maintenance at the Column while working full-time for the Coast Guard. He works weekends on grounds keeping, cleaning restrooms, and emptying garbage.
- The Friends are researching two projects, a major renovation of the plaza, which is estimated to cost between \$150,000 and \$200,000, and energy efficient LED lighting that allows the light's colors to be changed.
- Outreach activities include improved social media marketing, a new website, working with tourism groups, updating the calendar of events, sponsorships, and a parade float for the Regatta.
- The Friends worked with many people to resolve issues with the Verizon monopole project. The communications tower will no longer be located at the Column. The Friends have spent \$70,000 to help the City negotiate with Verizon.
- He reviewed the history of the maintenance done on the Column throughout the years and explained why the medallions have worn more than other elements of the Column. The Column is in stable condition, but some areas need work. He listed the necessary treatments, which would be completed from April through August. If this work is not completed in 2015, the Column will deteriorate further and repairs will be more expensive. The maintenance schedule will allow the Column to remain open for three of the five months and on the big holidays.
 - The Friends have raised \$250,000 from the community in anticipation that Council would approve the necessary repairs. He thanked the citizens for their donations, which included some multi-year commitments. He hoped to raise \$750,000 before starting the public fundraising campaign. He reviewed past fundraising campaigns that funded maintenance and repairs.
- The Friends' communication plan includes press releases and a fundraising campaign, if Council approves the necessary repairs.

Councilor Herzig thanked the Friends for their help relocating the monopole, which benefits everyone. The City needed the help of someone who could make a deal. Helping the City negotiate was a real service to the community. Mr. Schnitzer said Thane Tienison and Mike Lindberg led the effort to relocate the monopole. The Friends were careful not to overstep their bounds because the monopole was on City property. He appreciated the lack of ego. Mike Lindberg added that thanks to City Manager Estes and Police Chief Johnston, the process was amazingly smooth.

Councilor Herzig said the City appreciated the Friends allowing the Column to be lit teal in April for Sexual Assault Awareness Month. The color changes will be easier when the City gets LED lights. During a previous restoration, the staircase was removed. The educational aspect of the upcoming renovation should be documented and recorded and he hoped the Friends would assist with this. The Column is part of Astoria's history and the City wants to preserve it. The Column embodies so much of what Astoria represents and the Friends make its preservation possible.

Councilor Nemlowill thanked Mr. Schnitzer for his time and donations. The Column is important to her and her family because her father was one of the artists who worked on the restoration in 1995. She takes her children to the Column and every time she goes to the Column to exercise, she is reenergized about the vision for Astoria because the Column is a magical place.

Councilor Price said she started coming to Astoria in 1995. The first picture of Astoria shown to her was of the restoration being done at the Column. She is always asked for directions to the Column and it is the first place she takes her visitors. She thanked Mr. Schnitzer and the Friends. She was sure the community would help with the fundraising. She noted the Friends could consider using scaffolding the same way as that used at the Washington Monument and the Capital, so the Column would look great even while under wraps.

Councilor Warr said he has worked closely with Mr. Schnitzer through his business. The things he and the Friends have done for the community are amazing. He thanked the Friends and said the community appreciates their work very much.

Mayor LaMear said the Column is the symbol of the city. She believed everyone agreed the Column was an amazing place. She appreciated all of the Friends' efforts.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Herzig, to approve repairs and maintenance at the Column. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Mr. Schnitzer thanked Council for their support and said it was nice to hear the Friends efforts are appreciated. However, the Friends are honored to be involved and have the opportunity to lend a hand towards a legacy that will continue on. There is no greater joy in life than giving back, especially to something so substantial and that touches so many lives. It has been 20 years since the last restoration and an average of 400,000 people visit each year, even though no advertising is done. There have been 8 million steps on the pavers. He thanked the City for its support, noting the Friends look forward to working with the City. He added some wonderful summer events have been planned and the Friends welcome any new ideas.

CONSENT CALENDAR:

The following items were presented on the Consent Calendar:

- 10(a) City Council Minutes of 3/16/15
- 10(b) City Council Work Session Minutes of 3/16/15
- 10(c) City Council Special Meeting Minutes of 3/6/15
- 10(d) Boards and Commissions Minutes
 - (1) Historic Landmarks Commission Meeting of 3/17/15
 - (2) Planning Commission Meeting of 1/27/15
 - (3) Traffic Safety Committee Meeting of 1/27/15
- 10(e) Dr. Edward Harvey Historic Preservation Award Nominations (Community Development)

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Nemlowill, to approve the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

REGULAR AGENDA ITEMS

Item 11(a): Motion to Intervene Out-of-Time – Oregon LNG Liquefied Natural Gas Terminal and the Oregon LNG and Washington Expansion Project Pipelines (City Council)

Councilor Cindy Price has requested that the Motion to Intervene Out-of-Time regarding Oregon LNG and the Washington Expansion Project Pipelines be placed on the Council's April 20, 2015 agenda for consideration. Mayor LaMear subsequently coordinated with City Attorney Henningsgaard regarding this matter. A draft Motion to Intervene is included in the packet for Council consideration.

Councilor Price explained that in 2006, the City Council passed this same Motion to Intervene Out-of-Time regarding the Bradwood Landing Project. This Motion to Intervene makes Astoria a party to the lawsuit so that Astoria can submit comments in the future. The original public comment period has passed. This motion asks the court to allow Astoria to comment out-of-time. There is no guarantee this motion will be approved by the court, but this is a common request that is usually allowed. The motion asserts that the City of Astoria has an interest in the project and does not approve or deny any permits.

Councilor Herzig thanked Councilor Price for bringing this issue to Council.

Mayor LaMear called for public comments on the Motion to Intervene.

Roger Rocka, 362 Duane Street, Astoria, said he appreciated the Motion to Intervene. He believed the City and its citizens would be impacted by Oregon LNG and it is appropriate for the City to have a say. He heard from Geologist Tom Horning that the terminal is planned in the worst possible location on the Columbia River and the

terminal and pipeline are unlikely to remain intact during a Cascadia subduction zone earthquake and tsunami. Even without the expected environmental damage done by scouring out the salmon spawning area at the mouth of the Skipanon River, the effects of the terminal will slop over, impeding existing river uses like fishing, crabbing, recreation, and tourism. This will take away uses and jobs the community has now. Oregon LNG tries to distract from this by saying the terminal will create jobs while ignoring the jobs that will be lost. Oregon LNG has promised 30 to 35 jobs, which is a joke compared to the hundreds of jobs generated in the past decade by local businesses because Astoria is what it is. The breweries employ several hundred people. The local jobs do not kill or hinder existing jobs like the LNG restrictions on the Columbia River would. Oregon LNG has talked about thousands of construction jobs, but Astoria's construction industry is already pretty busy. Most of the LNG construction workers will not be from Astoria. He questioned where these workers would live and what they would do when not working. He asked Council to consider what history has taught about this type of influx into a community. Astoria should intervene and he hoped Council would consider a resolution opposing Oregon LNG in the future. Support for LNG is so lacking in this area that Oregon LNG had to bus in people to speak on their behalf at hearings. He urged Councilors to support their constituents overwhelming opposition by passing a resolution opposing Oregon LNG.

Laurie Caplan, 766 Lexington Avenue, Astoria, thanked Council for taking an interest in this issue. She urged Councilors to support the motion so that the City has legal standing in future matters regarding LNG terminals and pipelines proposed for Warrenton. The City should intervene because Astorians will be seriously affected by this project. Astorians would be breathing the toxins emitted from the gas processing and the night sky would be lit by security lighting and flames from the eight-story tall gas burn-off structure. Access to the river would be determined by LNG tanker schedules, not tides, fisheries, or the weather. The streets would be jammed with construction vehicles hauling supplies from Tongue Point, which is projected to be a staging area for the pipeline. She could not imagine the big trucks on 8th and Commercial Streets. An emergency situation would put Astoria at further risk because much of Astoria is within the three-mile gas vapor hazard zone. When LNG leaks into the air, it is invisible and odorless, stays close to the ground, and can be ignited by a lit cigarette or an engine spark. If a problem occurred at the terminal, leaked gas would be in Astoria in 10 or 15 minutes. Astoria would bear the costs of fire and police responding to gas fires or explosions at the terminal or along the pipeline, as well as costs for additional training, equipment and staffing. Oregon LNG has a documented history of submitting inaccurate, incomplete, and misleading information to local governments and state and federal agencies. Therefore, she believed it was very important for Astoria to have standing. She encouraged Council to support a resolution against Oregon LNG and the proposed pipeline and terminal. She handed out maps and information at the dais.

Suzanna Gladwin, 82316 Highway 103, Seaside, said she reviewed the project application that Oregon LNG submitted to the City of Warrenton. The geological section of their report states a significant tsunami would affect the facility with a return period of 2,475 years. The southern third of the Gorda plate has about a 250-year reset cycle. The plate reset 300 years ago, so it is considerably overdue. Three situations could occur if the Gorda plate resets: 1) the entire zone, up to Vancouver Island, will be destroyed, 2) the zone would simply reset itself, or 3) the plate would reset zonally. The Gorda plate could reset any day. Oregon LNG wants to put a massive facility with tankers at a turning point in the shipping channel. She said Captain Paul Amos, President of the Columbia River Pilots, indicated in the Waterway Suitability Assessment that he was concerned about the facility's impact on upriver operations, ports, and related traffic, and the weather data as it related to mooring vessels. He indicated there was a lack of adequate and reliable data used to predict potential forces of wind and currents on vessels while at berth, as the data does not accurately reflect real world conditions experienced in the area. Millions of feet of dredging will occur at the turning basin where the ships moor alongside the shipping channel, changing the downriver currents. This is another set of complicated unknowns that will be created and no one can predict how the river currents will be affected. She has heard the cruise ships do not want to come in alongside the tankers, which could total 125 each year. The tankers will be moored and if caught in a tsunami, they will slam into Youngs Bay Bridge, break apart near the high school, or end up in downtown Warrenton. There will be a 20-foot berm built to protect the area from a tsunami. However, the crustal plate will subside 7 feet and the city could move 10 feet to the west in an earthquake similar to the earthquake in Chile. She gave Council a list of the chemicals and contaminants that would come off the operation phase of the facility.

Councilor Price said she hoped Astoria would follow in the footsteps of other cities in Oregon that are making resolutions to oppose LNG facilities. City Council still needed more information.

Mayor LaMear thanked those who spoke, noting that Council appreciated their input.

City Council Action: Motion made by Councilor Price, seconded by Councilor Herzig, to approve the Motion to Intervene Out-of-Time and allow Mayor LaMear to sign the motion. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Councilor Herzig said the audience's presence and support was duly noted.

Item 11(b): Authorization to Purchase Equipment Trailer (Public Works)

The Public Works Department has a 1973 Hyster tilt-bed trailer to transport the bulldozer, backhoe, pipe, and other equipment from town to the watershed, job sites, or occasionally out of town for equipment repair. The trailer has reached the end of its useful life and is becoming a safety hazard. Staff researched the market and found the Interstate Trailer Model 40DLA Beavertail Trailer would best meet the needs of the Department. This trailer is available from Sonsray Machinery in Portland through the Houston-Galveston Area Council. Funds for the trailer are included in the current fiscal year budget. On April 9, 2015, a notice of the City's intent to establish a contract for an Interstate Trailer Model 40DLA Beavertail Trailer through HGAC was advertised in *The Daily Astorian*. No comments were received. City Attorney Blair Henningsgaard has approved the process. It is recommended that Council approve that Public Works staff purchase a Beavertail trailer for \$23,400 from Sonsray Machinery.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Herzig to approve the purchase of a Beavertail trailer for \$23,400 from Sonsray Machinery. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 11(c): Astoria Headworks Hydroelectric Project Pay Adjustment #2 (Public Works)

On July 21, 2014, the City Council awarded a construction contract for \$348,400 to PCR, Inc., for the Astoria Headworks Hydroelectric Project. The project was funded by grants from the Oregon Energy Trust, Pacific Power's Blue Sky Program, and the Oregon Infrastructure Finance Authority. The project is now complete and the hydroelectric generator is fully operational. On-line monitoring may be accessed on the City website at www.astoria.or.us by clicking the "Current Projects" button located on the lower left corner of the home page.

During the course of the project, there were adjustments and changes required to complete the work. Following is a description of the change orders that were required:

Pay Adjustment #1 (paid earlier in the project):

- \$7,968.88 - Additional meter base and disconnect

Pay Adjustment #2:

- \$1,361.65 - Additional conduit due to vault orientation
- \$740.00 - Permit fees
- \$14,395.14 - Re-route drain line
- \$1,062.15 - Move Disconnect around corner
- \$952.81 - Additional support anchors
- \$328.95 - Added Flashing/Heat Shield

It is recommended that the City Council authorize Pay Adjustment #2, which will result in a contract increase of \$18,840.70.

City Manager Estes noted the change orders totaled \$26,809.58, which is 7.7 percent of the original bid amount. Construction costs are less than the grant amount received. Therefore, if Council approves the pay adjustment, excess funds will be used for project development costs like permitting and engineering.

Mayor LaMear believed it was exciting and amazing that the construction costs were less than the grant.

City Council Action: Motion made by Councilor Herzig , seconded by Councilor Warr to authorize Pay Adjustment #2 in the amount of \$18,840.70 for the Astoria Headworks Hydroelectric Project. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 11(d): Spur 14 Water Line – Public Hearing for Design Service Contract Amendment (Public Works)

The Public Works Department has been working with the Oregon Health Authority - Drinking Water Program to comply with the United States Environmental Protection Agency's (USEPA) on Phase 1 of the Disinfectant and Disinfection Byproducts Rule. Phase 2 of this rule recently went into effect. This phase more stringently regulates the levels of byproducts formed when disinfectants (typically chlorine) react with naturally occurring materials in the water. The USEPA supports regulation of disinfection byproducts (DBP) based on a potential association with chlorinated drinking water and some health risks.

On two occasions, the City slightly exceeded the limit of one regulated DBP. The primary reasons for this exceedance include the characteristics of our source water and the significant retention time associated with our reservoirs. Because of this, the City enlisted the technical assistance of CH2M Hill to evaluate methods to reduce DBP levels. City staff and CH2M Hill have developed a plan to collect water from Spur 14, the best available location within the watershed, which currently feeds the Middle Lake Reservoir and a tributary to Bear Creek. The project would allow a portion of water to be directly piped to the existing Middle Lake Pipeline allowing direct use of our highest quality water source.

CH2M Hill was initially chosen to assist on this project because of their familiarity with our system past experience with DBPs, and available resources. CH2M Hill provided a proposed scope and fee for completion of design and bidding assistance for the Spur 14 Water Line Project. A summary of project costs related to design and bidding services are as following:

Task	Status	Amount
Topographic Survey – HLB Otak	Completed	\$5,000
Preliminary Design and Report – CH2M Hill	Completed	\$9,000
Final Design and Bidding – CH2M Hill	Proposed	\$53,000

Funding for these services is available in the Public Works Improvement Fund. Construction of the Spur 14 Water Line Project is estimated to cost \$210,000 and fees for construction support services will be presented when staff requests authorization to bid the project. Staff strongly believes that it is in the best interest of the City to process a contract amendment with CH2M Hill for the Spur 14 Water Line engineering services needed. In order to directly appoint CH2M Hill, the City Council will need to approve an exemption from the Competitive Solicitation Requirements after holding a public hearing to take comments on the exemption, as identified in the Astoria City Code. The City Attorney has approved of the City using this exemption to the competitive solicitation process. City staff and the City Attorney have been working with CH2M Hill on resolution of several minor contract modifications that if approved will be incorporated into the contract amendment.

It is recommended that City Council conduct a public hearing for the purpose of taking public comment on the findings for exemption from the competitive solicitation requirements and adopt findings that authorize the direct appointment to process a contract amendment with CH2M Hill to provide design engineering and bidding services for the not-to-exceed amount of \$53,000. This will be contingent upon the resolution of several minor contract modifications.

Mayor LaMear opened the public hearing and called for public testimony regarding the direct appointment of a contract with CH2M Hill instead of implementing the competitive solicitation process. Hearing none, she called for comments from the Council.

Councilor Herzig said he was surprised to hear this was an ongoing concern because the issue has not come before Council in the past. He understood the monitoring just began in 2013. However, he was surprised to see this item on the agenda. He wanted more information about the location of Spur 14. He also wanted to know why Spur 14 had not been accessed before, especially if it provides the best source of water in the watershed. He asked if Staff was working towards reducing retention time to help alleviate the problem. Director Cook said currently, Spur 14 water enters the treatment system by diversion. Water from Spur 14 contains the least organic

compounds that react with chlorine because there are not many Alder trees in the area and the water travels a very short distance. Staff wants to take the water directly from the creek and get it into the Middle Lake pipe where it will not be exposed to organic material in the lake. The work will secure higher quality water with less organic compounds. The new pipe will connect with the existing middle lake pipeline that takes water to the treatment plant. He confirmed that the longer the water sits with chlorine and organic compounds, more contaminants must be removed.

Councilor Nemlowill asked if the new process would allow the City to use fewer disinfectants. Director Cook said Staff tries to keep disinfectant levels as low as possible. However, the entire process is meant to suppress pathogens that might pass through the filters. The lower the disinfectant levels, the less the reaction with organics in the water. The organic compounds primarily consist of tannic acid from Alder leaves that fall into the water. Organic material can only be filtered out with a large charcoal plant. He confirmed that tannic acid is not a pathogen and the disinfectant used is chlorine.

Mayor LaMear said the annual water quality report seems to indicate that Astoria has very good water. Director Cook said yes, and the regulations are very strict. Astoria's water is of very high quality.

Councilor Herzig asked if Staff was considering replacing the Alders with evergreens to prevent an ongoing source of tannic acid in the water. Director Cook said part of the program includes relocating stands of Alder, especially near creek beds, and Staff does not replant Alder trees.

Mayor LaMear called for public testimony.

Chris Farrar, 3023 Harrison Avenue, Astoria, said the only way to keep the water quality good is to allow a canopy of real forest to grow back throughout the watershed. The Alders exist because people keep clear cutting conifer forests, which come in early. Conifers grow fast and add nitrogen into the soil. The number of Alders indicates the forest is still out of balance. Therefore, Astoria should get its forest in balance and the water will be of better quality with less expense and work.

George McCartin, 490 Franklin Avenue, Astoria, believed Council's habit was to approve contracts with the same vendors repeatedly. He was unsure if CH2M Hill was local, but wanted Council to consider whether a competent local person could do the work and whether there was a competitor. While it is legal to award a contract to a company that Astoria has had a good experience with in the past, he did not believe this should be the reason to offer the same company another contract. Council should offer these opportunities to local people.

Sue Skinner, 511 Jerome, Astoria, said she knew about CH2M Hill because they are a huge defense contractor that does business all over the world. The company destroyed Iraq and is in Afghanistan and all over Africa. CH2M Hill is not a local company and she questioned whether a local company could do the work. The company is a notorious weapons manufacturer. She encouraged Council to read about the company on the internet.

Mayor LaMear closed the public hearing.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Nemlowill to adopt findings that authorize the direct appointment to process a contract amendment with CH2M Hill to provide design engineering and bidding services for the not-to-exceed amount of \$53,000. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 11(e): Arial Fire Truck Options (Finance/Fire)

At the April 21, 2014 City Council meeting, Fire Chief Ames made a presentation regarding the need for new Fire Department apparatus. The Chief cited the need for a replacement pumper fire engine as well as a ladder truck. At the October 13, 2014 Council meeting, City Council authorized the purchase of a new Pierce Arrow XT pumper truck in the amount of \$488,251. Funds to acquire the pumper truck are coming from lease revenue from the 17th Street Dock Fund. There was also City Council discussion about the possibility of placing a bond measure on the November 2014 ballot for the purchase of the ladder truck. Ultimately, it was decided to hold off until a later date to determine if a bond should be placed on a future ballot or if other financing measures should be used. During the 2015-16 City Council Goal Setting session, staff stated that options would be brought to the

City Council in spring 2015 to receive direction as to how to move forward on this matter. The options are as follows:

Lease of Ladder Truck

One option for the acquisition of a new ladder truck is to enter into a lease purchase agreement with Oshkosh financing as the City did for the pumper fire engine. The proposal price on the April 9, 2015 quote from Pierce is \$929,650. As indicated in the proposed General Fund budget for FYE June 30, 2016, the fund is projected to have a beginning fund balance of \$2,500,000. The increase in the beginning fund balance is attributed to a combination of increased revenues over the past several years of expenses from vacant positions, particularly the City Manager, Finance Director and Community Development Director positions. It is proposed to transfer \$500,000 of the beginning fund balance to the Capital Improvement Fund as a down payment on a replacement aerial truck for service in the Fire Department. This would significantly reduce the financed amount and, thereby, make the annual lease payments more manageable. Subsequent annual payments on a lease would be made from the Capital Improvement Fund. It is anticipated that these payments would be made from the carbon credit proceeds that would be deposited in the Capital Improvement Fund. Staff has not pursued the details of this option. If Council gives direction in this regard, staff will follow up to get more information.

Bond Measure

If the City Council chooses to pursue a bond levy for the purchase of a new aerial ladder truck, the City would have the option of two dates in 2015. The first option is a special election scheduled to be held on September 15, 2015. Filing for this election would require a Ballot Title for publication of notice by June 26, 2015, and a Notice of Measure Election by July 16, 2015. The second option is the regular election scheduled for November 3, 2015. Filing for the November 3, 2015 regular election requires a Ballot Title for publication of notice by August 14, 2015, and a Notice of Measure Election by September 3, 2015.

It is recommended that Council consider the two options for acquisition of an aerial ladder truck and provide direction as to a preferred approach.

City Manager Estes noted that if Council approves the lease option, Staff would move forward only after an agreement was signed between the City and the climate trust. He explained that pursuing a bond levy would require the City to engage bond council and a bond broker, which would increase costs.

Councilor Warr asked how many times the ladder truck was used for firefighting in the last 10 years. Chief Ames said in the last two years and four months, the truck has been used four times for two chimney fires, a structure fire in Astoria, and a structure fire in Warrenton. Compared to the total number of structure fires, the ladder truck is used fairly often. Currently, Seaside has the only ladder truck in the county.

Councilor Warr understood the Fire Department needed decent equipment, but he believed \$1 million was a huge amount of money. He questioned whether buying a second pumper truck and investing \$40,000 or \$50,000 into the existing ladder truck would be practical. The repaired ladder truck could only be used in emergencies. He asked if this could save the City \$300,000. Chief Ames believed this would work for a while, but could not predict for how long. Unfortunately, the current ladder truck is almost 30 years old. The inside of the ladder, the pump, discharge plumbing, and intake plumbing have all begun to rust from the inside. Replacing the plumbing and a portion of the pump will cost almost \$71,000. However, the repairs provide no guarantees because of the age of the truck. The steel tank is beginning to rust and show signs of stress, as is the frame of the truck.

Councilor Nemlowill said Chief Ames made it clear on her tour of the Fire Department that the ladder truck is an essential tool. She asked Chief Ames to explain the insurance issue. Chief Ames said buildings in downtown Astoria and some surrounding areas are considered particularly hazardous. The City of Astoria currently has an Insurance Service Office (ISO) rating of four, which is partially due to the possession of an aerial ladder truck. When the truck fails, the City will have issues with its insurance rating, which could potentially drive up insurance premiums for commercial and residential buildings in Astoria. He did not know how significant this increase would be, but noted the truck is very significant to the safety of buildings taller than 35 feet.

Councilor Nemlowill wanted to know how much longer the City could get by with the existing truck. She did not understand why an engine and a ladder truck needed to be purchased at the same time. She wanted to wait until the engine was paid off with the 17th Street Dock funds, and then use future 17th Street Dock funds to purchase a new aerial truck. Chief Ames confirmed the City could purchase the ladder truck this way. The lease for the

engine would be paid off in seven years. However, he was unsure how much money would be needed to keep the ladder truck going or how much longer the ladder truck could be used. The truck must be kept safe for his firefighters and the community to use. He recommended City Council act now. People are always shocked to learn how expensive fire equipment is, but most equipment is replaced after 20 years. If the engine and ladder truck did not need replacing, he would not be making this request.

Councilor Herzig said he supported acquiring a new ladder truck and he believed the lease option was the best. Sending a crew out on a ladder truck that may fail is a burden Council should not ask Chief Ames to bear. Lives could be lost if the ladder truck fails when it is needed.

Councilor Price said using the truck four times in two years and four months did not seem often. However, the ladder truck would be necessary at her house. The state of the economy is unknown, but the Contingency Fund for 2015-2016 is to be used for these types of purchases. Therefore, she supported the lease option.

Mayor LaMear also supported the lease option. The City cannot anticipate the amount of the carbon credits, but if the City receives more than expected, the funds could be used to pay off the lease. She asked if the lease included a pre-payment penalty. Mayor LaMear also supported the lease option. The City cannot anticipate the amount of the carbon credits, but if the City receives more than expected, the funds could be used to pay off the lease. She asked if the lease included a pre-payment penalty. City Manager Estes said the contract for the carbon credits was still being negotiated. Financial Analyst Snyder said he would find out if the lease option included a pre-payment penalty.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Warr to approve the acquisition of a new ladder truck and direct Staff to pursue a lease purchase agreement. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

City Manager Estes reminded that the purchase of this ladder truck would be included in the next fiscal year's budget. Staff wants to get the carbon credit agreement signed before moving forward with the lease option. He appreciated Council giving Staff direction prior to the budget discussions scheduled for next week.

Item 11(f): Salary Resolution Establishing Basic Compensation Plan Wage Adjustment for Deputy Police Chief (City Manager)

Staff positions and associated compensation are detailed in the Resolution Establishing a Basic Compensation Plan for the Employees of the City of Astoria and Establishing Regulations for the Placement of Present Employees within the Wage and Salary Schedules Provided. Whenever there are changes in positions, whether a position is begin deleted, added or redefined; or whether a change in compensation is proposed; such changes are adopted by resolution.

At its October 20, 2014 meeting, the City Council adjusted the compensation and incentives for Police Sergeants. At that time, wages were increased by 4 percent. This increase, along with adjustments to incentives for certification, was made to relieve the issue of wage compression between Police Officers (represented employees) and Police Sergeants (non-represented employees). Prior to the adjustment, the Department was unable to recruit candidates for the vacant Police Sergeant position. At the time, no adjustment to wage was made to the Deputy Police Chief and Police Chief positions causing compression to occur at this level.

The Department desires to promote a Sergeant to Deputy Police Chief and again finds itself in a position where qualified applicants are dissuaded by the pay differential. With the individual selected to be promoted the change in annual compensation would be \$1,100. Raising the Deputy Police Chief wage 4 percent will cause the difference in annual compensation to be an increase of \$4,500 and place the total compensation available for Deputy Police Chief to be comparable to the compensation for Deputy Fire Chief.

As a clerical matter, the Deputy Police Chief and Police Chief will move from Schedule E2A (they are the only employees on this schedule) to Schedule C with other Police Employees. Similarly, Police Sergeants will move from E2A (they are the only employees on this schedule) to Schedule C. A similar clerical move has been made with the Fire Department management positions. It is recommended that Council adopt the proposed resolution implementing the pay rate increase for the Deputy Police Chief by 4 percent and simplifying the salary resolution by moving the Police Sergeants, Deputy Police Chief, and Police Chief to Schedule C.

Councilor Price believed Council's number one job was to provide police and fire services to the citizens and the best way to do so is to provide good pay.

Councilor Herzig said there is a lot of concern in this country about community police. The Astoria Police Department has been looking at body cameras and the City is considering cost, effectiveness, and usability.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Price to adopt the proposed resolution implementing the pay rate increase for the Deputy Police Chief by 4 percent and simplifying the salary resolution by moving the Police Sergeants, Deputy Police Chief, and Police Chief to Schedule C. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 11(g): City Council Rules (City Council)

The Council will discuss the City Council Rules following up from the last meeting. Included in the packet is a revised draft, which includes changes, proposed to address issues raised at the previous Council meeting.

City Manager Estes reviewed the changes and additions made to the draft rules.

Mayor LaMear believed Council agreed to move non-agenda public comments to the beginning of the meeting and move Reports of Councilors to the end of the meeting.

Councilor Herzig noted Council had been meeting for almost three hours and suggested the discussion on City Council rules be postponed. After some discussion, Councilor Price asked Councilor Herzig to list the rules he wanted to discuss. Councilor Herzig wanted to know why the Charter referred to City Council as the Common Council and why the term was only used occasionally. He was also concerned with Section 2.7 Quorum, which refers to compelling the attendance of Councilors. He understood the Charter could not be amended without a public vote, but believed this rule was unnecessary because its meaning is unknown. He wanted to discuss the Charter at a work session to consider the possibility of removing unnecessary language. He was still unclear about Section 2.10 which requires Council to ask questions of staff through the City Manager. He said he could not comply with Section 11.1(a) requiring all communications dealing with City matters to be conducted through City email addresses on City supplied iPads. He does not know how to use the email software and needs serious training; therefore, he could not vote to approve a rule he is unable to comply with.

Councilor Price said this was an instance where Robert's Rules of Order would be appropriate. She would move to adopt the City Council Rules so further discussion could be conducted. After discussion, she would move to amend the rules.

City Council Action: Motion by Councilor Price to adopt the City Council Rules for Fiscal Year 2015-2016. Motion failed due to lack of a second.

Councilor Warr asked for an explanation of Section 8.2 Call for Abstentions. City Attorney Henningsgaard explained the rule required the Chair to give members an opportunity to abstain from participation in any public hearing due to bias, prejudice, or ex parte contacts. He confirmed that a Councilor could challenge another Councilor's participation. However, he had never seen this happen in Astoria. Councilor Warr preferred this explanation be better defined in the rules. City Attorney Henningsgaard believed it would be easier for him and City Manager Estes to go over this draft of rules together. He had another set of amendments that were not included in this draft.

Councilor Price made the following suggestions in response to Councilor Herzig's concerns:

- Substitute "Astoria Common Council" with "Astoria City Council."
- Section 2.7 Quorum could simply state "a majority of the Council constitutes a quorum for its business."
- Leave Sections 2.10 and 11.1(a) as is.
- She believed the way Councilor Nemlowill asked City Manager Estes earlier in the meeting if she could speak directly to Staff worked well. Also, Section 11.1(a) states electronic devices other than the City supplied iPad could be used.

Councilor Warr added that he has all of his Council emails forwarded to his personal email because he had the same concern as Councilor Herzig.

Councilor Herzig said if the section is removed from the rules, the email issue would no longer be a concern. He currently forwards emails from his iPad to his personal computer. He was also concerned about Section 8.4 regarding a Councilor's participation being challenged. He wanted to know how far in advance of a public hearing a Councilor's participation could be challenged. City Attorney Henningsgaard confirmed this would occur prior to the opening of the hearing because participation cannot be challenged during or after a hearing. Councilor Herzig believed a timeline should be developed if the Mayor is required to ask if anyone challenges a Councilor's participation. City Attorney Henningsgaard explained that most councils do not encourage those who are challenged to participate. City Manager Estes added that this is part of the script read by the Mayor during land use hearings.

Councilor Nemlowill said it would be nice if the rules were in plain English because the language is difficult to understand. It is important that Council makes it clear to the public how they will be conducting themselves during meetings.

Council agreed to discuss further revisions at the next City Council meeting.

Item 11(h): Library Site Work Session Follow-Up

Mayor LaMear explained that prior to the regular session, Council held a work session to discuss possible sites for the new library. Council is trying to agree on a site so Staff can move forward. The discussion and community input went well.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Herzig to direct Staff to investigate building a new library at Heritage Square with elements discussed during the work session, including costs, a timeline, parking, the American Legion, options for reuse of the current library building, a public/private partnership, and mixed use including housing for Astorians. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:03 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

A work session meeting of the Astoria Common Council was held at the above place at the hour of 6:00 pm.

Councilors Present: Nemlowill, Herzig, Warr, Price, Mayor LaMear

Councilors Excused: None

Staff Present: City Manager Estes, Assistant City Manager/Police Chief Johnston, Parks and Recreation Director Cosby, Financial Analyst Snyder, Fire Chief Ames, Interim Planner Morgan, Library Director Tucker, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

LIBRARY GOAL:

City Manager Estes briefly reviewed the discussions from a City Council work session held a few months ago to discuss Council's library goal for Fiscal Year 2015–2016. Staff has developed criteria for analyzing potential sites based on feedback received at that work session. He gave Councilors a copy of the standard location criteria that addressed zoning, compliance with the building assessment, costs, and other criteria. Staff would like additional feedback from Council about more specific local criteria they would like added to the standard criteria. He explained that there were three tiers of priorities, with the top tier being weighted most heavily and the third tier being weighted the least. He would like Council to list specific sites for staff to analyze. Staff would present results of the analysis at a future work session. City Manager Estes presented the location criteria as follows:

- Tier 1 Criteria: Located near commercial, retail, cultural, and other activities; location driven by retail site selection factors; property configuration should be adequate for successful completion of the building program/building project; provide library materials and services to the greatest number of users at the lowest cost; sufficient accessibility should include parking that is convenient to the library's entrances with sufficient parking spaces for customers and staff, and conveniences for courier or outreach delivery services; visibility from the street.
- Tier 2 Criteria: Arriving at the library creates a favorable impression; meets unique needs of different segments of customers; neighborhood compatibility with existing and future development; consideration of easements, zoning restrictions, entrances and egresses, and multiple owners of potential library site property.
- Tier 3 Criteria: Cost of site acquisition or lease; timeframe for development of the site; utility availability and site infrastructure; cost of site mitigations; technical and environmental assessments; library programming requirements.

Councilor Warr believed staff was missing the point. Council should consider existing resources for building or renovating a library, and then decide what can be done with those resources. Analyzing potential sites against these criteria would delay this entire process.

Councilor Price confirmed that staff used the square footage requirement recommended in the Metz report, which she had issue with. She wanted the next plan to allow additional staffing in the future. The City cannot and does not want to commit to additional staffing at this time; however, this may change over time. An expanded library may want expanded programming, which she did not believe would be possible at the current level of staffing. She could see how the location criteria could create a very long process. She has done research on libraries built in the 1960s, most of which have been converted to other uses with a new library being built in another location. She was not sure how to move this process forward at this point. This process is starting with the recommended square footage, the basement of the existing building will not be used, and the renovation will not include use of the Waldorf space. Therefore, she believed the only option was to build a new library in a new location. The City owns the space at Heritage Square, but nearby parking would need to be considered. Expansion into Heritage Square would eliminate about a quarter of the Sunday Market's income, which was not something she wanted to do.

Councilor Herzig agreed with Councilor Price. He believed it was mistake to say more staff would never be hired. The library is already under providing because of staffing. The City needs to make sure a library with better services has enough staff to provide those services. The library is closed on Sundays and Mondays, so people

who want to look at meeting agendas must do so on Saturdays. He believed the concept of sharing a library with workforce housing should be kept in the discussion. Building a new library with housing provides two uses that the community desperately needs. Astoria also needs childcare. Perhaps the City can trade the existing library building with the American Legion building, which could be taken down to provide more space for the Sunday Market or parking. He believed all the benefits of building a new library should be discussed. He also wanted to start referring to the potential site as the Safeway parking lot because calling it Heritage Square creates a road block.

City Manager Estes clarified the criterion to provide library materials and services to the greatest number of users at the lowest cost was not a statement indicating there would never be additional staff allocated to the library. At any time, City Council can choose to allocate additional resources. However, the City has not had enough General Fund revenue to allocate additional staff without cutting the funds of another department. The criterion simply recognizes that the City would do as much as possible with available resources.

Councilor Nemlowill said she was expecting to discuss the feasibility of expanding the library in its current location, utilizing the Merwyn/Waldorf building, and Heritage Square. City Manager Estes said feedback from City Council at the last work session indicated Councilors had a variety of interests and preferred different scenarios, but Council agreed that staff should not hire a consultant at this time. These criteria are designed to help Council compare the pros and cons of renovating the existing building to new building at Heritage Square.

Councilor Nemlowill asked if it was reasonable to consider the sites without the help of a consultant. City Manager Estes said he needed a consensus from City Council. Staff is attempting to provide Council with enough information to make a decision and take action.

Councilor Herzig believed Council had asked staff to provide information about the feasibility of the footprint available in the Safeway parking lot. City Manager Estes confirmed City Council had been given this information, but staff still needed feedback about how to address parking. Councilor Herzig said he did not know the space was available. City Manager Estes said the space would provide 18,000 square feet of space.

Mayor LaMear said she and staff have discussed two different proposals for utilizing the Merwyn. In order to offer housing in part of the building, the front portion of the building would be the entrance and lobby for the residential units. The residents would likely park bicycles in the lobby, so this would only leave about 2,500 square feet at the back of the building for the library. Adding this space to the 9,000 square feet of the existing library would expand the total space to 11,500 square feet. However, optimum square footage is 18,000 square feet. City Council is not saying the library must have 18,000 square feet, but 11,500 square feet is not adequate. Two groups in Astoria are opposed to expanding into the parking lot. This is another reason renovating the existing building on the current site does not provide enough space. Therefore, she believed the best option would be to develop a brand new facility at Heritage Square and possibly include housing. Parking is a big issue that cannot be ignored. However, there is always the possibility that a parking garage could be utilized by the library, residents, and downtown shoppers. People are concerned about leaving the existing building. However, the current building can remain in use while a new building is being built. Once the library relocates, there may be an opportunity to sell the current library and Merwyn buildings together.

City Manager Estes said he was attempting to use an approach used by architects, designers, and consultants who help clients decide where to locate a particular building. The criteria he presented are standard. Instead of hiring a consultant, staff would like to use the criteria to frame this discussion in an effort to work within its own resources. However, if Council does not want to use the criteria, staff would take other direction from Council.

Councilor Price said after hearing Mayor LaMear's opinion, she would vote to consider Heritage Square. However, she wanted to know what could happen with the current library building and the Merwyn. She was very concerned about leaving a large blight right next to City Hall. Therefore, she would be happy to hear if there were opportunities for those sites. She liked the idea of a public/private partnership, but preferred mixed use housing instead of workforce housing. Larger residential units could create revenue to cover the costs of smaller apartments rented out at lower rates. She believed a spot between the cooperative building and Overbay Auto should also be considered. This site might be available at a reasonable cost and would be a great location for a parking structure that would serve the Sunday Market, downtown, and Heritage Square. All of her suggestions could be incorporated into Council's consideration of Heritage Square.

Councilor Warr said Council needed to decide on a timeframe and budget before moving forward. If these decisions could not be made before money is spent on another survey or more planning, the discussions would never end. He strongly believed that if this project is going to be completed, the City needed to take a get-it-done approach. However, he understood his opinion differed from the rest of Council and would be fine if Council wanted to go another direction.

Councilor Herzig said Council wants to get it done, but deciding where to put the library should be the first step. This process has taken other cities about seven years because a lot of aspirational budgeting was done before all of the funds had been obtained. He reminded that Ruth Metz said this could be done if Astoria wanted it badly enough. This will take a lot of work, a foundation, and a lot of teamwork, but this can be done. He believed the community wanted a new library badly enough. The sooner the City begins, the sooner those seven years will go by. This is not a short or inexpensive process, but it is a process everyone wants. He supported Mayor LaMear's proposal to relocate and combine housing. The Merwyn is not the City's responsibility and those who want to save the property can form a non-profit and get partners. The City owns the existing library building and the Safeway parking lot, so Council should move forward with those two options.

Councilor Warr noted the City was already in year three or four of the process, leaving only three or four more years to complete the process within seven years.

Councilor Nemlowill believed the Mayor and Councilors had made very valid points that should be considered. She preferred relocating to Heritage Square because it needed to be redeveloped in a way that would contribute to downtown Astoria. Housing is key and she believed the community would support mixed use with the library. Studies that have already been done on Heritage Square indicate the community wanted a public/private development and the library was the most plausible use. However, she still wanted more information about how parking would work and what needs to be done before the site is developed. One plan from ten years ago showed diagonal parking with one lane of traffic on Duane and 12th Streets. She wanted to see this process move forward and the City to begin taking requests for proposals (RFPs) soon. She wanted the City's costs to be as low as possible while providing many benefits to the citizens and businesses in Astoria.

Councilor Herzig said City Council would likely have a future work session to discuss downtown parking. Any new building project needs to consider that parking is a real issue. However, he did not believe the library plan should be burdened with solving the downtown parking problem. Parking is a larger issue that the library would be part of and expecting the library plan to solve the downtown parking problem is not a good approach.

City Manager Estes understood Council wanted to pursue Heritage Square and additional information about parking, finances, and costs. He suggested hiring a consultant to help formulate answers to Council's questions. Mayor LaMear said about 24 architects responded to the newspaper article that indicated the City was considering relocating the library to Heritage Square. City Manager Estes confirmed a story was published in some of the construction publications in Seattle and Portland. Design firms and construction firms have expressed their interest in the project. He asked City Council to make a motion during a regular session meeting to support staff as they investigate relocating the library to Heritage Square.

Councilor Herzig said when Mayor LaMear is informed about various contacts, he would like all of the Councilors to be informed as well.

Councilor Nemlowill said this discussion might provide some clarity to those who have interests in the Merwyn/Waldorf building.

Councilor Herzig asked if staff could let the American Legion know the library building might be available to them in the future. He believed the Legion should have this information.

Councilor Warr said some years ago, the City attempted to trade the library building for the American Legion building. However, the Legion wanted the City to spend several million dollars on remodeling the library building before they would be willing to use it. The City and the American Legion negotiated for a couple of years; however, the Legion was not interested in trading unless the library building was renovated.

Councilor Price recently spoke with Mike Phillips, Commander of the American Legion, who indicated the Legion wanted the building brought back to its original condition and the library building should remain a library because

it is a memorial library. Therefore, she was unsure how the City would approach the American Legion with an actual plan.

Councilor Nemlowill believed the City should approach the American Legion before plans were made. She understood why the Legion would not want to relocate to the library building.

City Manager Estes believed Council had given staff the direction they were seeking. This consensus from Council would allow staff to move forward and engage with someone who has the resources and knowledge about costs and feasibility.

Mayor LaMear believed Council, the Library Board, the Library Revitalization Committee, and staff wanted to move forward. This process seems to have gone on for so long with no action. She believed this consensus was a good step in the right direction. The City can put everything it wants in a new library without having to work around the issues of the existing building. The project will not be held up by appeals on using the Merwyn or changing the architecture of the existing building. In the mean time, the City can consider possibilities for people to invest in the Merwyn and the library building.

Councilor Herzig said one of his constituents asked him to thank Mayor LaMear for moving this process forward.

Mayor LaMear called for public testimony about the library.

Cheryl Silverblatt, 811 Glasgow Avenue, Astoria, thanked Councilor Price for saying Library staff should be allowed to increase. The proposal to prohibit additional Library staff was the most difficult, challenging, and absurd proposal she had ever heard. After one of Ms. Metz's presentations, she heard someone say they wondered what the proposal would have been if there were no restrictions. Without restrictions, she believed Ms. Metz could have provided a wonderful library plan for the citizens of Astoria. It is a loss that there were so many restrictions placed on what Ms. Metz was able to provide because she is very experienced and has a wonderful reputation. She was happy that Council had come to a consensus.

Kate Summers, Library Board Chair, encouraged everyone to attend the Library Board meetings. She was excited to receive direction from City Council and learn more from the Library Revitalization Committee.

Shel Cantor, 1189 Jerome, Astoria, said he liked the way City Manager Estes wanted to approach this discussion. He liked the priorities, but believed costs and availability should have been first tier priorities. He added that closed circuit monitoring could allow a smaller staff to monitor multiple levels at a lower cost. He believed closed circuit monitoring would be more effective than hiring additional staff because people assume there is always someone watching a monitor. He was not against relocating to Heritage Square, but he did not want Astoria to end up with a library that looked like it belonged in Anywhere, USA. Astoria is a historic area and the downtown is a historic district. He wants a new library to blend in properly with the historic character of the city.

Councilor Price agreed costs should be Tier 1 priority. She wanted to build a library that people would still be in awe of 100 years from now. This community has extraordinary and creative master craftsman who should be part of this project. She understood this could cost an extra million dollars, but she would help raise the money. She believed it was very important to refrain from building another warehouse looking building. Astoria can do better. Members of the Library Foundation and the Astor Library Friends Association (ALFA) are capable of raising the necessary funds.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:52 pm to convene the regular City Council meeting.

ATTEST:

APPROVED:

Finance Director

City Manager

DESIGN REVIEW COMMITTEE
Astoria City Hall
March 5, 2015

CALL TO ORDER:

President Rickenbach called the meeting to order at 5:30 p.m.

INTRODUCTION OF NEW MEMBER:

The Commission welcomed new member, Hilarie Phelps.

ROLL CALL – ITEM 3:

Commissioners Present: Jared Rickenbach, LJ Gunderson, Hilarie Phelps, and Paul Tuter

Commissioners Absent: Derith Andrew

Staff Present: Interim Planner Mike Morgan

ELECTION OF OFFICERS – ITEM 4:

In accordance with Sections 1.110 and 1.115 of the Astoria Development Code, the Astoria Design Review Committee (ADRC) needs to elect officers for 2015. The 2014 officers were President Jared Rickenbach, Vice President LJ Gunderson, and Secretary Sherri Williams.

Vice President Gunderson moved to re-elect Jared Rickenbach as President, seconded by Commissioner Tuter. Motion passed unanimously. Ayes: President Rickenbach, Vice President Gunderson, Commissioners Phelps and Tuter. Nays: None.

Commissioner Tuter moved to re-elect LJ Gunderson as Vice President, seconded by Commissioner Gunderson. Motion passed unanimously. Ayes: President Rickenbach, Vice President Gunderson, Commissioners Phelps and Tuter. Nays: None.

President Rickenbach moved to re-elect Sherri Williams as Secretary, seconded by Commissioner Tuter. Motion passed unanimously. Ayes: President Rickenbach, Vice President Gunderson, Commissioners Phelps and Tuter. Nays: None.

The Commission proceeded to Item 6(a) Public Hearing DR15-02 at this time.

APPROVAL OF MINUTES – ITEM 5: February 5, 2015

This item was discussed immediately following Item 6(a): Public Hearing DR15-02.

Vice President Gunderson noted the following correction on Page 1 under Public Hearings: "~~President Rickenbach~~ **Vice President Gunderson** explained the procedures..."

Vice President Gunderson called for approval of the minutes of the February 5, 2015 meeting, as corrected. Commissioner Tuter moved to approve the February 5, 2015 minutes as presented; seconded by Commissioner Andrew. Motion passed unanimously.

The Commission proceeded to Item 7: Reports of Officers/Commissioners.

PUBLIC HEARINGS:

President Rickenbach explained the procedures governing the conduct of public hearings to the audience and advised that the substantive review criteria were available from Staff.

ITEM 6(a):

DR15-02 Design Review DR15-02 by Patrick McGee, Patrick McGee Designs for Bradford & Margaret Gibson to construct a 2,903 square foot single family dwelling at 250 Roundhouse Road within the Gateway Area in the AH-MP, Attached Housing-Mill Pond zone.

This item was discussed immediately following Item 4: Election of Officers.

President Rickenbach asked if anyone objected to the jurisdiction of the Design Review Committee to hear this matter at this time. There were no objections. He asked if any member of the Design Review Committee had any conflicts of interest or ex parte contacts to declare.

President Rickenbach declared a potential conflict of interest being a general contractor. However, he had not been consulted on this project and did not believe there were any issues. He called for the Staff report.

Interim Planner Morgan reviewed the Findings and Conditions contained in the Staff report. He noted the agenda stated the building was to be 2,903 square feet. However, the Staff report states the building will be 2,800 square feet. After the application was submitted, the Applicant submitted new plans, which included a reduced size of the observatory. Therefore, the Staff report is correct. The Mill Pond Village Architectural Review Committee has reviewed the plans. No correspondence had been received; Staff recommended approval with conditions.

President Rickenbach opened the public hearing and called for testimony from the Applicant.

Patrick McGee, 697 34th Street, Astoria, said he was available to answer questions.

President Rickenbach called for testimony in favor of the application.

Helen Westbrook, 2860 Log Bronc Way, Astoria, Chair of the Mill Pond Architectural Committee, said the Committee reviewed revised plans for the home, which were received on February 19th. The Committee approved those plans with the condition that the lights above the overhead garage door remain on each side of the garage door, as indicated in the original plans. The Committee determined that the observatory is actually 208 square feet of exterior area. Mill Pond allows a maximum 200 square feet of exterior space, but granted the Applicant a variance for 208 square feet because unusual circumstances were caused by load factors, the spiral staircase, and general architectural design considerations. Mill Pond fully supports the revised plans.

President Rickenbach called for testimony impartial, or opposed to the application. Hearing none, he called for closing remarks from Staff. There were none. President Rickenbach closed the public hearing and called for Committee discussion and deliberation.

Commissioner Phelps confirmed that the plans submitted to Mill Pond were the same plans included in the Staff report. President Rickenbach added that Mill Pond's approved plans differed because they required the garage lights to be placed on either side of the garage door instead of centered over the door.

Mr. McGee noted the garage door had to be moved to the side due to some issues which was reflected on the plans before the Committee. The light fixtures were expensive and the owners were trying to cut back on expenses.

Vice President Gunderson liked the features on the home, which was beautiful and noted Mr. McGee has done other homes in the Mill Pond area with great success.

Vice President Gunderson moved the Design Review Committee adopt the Findings and Conclusions stated in the Staff report and approve Design Review DR15-02 by Patrick McGee with conditions; seconded by Commissioner Phelps. Motion passed unanimously. Ayes: President Rickenbach, Vice President Gunderson, Commissioners Phelps, and Tuter. Nays: None.

President Rickenbach read the rules of appeal into the record.

The Commission proceeded to Item 5: Approval of Minutes.

REPORTS OF OFFICERS/COMMISSIONERS – ITEM 7: No reports.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 5:45 p.m.

ATTEST:

APPROVED:

Secretary

Planner

DRAFT

HISTORIC LANDMARKS COMMISSION MEETING

City Council Chambers

March 31, 2015

CALL TO ORDER – ITEM 1:

A regular meeting of the Astoria Historic Landmarks Commission (HLC) was held at the above place at the hour of 5:15 p.m.

ROLL CALL – ITEM 2:

Commissioners Present: President LJ Gunderson, Vice President Michelle Dieffenbach, Commissioners Jack Osterberg, Thomas Stanley, Paul Caruana, Mac Burns, and Kevin McHone.

Staff Present: Interim Planner Mike Morgan.

PUBLIC HEARINGS:

President Gunderson explained the procedures governing the conduct of public hearings to the audience and advised that the substantive review criteria were listed in the Staff report.

ITEM 3(a):

NC15-02 New Construction NC15-02 by Dan and Kim Supple to construct a new single-family residence in the Shively-McClure National Register Historic District at 1542 Grand in the R-3, High Density Residential zone.

President Gunderson asked if anyone objected to the jurisdiction of the HLC to hear this matter at this time. There were no objections. She asked if any member of the HLC had a conflict of interest, or any ex parte contacts to declare.

President Gunderson declared that her company, Windermere Pacific Land Company, has represented the Applicants in past real estate negotiations. However, this would not affect her decision on this application. She visited the site of the new construction earlier that day to get a better view of the small photographs in the Staff report. She took color photos, which she made available to the Commission, Staff, and members of the audience.

Commissioners Caruana, Burns, McHone, and Osterberg declared they had visited the site. Commissioner Caruana said the Applicants were also his customers. However, this would not affect his decision.

President Gunderson requested a presentation of the Staff report.

Interim Planner Morgan presented the Staff report, noting that Page 3, Section C. Proposed Structure, should state "the building is ~~50' wide by 35' long~~ **35' wide by 50' long**." The Applicants had already received variances from the required setback and position of the house to the south to protect views of adjacent historic structures to the west. The report titled *Windows in Central Astoria*, by John Goodenberger, was included in the Staff report because the HLC must determine whether the proposed windows would be compatible with the design of adjacent historic structures. No correspondence had been received.

Commissioner Stanley noted Staff did not recommend approval or denial of the request. He explained that hearing Staff's position, recommendations, and arguments could help the HLC make a decision. Interim Planner Morgan said in this case, the decision was subjective and he did not believe it was appropriate for him to make a recommendation on this building. The HLC should have a policy discussion about the windows and the form of the building, and then make a decision based on the information provided by Staff.

President Gunderson said she asked Staff for recommendations and conditions via email as she was reviewing the Agenda packet. Interim Planner Morgan has done his best to provide the HLC with the information necessary

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to make a sound decision and in this case, he is more comfortable allowing the Commission to make their own decision.

Interim Planner Morgan added that the Applicant's have gone to great lengths to make sure their new building would meet historic standards. He asked the HLC to consider whether they wanted to require custom wood windows in every new structure built in a historic district. This would be a policy decision, which should be determined by the Commission, not by Staff. Mr. Goodenberger's report referred to this issue as well.

Commissioner Stanley said he was not comfortable making policy decisions on the spot. This request was obviously very important. However, the HLC had not had the opportunity to discuss future policies and he did not want to make a decision that could jeopardize the Applicant's opportunity to build their home. Interim Planner Morgan suggested the HLC hear the Applicant's testimony, and then discuss the request.

Commissioner Osterberg agreed with Commissioner Stanley. He believed the HLC was being asked to do two different things, conduct a land use hearing to review a specific application according to criteria and have a broad policy discussion. He understood how the two issues were related and why Staff introduced the matter. However, he believed the policy discussion should be separated from the land use application and discussed during a work session.

Commissioners Burns and Caruana agreed. Commissioner Caruana added HLC usually reviews renovations and new construction as a different matter. He did not believe every structure needed to represent the 1920s or 1930s, but he did believe in architectural purity. Homes built in a historic neighborhood should have a distinct style. He was not as concerned about the windows or the depth of the windows that pertain to a particular type of architecture. However, the Applicant should choose a style and stay true to that style.

Vice President Dieffenbach said the Applicants needed a decision. She believed the project should be reviewed and the discussion about the windows should be kept separate. The HLC should hear the Applicant's testimony and consider the project as a whole with the conditions presented by Staff. She believed the HLC could agree on a decision centered on the entire house, not on the windows.

Commissioner Osterberg asked if Staff believed the proposed windows met the depth of recess recommended on Page 2 of the report on windows.

Interim Planner Morgan said two types of windows were being proposed. The picture window would be inset two inches from the exterior of the frame, which would meet the recommendation.

President Gunderson believed the Applicant and builder should answer the question. She asked the HLC if she could open the public testimony. The Commissioners agreed.

President Gunderson opened public testimony for the hearing and asked for the Applicant's presentation.

Tim Kennedy, 3708 Irving, Astoria, said he would be building the house. He thanked the HLC and Staff for holding a second meeting in March to review the project. He gave a PowerPoint presentation on the proposed windows. He preferred vinyl windows because they cost 1/4 to 1/3 less than new wood windows, most of which are made of pine. Pine is not a very rot-resistant wood, so it would need to be repainted every five or six years. He uses vinyl windows with wider sash lines and avoids using divided lite grids because he does not like the way they look. He also advocates for casement style windows combined in groupings with fixed windows. Casement windows have the best weather stripping systems and prevent wind-driven rain from penetrating to the inside of the house. The integral fin on vinyl and fiberglass windows, which seals the windows to the building, offers a huge advantage over all-wood windows. The membrane system that creates the waterproof barrier is woven into the integral fin. The moisture barrier system has been considered good construction practice for the last 25 years. Integral fins are not offered by wood window manufacturers. One requirement of this project is that the windows must be paintable because the building will be adjacent to historic structures. He asked Staff where the requirement originated, noting he could not find the requirement in the HLC's guidelines. He has received guidelines from Milgard Windows about how to paint vinyl and fiberglass windows. The Milgard casement windows do meet the requirements for a one-inch setback from the siding recommended in the window report. The Milgard fixed windows would be set back two inches from the siding. The varied setback is similar to the varying setbacks from the upper and lower lites of double hung windows. He appreciated the time the

Commissioners devoted to preserving the history of Astoria. He wanted to reflect sensitivity to historic preservation in his work and hoped the design of this house met the HLC's criteria. He presented the HLC with photographs of the casement window and integral fin. He planned to use 5/4 by 5-inch vertical trim that would lay over the top of the integral fin almost flush with the outside frame of the window. The shingle siding would be slightly inset from the face of the trim, making the distance from the face of the glass to the outer frame about 7/8 inch. He believed this met Mr. Goodenberger's recommendation that the recess be "approximately one inch." The three windows on the south elevation of the house would be some combination of casement and fixed windows. Some of the windows may need to meet egress requirements because they would be bedroom windows. Both of the windows on the west elevation and the window on the upper level of the north elevation would be fixed. He showed pictures of a house he built five years ago, which the HLC reviewed. The HLC simply stated vinyl windows were to be used; there was no discussion about windows or the setbacks of windows. He described the trim, sash, and colors that he planned to use. He reiterated the Milgard windows would be set back 7/8 inch and all fixed windows on the house would be set back a full inch or more.

Commissioner Osterberg confirmed the house built five years ago had vinyl windows. Mr. Kennedy said they were the exact same windows he was proposing to use on this house, but in a different color. The windows were ordered in the color shown in the photograph and were not painted. The house, located at 737 10th Street, Astoria, was adjacent to a historic structure.

Commissioner Stanley explained that each of the HLC's decisions is independent of one another. He did not want to make a policy decision at this meeting, but would like to review the application as an independent decision outside of policy.

President Gunderson reminded Commissioners to consider the entire project, not just the windows.

Commissioner Caruana confirmed that the house would be painted. He asked if any details were missing from the photographs, noting that he was used to seeing a large band underneath the eaves on houses of this style. He also wanted to know if the rafter tails would be covered with fascia. Mr. Kennedy said his clients wanted to keep the lines of the building very simple. There would be a skirt board where the concrete meets the first course of siding, but no bellyband. He anticipated a trim component between the rafter tails where the last course of siding meets the eaves. The rafter tails would be open and exposed. He explained that at the eave line, he would create a blocking detail between the rafter tails. He showed a picture of this detail, explaining the rafter tails would be 2 inches by 6 inches and a 2-inch by 8-inch fascia board would come down below the tip of the rafter tail. Up inside the eaves, a ventilation block would be installed. He makes his own ventilation blocks because they are more decorative and functional.

Commissioner Caruana believed the windows might not be that big of an issue. Details become more important on simpler houses and this is a craftsman home, so he is looking for craftsman details. He asked if the decks would be painted.

Mr. Kennedy said he preferred to paint the rail caps and horizontal 2-inch by 4-inch cedar with a clear finish. This would require the same amount of maintenance as the rest of the painted products on the house. The balusters on the deck would be 1/2-inch diameter round, galvanized steel rods, a deck configuration he has used on several houses. He also wanted to use the same clear finish on the tapered columns at the front porch to give the feature a varnished look instead of a painted look. About a year ago, he came to the HLC proposing a similar project.

Commissioner Caruana remembered the project from a year ago, when the HLC required all of the components to be painted. Mr. Kennedy recalled there was a misunderstanding about paintability, but after some discussion, the HLC decided to allow a clear finish as long as the product was durable.

President Gunderson asked if pressure treated wood would be used, as this was a condition of approval. Mr. Kennedy understood that pressure treated wood could not be used on historic homes, but was allowed on homes adjacent to historic homes. The deck joists would be pressure treated with incised marks. The fascia that wraps around the deck would be cedar. He proposed the three deck columns remain unwrapped because they would be exposed to the elements and water could get between the columns and the wrapping.

Commissioner Caruana said a broad policy discussion was necessary because this house would not have details specific to one style. He did not have any issues with the vinyl and fiberglass windows, but was concerned with the trim and how deep the glass would be set. He wanted the glass and vinyl to be set back a little bit. He wanted to discuss allowing pressure treated wood next to historic homes. He did not believe the project would get much support, but the home was new construction.

Vice President Dieffenbach agreed that wrapping the columns would create the potential for rot.

Commissioner Osterberg asked the Applicant to describe the details, materials, and finishes on the deck stairs and railings. Mr. Kennedy showed a photograph of the proposed railing details, which would extend horizontally across the deck and down off the deck. The top cap would be 2-inch by 6-inch cedar painted with a clear finish. Immediately below the top cap would be a 2-inch by 4-inch cedar component. The 4-inch by 4-inch cedar posts would be placed approximately every six feet, with galvanized steel rod balustrades every three or four inches between the posts.

Commissioner Osterberg noted that galvanized steel would eventually rust. He asked if the rust was intended to be a natural exterior treatment. He said he could be thinking of older galvanizing methods from the 1950s and this project would be an interesting mix of metal and wood. Mr. Kennedy said he had not known galvanized steel to rust. If done well, galvanized steel has a very long longevity. Many applications of hot-dipped galvanized structural steel hold up very well. He showed a photograph of the railing detail on the house on 10th Street, explaining that the railing is see-through from a distance. This was the exact same type of railing system he was proposing for this project. Most see-through railing systems use glass, but this narrow balustrade gives the same effect. This railing is a modern adaptation of the craftsman style and the deck system works well with the other elements of the house.

President Gunderson called for any presentations by persons in favor of, impartial to or against the application. Seeing none, she called for closing remarks of Staff. There were none. She closed the public testimony portion of the hearing and called for Commissioner discussion and deliberation.

Vice President Dieffenbach said she was familiar with Mr. Kennedy's work and he has a great attention to detail. However, she was concerned with the general look of the home because too many styles were being mixed to try to make the home look both old and new. The proportion of the front of the house to the site is accentuated by how close the house sits to the street, the hip roof, and plain facades. This makes the house look very boxy and big. The back of the house looks different from the front because the detailing on the porch and deck are completely different. She did not have any issues with the railing on the deck, but the framing, size and configuration of the deck with the structure so far off the ground gave the deck a very modern look. The front entrance is a very traditional style with large balusters. The entire house is covered in one material with no breakups. The plan proposes to marry a bunch of styles that do not work together. She was not concerned about the windows, just the overall proportion and look of the entire building and the way the house integrates with the other historic buildings in the neighborhood. The roof is really low because the house sits on a shallower slope than the surrounding homes, which makes the house look short and long.

President Gunderson asked Vice President Dieffenbach if she had any ideas about how to improve the design of the house. Vice President Dieffenbach replied she would think of ideas while she listened to the other Commissioners.

Commissioner Caruana said he did not want to send the message that anything built in a historic district should pretend to be something it is not. However, given the nature of this specific site and the buildings around it, he wanted any new construction to remain true to whatever style is chosen. Some of the criteria include the style, height, details, and materials. He believed most of the materials were fine, but preferred the house be either completely craftsman or completely prairie style. The craftsman style house would have large open rafter tails, small-scale fascia, and exposed tails. The prairie style would be cleaned up and have more trim. The garage in the drawing really dwarfs the entry door, so he suggested shorter doors or move the garage a half-story down to make the garage doors appear shorter. Most garages in Astoria are somewhat subterranean, which minimizes their look even when they are located at the front of the house. He was also concerned with the use of pressure treated wood. He believed the neighbors would be opposed to the pressure treated posts because they are not aesthetically pleasing. He wanted the Applicant to modify some of the details to reflect a specific style and

minimize the garage, if it is approved. He believed the windows looked great, but preferred that the flange be recessed a quarter inch instead of extended out beyond the casing, which makes the windows look like a retrofit.

Commissioner McHone believed the house combined elements from several of the houses in the neighborhood, which came from different periods and had different characters. He did not have any issues with the proposed windows, but was concerned with the large presence of the garage doors. In this setting and configuration, the garage provides a presence that does not balance with the house. However, no correspondence was received from any of the neighbors.

Commissioner Stanley said he agreed with the other Commissioners. He was sure the home would be beautiful; however, many different styles have been combined into one house. The house is not a specific style and looks like a tract house.

Commissioner Burns was concerned about the garage doors and the back porch. He was unsure how visible the staircase on the back porch would be and the garage doors do not match the neighborhood or the house. He did not have any issue with the windows and did not understand how they became the focus. He believed the house was okay.

Commissioner Osterberg agreed that the Applicant intended to install windows according to the recommendations in Mr. Goodenberger's report. The HLC must make a finding according to the criteria because the Staff report does not. The Applicant's written statement seemed to provide the findings of fact that the HLC should rely on to find that the proposal meets Criterion B and C. Criterion A was addressed by Staff and has been met. Criterion B focuses on compatibility of the design with adjacent historic structures. He believed the designer tried to make the architectural elements of the house compatible because the house has a little bit of everything found in adjacent historic structures. He could see the craftsman elements of the house and agreed the architecture should be true to craftsman details and workmanship. However, a certain amount of latitude should be considered in new construction. Therefore, true attention to craftsman detail is not as critical in this case because it is new construction and the surrounding area contains a variety of architectural styles. Therefore, he concluded that Criterion B had been met. Criterion C asks the HLC to consider the orientation and placement of the structure on the site. He did not see any significant issues with orientation and placement. The Applicant had already received a variance from the three-foot setback, so Criterion C had also been met. He did not have any issues with the windows, but believed pressure treated wood should be replaced with a different material. He also agreed the garage doors were overwhelming and suggested painting them in a color compatible with the siding or using a different material. He asked the Commissioners for ideas about mitigating the substantial design of the garage doors.

President Gunderson confirmed the siding on the back side of the house would be cedar shingles. She suggested the garage doors be set back from the house instead of flush with the house, a different style of garage doors that would be more compatible with the craftsman style or an arbor across the front to break up the view.

Vice President Dieffenbach liked all of President Gunderson's suggestions. There are numerous ways minor changes could pull the house and garage together into one design. The HLC is not supposed to give suggestions or tell the Applicants what to do with their designs, but she believed the house could benefit the neighborhood if the designs were of one style and the garage and house looked like they belonged together. One half of the house looks very different from the other half because the deck comes off of the top floor. Many things could be done to make the deck look more solid or connected. The wall of shingles could be broken up so it does not feel like one solid wall. The paneling on the garage doors and the trim across the top greatly contributes to the look of the garage. The modern style entry door sits in a very traditional craftsman style entry. The designs are fighting against each other and numerous things could be done to pull the whole house together.

President Gunderson reopened public testimony and invited the Applicants to discuss alternative design ideas.

Mr. Kennedy said the deck stairs could come down from underneath the deck, putting them out of view. The columns could be covered with a façade to conceal the pressure treated wood. The façade could extend around the perimeter of the entire deck. However, the basement and ground floor windows on the north side of the house would be covered. He preferred an open façade to keep the area under the deck breathable.

Vice President Dieffenbach agreed the façade should be open. She believed there were a lot of other small components that could be changed to bring the house together. She suggested the style of the front entrance canopy be mimicked on the back of the house for a more complete look. She also suggested the large massive walls be broken up because the proportion and size of the house would look better. Picking out individual elements could be helpful, but the building needed to be looked at as a whole. The roof needed to work with the window details and the windows needed to work with the trim details. All of the components should work together as a complete whole, but the current plans did not work together.

Mr. Kennedy said Dan Supple appreciated very practical things. He eliminated many details on this house to reflect his client's wishes. Generally, he does break up the siding with a belly band around the middle of the house, horizontal lap siding below the band, and shingles above the band. He agreed the tall expanse of shingle siding could be boring, but respected Mr. Supple's ability to maintain large buildings on the waterfront for many years. Mr. Supple really wanted his home to have a combination of simplicity and function. The houses on either side have ornamental shingles. He suggested the first course of shingles on the bottom be saw-toothed.

Vice President Dieffenbach said if the Applicant really wanted simplicity, maybe the house should be a modern style rather than a craftsman style. There was no reason a modern house could not be built in the neighborhood, as long as the style of the house stayed true to itself. Modern elements other than shingles could be used to break up the façade and give the house more character. Adding more detail is not necessarily the answer, as more simplicity could be a benefit.

Commissioner Caruana said the trim on the windows is simpler, which actually reflects the craftsman style. This is a basic rectangular house that is not a craftsman house, but has some craftsman details. The house could be of any style by simply changing the details. An open soffit without a soffit detail, like tongue and groove on top of the rafters, would look like more of a cost savings rather than a design detail. He preferred the house be more of a prairie style with flattened soffits and a big band over the windows. He believed such simple details would accomplish what the Applicant wanted. If the garage was stepped back just two feet to create a relief in the roof, the look of the house would completely change. The desire for function over design has led to the eaves on the front porch colliding with the trim on the garage. However, the HLC is tasked with reviewing design, so design must trump certain levels of function. The pressure treated wood under the deck on the back of the house might be okay, but the posts should tie in with the neighborhood. Even though none of the neighbors have submitted comments, he believed new projects in the heart of historic areas would be scrutinized by residents and visitors and people would see the results of the HLC's decisions. He wanted to find a solution and agreed a style needed to be chosen. He believed the house reflected more of a prairie style and the detail changes could be simple. Most of the issues have nothing to do with the windows, but a solution is not too far off. He referred to the windows on the south side of the house, noting that a lot of symmetry is usually incorporated into such a simple design. The entry door is not centered in the roof over the entry way, which gives the impression something is not quite right.

Mr. Kennedy confirmed that the front entry was not centered under the posts, the garage doors were nine feet tall, and the front door was seven feet tall. He showed a photograph of exposed pressure treated wood with a heavy paint application and incised marks. He explained that he did not have pictures of wrapped porch columns because he did not feel it was appropriate to take photographs of someone's house. He strongly supported the use of pressure treated wood on outside elements that are exposed to the weather. Wrapping the wood is a very bad idea.

Commissioner Caruana agreed and asked if the wood, including the joists under the deck, would be painted. Painting is preferable to wrapping because wraps come apart at the seams.

Mr. Kennedy said he had no problem painting all of the elements so the pressure treated components would look like the photograph. Water gets between the wraps and the wood. He noted that in the elevation drawings, shingle work was incorporated into the south elevation while the other three sides were done as conceptual drawings. However, he proposed to use the same siding treatments and paint on all four sides of the house.

Kim Supple, 1590 Lexington, Astoria said the photograph of their current house shows they take great pride in maintaining their home and landscaping. She was born and raised in Astoria and takes great pride in the city. The new home means a lot to her because she wants to stay in Astoria. She and her husband feel blessed to

live in Astoria. They applied for the variance to put the house closer to Grand Avenue in order to preserve the view of the river for the two homes on 15th Street. The long and boxy look of the home was intentional. They did not want to move into a neighborhood disrupting the resident's views.

Vice President Dieffenbach did not have a problem with the house and believed the house worked on the site. However, the design just needed to be tweaked a little bit. Commissioner Caruana agreed the location of the house provided a better view for the neighbors, but placing the house closer to the street made it more prominent. Vice President Dieffenbach added that breaking up the elements a bit would help make the house look less prominent.

Ms. Supple stated she would do extensive landscaping. Vice President Dieffenbach responded the HLC could not review the landscaping. Commissioner Caruana added that landscaping was not a criterion of approval.

Ms. Supple asked if she should have submitted landscaping drawings with the application. The neighborhood is quite eclectic with a duplex, a house built in the 1960s, a craftsman style house, and houses with windows that do not have glass. She believed their plan would be a real improvement to the neighborhood by building something new that attempted to tie everything in to the house. She understood the Commissioner's concerns, but did not agree. She is eclectic, artistic, and did not want anything that matched. She believed the house fit nicely and that Mr. Kennedy had done a nice job. She liked the house just the way it was. This application should have been reviewed two weeks ago. She and her husband have spent a lot of time researching windows. Now, they must go back to the drawing board and incur the expense of drawings and engineering. The new plans would not be reviewed until June, which really slows down the project and delays the building time. She was not willing to do this. She believed the concern would be the windows and the roof. When she met with Rosemary Johnson as a friend and potential neighbor, Ms. Johnson advised her to focus on the windows. Years ago, they built a house on 9th and Kensington with shingles, which she believed looked nice and fit in with the neighborhood. She believed the landscaping she planned to do on the new home would help the shingles look nice. The house will not be an embarrassment to the city that she loves.

Commissioner Caruana stated none of the Commissioners had any issues with the windows or shingle siding, but a 50-foot expanse without a single break was too much.

President Gunderson understood the Commission believed the house was fine, but the HLC wanted a couple of features changed. She hoped to resolve this during the meeting so the Applicants could move forward with their plans. She understood time was of the essence.

Interim Planner Morgan said approving extensive changes to the building could be problematic. If the HLC and Applicants agree to significant changes, the best way to accommodate the Applicant's schedule would be to conduct a special meeting in the next two weeks. This would give Mr. Kennedy time to create new drawings and allow the HLC to review the drawings in a public forum.

President Gunderson explained she wanted to find out at this meeting what the Commission was willing to agree to so the Applicants could move forward. She and Commissioner Caruana said they would be willing to have a special meeting.

Commissioner Caruana said a redesign was not necessary, but the Commissioners needed to agree on several aspects of the building, like the height of the garage doors. He wanted to meet again within the next few weeks to talk candidly about new construction in a historic neighborhood and how to handle questionable elements.

Commissioner Osterberg noted the Commission did not have a long list of design changes. There were only a few specific items to discuss, not significant changes. He believed those few items could be resolved at this meeting. The HLC could always add a condition of approval. If the Applicant agreed to small changes, those changes could be handled without any additional plan review. He suggested the HLC discuss the garage doors, a belly band, a barge board, and painting the exposed pressure treated wood. President Gunderson agreed.

Ms. Supple said she liked the idea of painting the garage doors to make them stand out less. She never planned to have white garage doors. Painting the doors or installing wood doors that fit with the siding would look nice. Her house on 16th and Lexington has two painted wood doors on the garage, which look very nice. She was also

willing to consider a belly band to break up the siding. The placement of the windows goes with the interior design of the home, so she would not want to change the window configuration.

President Gunderson and Commissioner Osterberg confirmed the HLC did not ask that the window configuration be changed. The HLC was concerned with the garage doors, a belly band, and the off-center placement of the front door. However, the front door seemed to be a creative element.

Ms. Supple said Mr. Kennedy made the front door, which she believed was beautiful.

Commissioner Caruana clarified that he preferred a band above the upper floor windows that would connect with the eaves. However, the eaves would be open so the band could be enormous. When he said more symmetry was needed, he did not mean the left side had to match the right side. Usually, a more clean and simple design would have windows that stack, although not necessarily all over the house.

Ms. Supple said the house on 16th and Lexington did not have stacked windows, which she believed was in a historic area because Patriot Hall and the college were adjacent to the house. There are also several ranch style houses nearby.

Mr. Kennedy agreed the garage doors were large, which was what the Applicants wanted. He asked the HLC to consider that recessing the header height of the doors so they are less imposing from Grand Avenue would cause drainage problems in front of the doors. The drainage system would become blocked, causing a flood under the garage doors during a huge rain. This is why the main floor grade would be slightly elevated above the sidewalk level along Grand Avenue. It would be difficult to lower the garage doors and grade because the house has been pulled forward. He liked the pure practicality that Mr. Supple insisted on. Situating the main floor slightly above grade allows everything to slope away from the house, but sloping towards the house will always result in a disaster.

Commissioner Caruana clarified that he was not suggesting the grade be lowered; he agreed the first floor should always be higher than the street level. The garage doors, floor, and driveway could be slightly recessed down two feet, which would allow water to be contained and directed around the house. If the drainage system was not maintained, it could clog and allow water into the garage. The front door should be at sidewalk level or slightly higher. A suburban will fit through a seven-foot garage door, so a nine-foot garage door would appear to be for a recreational vehicle. The fascia, gutter, and trim on the garage doors collide as they come together and do not work together.

Mr. Kennedy asked if the HLC would accept the design if the porch roof was elevated and the garage doors were lowered so they aligned with each other.

Commissioner Caruana believed the house would look better. Changing any of the details to reflect a period style home would help, whether it is the band around the freeze board at the top of the upper floor windows or some tie-in with the porch fascia or beam to the trim on the garage. The eye is drawn to the details of historic homes. Windows can hang from various sill heights, doors can go to the floor, and entry windows were often higher, but the consistency was that all of the windows and doors hung from the same header. Some design elements prevent the need to stack windows and the symmetry comes from the consistency in the headers. Such visual design elements would not be major changes, but would help the house meet the criteria.

Mr. Kennedy asked the HLC to consider that garage doors are always recessed to whatever the wall thickness is, which would be six to seven inches in this case. The doors would abut the interior of the wall, so the recess is already built in.

Commissioner Burns said he was most concerned with the garage doors. He asked if the Applicants were willing to install smaller garage doors.

Mr. Kennedy added that seven-foot doors typically had four panels. He believed the doors would function better and look better if they were five or six-panel doors, which would require a higher head height.

Ms. Supple noted that she drives a transit van because her husband builds baseball bat rocking chairs. Sometimes, she hauls lumber on top of her van and they thought it would be easy to drive in when it is raining.

Mr. Supple asked if the HLC would consider a 16-foot single door.

The Commissioners explained they were concerned with the height. Commissioner Caruana added the large wall is already 50 feet long. He was concerned with the height of the doors and connection between the trim on the left side of the front porch roof with the upper right corner of the garage door.

Ms. Supple asked if the HLC would approve wood or fiberglass doors that were stained to match the shingles.

Commissioner Burns explained the HLC could not consider colors. Commissioner Osterberg added the HLC could consider the materials.

Loretta Maxwell, 1574 Grand Avenue, Astoria, said her mom owns Grandview Bed and Breakfast. After much consideration, she and her mom sold their lot to the Supples. She believed the Supples were lovely people who would make good neighbors. The negotiations were long and hard and they visited the Supple's home to see how they maintained the home and landscaping. She understood the Supples would be her neighbors for a long time and was very particular about who would be her neighbor. The Supples seemed like the right people and have already become neighbors. She believed the Supples had spoken with all of the neighbors. Other people always respond positively when she says the Supples are her neighbors. After negotiations with the Supples, she believed they would be willing to compromise while standing by their principles.

President Gunderson asked if the HLC wanted to propose some changes and ask the Applicants to return in two weeks with a revised plan.

Commissioner Stanley said he was not comfortable telling the Applicants how to design their house. He understood the HLC must review design, scope, size, style, and how the house looks from the street. The HLC will not know how the house looks from the street until the house is complete. If the HLC begins telling the Applicants to add or remove design elements, the process could drag on for a long time. The HLC should either accept the plan as it has been presented or reject the plan. The HLC does not have the right to give the Applicants ideas about how to build their house. The home would be beautiful and he believed it would be a nice addition to the neighborhood. He supported the application.

President Gunderson closed the public hearing and called for Commission discussion and deliberation.

Commissioner Stanley moved that the Historic Landmarks Commission adopt the Findings and Conclusions contained in the Staff Report and approve New Construction NC15-02 by Dan and Kim Supple; seconded by Commissioner McHone. Motion passed 5 to 2. Ayes: President Gunderson, Commissioners Stanley, McHone, Osterberg, and Burns. Nays: Vice President Dieffenbach and Commissioner Caruana.

President Gunderson read the rules of appeal into the record. She thanked the Commission and the Applicants, noting the decision was not easy. The Commissioners are volunteers who are trying to make the right decision, particularly with new construction in a historic area. She was sure that if the Applicants chose to take the HLC's concerns into consideration, it would be appreciated.

Mr. Supple said the house would enhance the neighborhood. He believed the HLC would be proud of the house and invited the Commissioners to visit the house. He believed the HLC would be glad the permit was approved. He has an incredible builder and a lot of work has been put into the project. It was extremely difficult to find information on the windows for Mr. Goodenberger's criteria that was recently published. He spent a lot of time researching what the HLC would approve on this house. However, the HLC had issues with the roof. He invited the Commissioners to visit the site, look at the landscaping, and see that the house would fit into the neighborhood nicely. When he and his wife bought the lot, the first thing they did was speak to the Wadells on the corner because Rosemary Johnson had spoken of their view of the river. His first idea was to move the house closer to the sidewalk to protect the Wadell's view. Then, they spoke with other neighbors because they did not want to encroach on their views. This is why their first step was to get the variance.

Ms. Supple added that Grace Episcopal Church will have a community garden. She has invited the church to use space in the lower portion of their yard. They will work with the church to remove the fence and make a stepped garden.

President Gunderson explained reviewing new construction in a historic district was new for the HLC. This meeting was a good exercise for the Commission and she apologized that the Applicants had to endure the discussion. However, this application revealed some issues the HLC must discuss to create policies that make it easier for applicants to know what the HLC expects.

Mr. and Ms. Supple said it would be helpful if particular criteria were implemented, like requiring new construction to remain true to a particular design.

Commissioner Caruana explained that he and Vice President Dieffenbach have design and construction experience, so they review new construction from a different perspective than the other Commissioners. The neighborhood could not get better neighbors and Mr. Kennedy is a great builder and craftsman. It was very helpful for Mr. Kennedy to answer questions about painting the pressure treated wood.

Mr. Kennedy said he would break up the trim above the garage doors.

Commissioner Caruana said the HLC did not want to design their house, but would prefer eight-foot garage doors.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:32 p.m.

ATTEST:

APPROVED:

Secretary

Planner

Astoria Library Board Meeting
Astoria Public Library
March 24, 2015
5:30 pm.

Present: Library Board members David Oser, Susan Brooks, Kate Summers, Kimberley Chaput and Chris Womack. Staff Library Director Jane Tucker, Patty Skinner, and ALFA Representative Steve Emmons.

Excused: None

Absent: None

Call to Order: Chair Kate Summers called the meeting to order at 5:30 pm.

Approval of Agenda: The agenda was approved with the addition of New Business Item 8 (b).

Approval of Minutes: The minutes of February 24, 2015 were approved as presented.

Renovation Update: No updates were available.

The Board and Staff recommended Chair Summers attend a City Council meeting and introduce herself, as she had not yet met the Council. The next City Council meeting is scheduled for April 6, 2015.

Board Reports:

Chair Summers reported that she participated in Read Across Astor Day. She and Mayor LaMear read to the same classroom of six children. She introduced someone to the Libraries ROCC Program, who signed their child up for a library card.

Library Director's Report:

Director Tucker reported the library received a donation of \$10,000 from the Estate of Susanna von Reibold, who paid for the mural created by Dorothy Danielson. Ms. Von Reibold started the Far East Trust Fund that donated money for the library to purchase material about the Far East. Staff will spend the donation from her estate over the next three to four years.

She reported on the Passport Program, which enables cardholders in good standing at participating libraries to get a card at other participating libraries. There are 140 libraries participating in the program, which includes schools, universities, and corporate libraries. The program was developed using Colorado's model for resource sharing. She explained how the program works, noting the second year of the program just ended and statistics are still being gathered. Fifteen libraries have submitted statistics so far, which indicate 528 cards have been issued and those cards circulated 10,256 materials. The Lebanon Library said the Passport Program significantly reduced their interlibrary loans and saved money. The Astoria Library issued 17 cards, which circulated 226 items, and no materials were lost or damaged. She explained how Astoria administers the program, noting that Passport cardholders receive access to fewer resources than Astoria cardholders. The program does not cost Astoria anything because no courier services are being provided. At the end of the three-year trial period, interest in the program will be evaluated. It was initially difficult to promote the program because other libraries feared they would be overwhelmed and materials would be lost or damaged. However, none of this has happened. The long-term future of the program is currently unknown, but the State Library is exploring costs associated with statewide courier services. If statewide courier services were available, Oregon would be closer to establishing a statewide library card.

Update on ALFA Activities:

Steve Emmons reported ALFA held their board meeting in conjunction with their annual meeting that afternoon. Their ending balance for March 20, 2015 was \$7,336.04. ALFA expects a bill of about \$500 for the bilingual books, which will be paid for using a donation from Margaret Blake.

New Business:

Item 8(a): 2015 Summer Reading Program

Patty Skinner reported on the 2015 Summer Reading Program. She explained that the program narrows a learning gap that typically occurs between school years, particularly in children from low-income homes, noting that about 50 percent of children in the local community are from low-income homes. Parents need concrete information and activities to engage their kids during the summer. Last year, the Astoria Library had 185 kids signed up for five weeks of programs and 235 kids tracked the time they spent reading during the summer. The library also participated in a countywide program. She listed the participants in the countywide program and noted that Warrenton Grade School would be invited to join for 2015. The theme this year is All About Superheroes. Five weekly programs will start in mid-June and run through the end of July. In August, the library will have movies. The kick-off party on June 13th will give kids the opportunity to sign up for the program, create their own hero identity, identify their superpowers, and create a costume. Other special summer events include the Reptile Man and a presentation on carnivorous plants. Each year, the Oregon College Savings Plan provides a free performer and Ms. Skinner is waiting to find out who the performer will be. She is also looking into having police officers, firefighters, and members of the military participate. Other kick-off events will be hosted by the Seaside Library, the Warrenton Library, Jewell School, and Hilda Lahti School.

Director Tucker said the three library directors would attend all of the kick-off events. In May, the program will take a performer to the schools to facilitate getting the kids to all sign up together.

Ms. Skinner said that in 2014, 624 kids in the entire county participated in the summer program.

Item 8(b): Announcement by Susan Brooks

Susan Brooks announced this would be her last Library Board meeting because she has been hired as the Finance Director for the City of Astoria.

The Board congratulated and thanked Ms. Brooks for her years of service.

Old Business:

Director Tucker noted the Oregon Library Association would meet in April to discuss the new library standards. The Astoria Library needs a Strategic Plan for current operations, but a new Strategic Plan would depend on the renovation.

Susan Brooks said she had been asked why the basement could not be used for meetings and programming. She understood access, lighting, and security were issues, but some groups would still be willing to use the space. She wanted to know if there was a way to make the basement useable since it would be some time before new space was available.

The Board and Staff discussed the problems associated with using the basement, which included lack of fire and life safety, and lack of a second exit. Having people in the basement would be a Code violation.

Director Tucker described past issues with allowing after-hours access to the library's meeting space. As a result, the library's meeting space is now available only when the library is open, which created a hardship on groups that wanted to meet in the evenings.

Public Comments: There were none.

Items for Next Meeting's Agenda:

The Libraries ROCC Intergovernmental Agreement will be presented to City Council at its April 6th meeting and the Budget Hearing will precede the next Library Board meeting on April 28th.

Adjournment: There being no further business, the meeting was adjourned at 6:05 pm.

Respectfully submitted,

Jane Tucker, Director, Astoria Public Library



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

May 8, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: LIQUOR LICENSE APPLICATION

Discussion & Analysis

A liquor license application has been filed by MNC Enterprises Inc. doing business as Triangle Tavern. The application is a Greater Privilege for a Full On-Premises Sales Commercial Establishment License. The site is located at 222 W Marine Drive, Astoria and the application will be considered at the May 18, 2015 meeting. A copy of the application is attached.

The appropriate departments have reviewed the application. No objections to approval were noted.

Recommendation

Staff recommends that the City Council consider this application for approval.

Respectfully submitted,

Susan Brooks
Director of Finance & Administrative Services



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

ORIGINAL

Application is being made for:

LICENSE TYPES

- ☒ Full On-Premises Sales (\$402.60/yr)
☒ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☐ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☐ Change Ownership
☐ New Outlet
☒ Greater Privilege
☐ Additional Privilege
☐ Other _____

CITY AND COUNTY USE ONLY

Date application received: 4-15-15

The City Council or County Commission:

City of Astoria
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: ce

Date: 4/14/15

90-day authority: ☐ Yes ☐ No

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company ☐ Individuals

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Nadine Erma Cearley MNC Enterprises, Inc.

② Dale Michael Cearley

④ _____

2. Trade Name (dba): Triangle Tavern

3. Business Location: 222 W. Marine Dr. Astoria Pacific Oregon 97103
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: P.O. Box 256 Chinook WA 98614
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-325-7405
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: MNC Enterprises Inc Type of License: L+O

8. Former Business Name: Triangle Tavern

9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Astoria
(name of city or county)

11. Contact person for this application: Nadine Cearley cell 503-298-9699 wk 503-325-7405
(name) (phone number(s))
8 Mary St, Chinook, WA 98614 360-777-8244 mCearley@Centurytel.net
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Nadine Cearley Date 4-13-15 ③ _____ Date _____

② Dale Cearley Date 4-13-15 ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: MNC Enterprises, Inc Phone: 503 325-7405

Trade Name (dba): Triangle Tavern

Business Location Address: 222 W. Marine Drive

City: Astoria ZIP Code: 97103

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 10:00 am to 1:00 am
Monday 10:00 am to 1:00 am
Tuesday 10:00 am to 1:00 am
Wednesday 10:00 am to 1:00 am
Thursday 10:00 am to 1:00 am
Friday 10:00 am to 1:00 am
Saturday 10:00 am to 1:00 am

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☒ Yes ☐ No If yes, explain: In slow months, such as winter and spring, might close earlier, if slow

ENTERTAINMENT

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input checked="" type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input checked="" type="checkbox"/> Pool Tables |
| | <input checked="" type="checkbox"/> Other: <u>Juke Box</u> |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____ n/a
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 30 Outdoor: _____
Lounge: 15 Other (explain): _____
Banquet: _____ Total Seating: 45

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Nadine Cooney Date: 4-13-15

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

May 10, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO SOLICIT BIDS – ASTORIA AQUATIC CENTER
2015 CAPITAL IMPROVEMENTS

DISCUSSION/ANALYSIS

Needed Capital Improvement projects are proposed to take place at the Astoria Aquatic Center during the facility's annual maintenance closure in the first two weeks of September. Improvements include; plaster replacement, HVAC updates, shower plumbing and fixture replacement, and energy efficient lighting fixture replacement.

Due to the limited timeframe for these projects to be completed, the Parks and Recreation Department staff is requesting authorization to solicit bids in attempt to secure contractors to perform the work during the facility's scheduled two week closure. This work is estimated to be completed for \$250,000.

Additional information on Improvements:

Plaster

It is recommended that swimming pools get re-plastered at least every ten years. The existing plaster in both the Lap Pool and Leisure Pools was installed in 1998. Each year when the center closes for maintenance, the plaster is inspected for spots where there has been excessive wear. The 2014 inspection revealed that the majority of the original plaster has deteriorated.

HVAC

The HVAC control system was originally installed in 1998 with a DOS version of Staefa. Since 2008, the original system has begun to fail and the upgrade to a Microsoft Windows program, Carrier United Technologies, has been implemented. Since 2008, many of the Staefa components have been replaced with the Carrier system. There are still a few more though that need to be replaced to complete the transition from the DOS system to the Carrier system. These upgrades are anticipated to provide a more energy efficient and user friendly system that will translate into fewer maintenance requirements and energy cost savings.

Showers

Many of the showers in the Aquatic Center have a strong leak, which results in steady water loss throughout each day. This is an effect of users being unable to fully turn the shower value off due to pressure. These valves were installed in 1998 when the facility was built and are regularly failing. As a result Parks and Recreation Department staff have been replacing the valves, which has proven to be costly and a temporary solution that lasts a few months. To correct this issue, a new shower system can be installed that will conserve water and increase maintenance efficiency and operations. The new system will ensure that the water is turned on and off by push knob metering device. This change is anticipated to eliminate dripping, leaking showers, and the expensive maintenance costs of regularly replacing shower valves.

Lighting

The lighting of the facility is expensive to maintain and operate and is providing a substandard amount of illumination with its current technology. It is estimated that by switching to energy efficient LED fixtures inside and outside the facility, the Aquatic Center will save \$8,728 on energy costs and \$2,182 on maintenance costs annually, an estimate 4.7 year payback after receiving assistance from the Energy Trust of Oregon. The replacement of halide fixtures to LED will also provide three times the amount of visible light than what is currently available from the existing fixtures.

RECOMMENDATION

It is recommended that City Council authorize the solicitation of bids for the 2015 Aquatic Center Capital Improvement projects of plaster replacement, HVAC updates, shower plumbing and fixture replacement, and energy efficient lighting fixture replacement.

By: 
Angela Cosby
Director of Parks & Recreation



CITY OF ASTORIA
POLICE DEPARTMENT

May 12, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: REIMBURSEMENT OF EXPENSES – FRIENDS OF ASTORIA COLUMN

DISCUSSION/ANALYSIS

In April of 2013, after presentations from the Friends of the Column (Friends) and the Astoria Police Department about their efforts at Astor Park, it became apparent that efforts being undertaken by the Police Department to modernize the communications facility at Coxcomb and the efforts of the Friends to develop the site were not well aligned. A key to aligning the efforts was to convince Verizon Wireless moving from the site was in their best interest.

As part of the efforts to work with staff to align the projects and persuade Verizon Wireless to examine other options, the Friends have incurred \$69,657 in expenses. Their efforts have largely benefited the City of Astoria as Verizon Wireless is currently in contract negotiations to relocate the communications tower to a city owned lot northeast of the Reservoir 3. This move would relocate all public safety, leased tenants, and Verizon to a new tower. The benefit of this move is largely to the City and the expenses incurred prohibit the Friends from pursuing other opportunities to pursue their mission. Council discussed this matter at the December 15, 2014 meeting and appeared to have consensus that the efforts of the Friends have been substantively responsible for progress toward this solution. Staff believes it is appropriate to reimburse the Friends for their expenditures. This amount is not budgeted.

RECOMMENDATION

Staff recommends appropriation of \$69,657 from the Capitol Improvement Fund and authorization to expend these funds reimbursing the Friends of Astoria Column.

Brad Johnston
Chief of Police
Assistant City Manager



CITY OF ASTORIA
POLICE DEPARTMENT

May 12, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: APPROVAL OF PERSONAL SERVICES CONTRACT AMENDMENT –
CONVERGE COMMUNICATION

DISCUSSION/ANALYSIS

In February of 2015 staff contracted for services with Converge Communication to negotiate a lease between the City of Astoria and Verizon Wireless related to siting of a wireless communication facility to replace the Coxcomb facility. This contract was for an amount not to exceed \$5,000 and was within the spending authority of the City Manager. At the time the City entered into this contract Converge was also contracting with the Friends of the Column to move the project forward on behalf of the Friends of the Column. The friends do not wish to continue the relationship with Converge believing it is more appropriate at this point that the City become the only represented entity. The nature of work remaining involves work to move the project from negotiated lease to construction.

Staff believes that this arrangement is appropriate. Because Converge has unique knowledge of this particular project and relationships which are established relating to the parties involved, it is recommended that the contract for services scope of work be expanded and total work authorized be increased not to exceed \$20,000.

RECOMMENDATION

Staff recommends authorization to amend the existing scope of work and increase the contract for services amount to \$20,000.

A handwritten signature in dark ink, appearing to read "Brad Johnston", is written over a horizontal line.

Brad Johnston
Chief of Police
Assistant City Manager

Initial Scope of Work:

CONTRACTOR will assist the CITY in the current lease negotiations with Verizon Communications for two new tower leases. CONTRACTOR will facilitate discussions with Verizon Communications regarding specific contract terms and will also assist with drafting language. In this role, CONTRACTOR will serve as a telecommunications expert, and as such, will not be providing legal advice. CITY will provide its' own legal review and oversight.

Additional Scope of Work:

In addition to the initial scope of work, the following additional scope of work will be undertaken by CONTRACTOR:

1. Troubleshoot, facilitate and resolve pre-construction project issues as they arise
2. Maintain on-going contact with Verizon legal, construction, site development and legal team regarding design and implementation of the recommended solution prior to final City Council approval; same for FOAC Board and executive leadership of Friends Of the Astoria Column ("FOAC")
3. Keep City staff informed of any changes, issues, or concerns of Verizon Wireless or FOAC; address, investigate and/or resolve concerns as they may emerge (e.g. environmental approvals, neighborhood issues; co-location; financial structure, etc.)
4. Provide continuous liaison with designated City staff on project status & existing or emerging issues as they develop; provide support or facilitate development of documentation for City staff where necessary on issues as they develop
5. Provide regular reports and liaison to City staff designees (verbal or written) in connection with informational needs necessary for pre-Council City approvals, including e.g. Astoria Planning Commission (APC) and Historic Landmarks Commission (HLC)
6. Provide documentation as needed for land use or procedural matters as well as framework for ultimate Council action
7. Develop and cooperate in facilitating final Council presentation as directed; cooperate with City Staff (including City public safety staff) and FOAC in preparing/ assisting in the presentation and recommendations of the FOAC and City Staff regarding the ultimate wireless solution (including a summary of the context and history of the design alternative) at the final City Council hearing (schedule TBD); while responding to Council questions, issues and concerns as necessary
8. Ensure, to the extent possible, that all required pre-planning and pre-approval requirements are met to ensure a timely commencement of project implementation (actual construction of the new Verizon sites)



CITY OF ASTORIA
POLICE DEPARTMENT

May 12, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ORDINANCE ESTABLISHING AN ASSESSMENT FEE THAT SHALL BE
KNOWN AS THE POLICE OFFICER TRAINING FEE

DISCUSSION/ANALYSIS

The Police Department has identified for some time that there were needs, both capital and ongoing, that exist in the training environment that are not always capable of being met within the existing budget. The police training budget has grown only incrementally over past decades. In addition to the increased cost of training there is additional pressure added from the negotiated benefit of tuition reimbursement for represented employees.

When looking for ways to increase dollars available for this purpose, without taking away from activities funded by other departments, the Department came across ordinances passed by the Cities of Warrenton and St. Helens which impose a police training fee. This fee is imposed upon imposition by the Municipal Court Judge of a fine, default, or base fine forfeiture as penalty for a violation of a City ordinance including Oregon Statutes adopted by reference and any criminal action defined in ORS 131.005. This fee would be \$15.00 for violations (traffic offenses and code violations) and \$50.00 for conviction of crimes. No fine will be imposed if there is a finding that the person cited did not commit the offense, established an affirmative defense or if the charges are dismissed for any reason. It seems appropriate that those who are contacted for violations of law directly support the efforts to further professionalize the department.

It is conservatively expected that this ordinance would result in generation of \$20,000. It is expected that this increased funding would allow for: reimbursement of employees for educational expenses; improvements to training equipment and facilities; and to have employees participate in training and certifications that have previously been unattainable.

RECOMMENDATION

Staff recommends that Council conduct a first reading of the ordinance "establishing an assessment fee that shall be known as the police officer training fee" and at the next meeting conduct a second reading and adopt the ordinance.

A handwritten signature in black ink, appearing to read "Brad Johnston", is written over a horizontal line.

Brad Johnston
Chief of Police / Assistant City Manager

ORDINANCE NO. 15-_____

ESTABLISHING AN ASSESSMENT FEE THAT SHALL BE KNOWN AS
THE POLICE OFFICER TRAINING FEE

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Astoria Code Sections 7.115 through 7.116 concerning "Police Officer Training Fee" are added to read as follows:

"POLICE OFFICER TRAINING FEE"

7.115 Imposition of Fee

Except as provided below, whenever the City of Astoria Municipal Court Judge imposes a fine, imposes court costs where an offense is held in abeyance, orders a default or orders a base fine forfeiture as penalty for violation of a City ordinance provision, including Oregon Statutes adopted by reference and any a criminal action as defined in ORS 131.005, a police officer training fee, in addition to such fine, default, or forfeiture shall be collected and credited to the City's general fund for the benefit of Police Department training and training-related expenses. The fee schedule shall be as follows:

- A. All convictions for traffic violations shall be assessed \$15.00.
- B. All convictions for criminal offenses, whether treated as a violation or crime, shall be assessed \$50.00.

7.116 Fee Provisions

- A. If the Municipal Court determines that the person issued the citation did not commit the offense or has established an affirmative defense, or the charge is dismissed for whatever reason, no fee shall be imposed. No fee shall be imposed if no fine or other assessment is imposed for the offense. The fee does not apply to citations for violation of parking limitations established by City ordinance, resolution or order.
- B. The amount of the fee shall be added to any base fine amount for those who do not contest the citation and shall be included as part of the judgment for all those who contest the citation and are determined to have committed the offense. When any deposition of base fine is made for an offense to which this section applies, the person making such deposit shall also deposit a sufficient amount to include the fee prescribed pursuant to this chapter.
- C. If the base fine is forfeited or applied; the fee prescribed pursuant to this chapter shall be deducted. If the base fine is returned, the fee paid shall also be returned, less normal administrative charges per state statute.

- D. Where the fines from any offense are taken in on a payment plan, this fee will be prorated within the payments. If the fee is sent to collections the percentage of the amount collected shall be remitted to the fund created by this ordinance.
- E. Proceeds from payment of the fee shall be used for Police Department training and training-related expenses.
- F. The Astoria City Council has determined that the police officer training fee imposed by this chapter is not a tax subject to the property tax limitations of Article XI, Section 11 (b) of the Oregon Constitution. (Ord. 1131-A §§ 2-6, 2009."

Section 2. Effective Date. This ordinance will be effective 30 days following the date of its passage by the City Council.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2015.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2015.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Nemlowill			
Herzig			
Price			
Warr			
Mayor LaMear			



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

May 10, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION AMENDING FEE SCHEDULE FOR MARITIME MEMORIAL PARK

DISCUSSION/ANALYSIS

Maritime Memorial Park is designed to commemorate the people who were intimately involved with maritime activities during their lives. The Memorial is a plaza for memorial gatherings, reflection and understanding, and as a place to remember. Memorial Wall spaces are approximately 4" x 12" and include the name of the deceased person, year of birth, year of death, and a maritime related inscription that pertains to the deceased. An optional element for the Memorial space is a maritime related graphic closely associated with the deceased, for example, a gillnet boat if the deceased was a gillnetter. On April 21, 2015 the City of Astoria's Maritime Memorial Committee unanimously voted for approval to request a fee increase for Memorial Engravings on the Maritime Memorial Wall.

Fees for services at Maritime Memorial Park have fallen behind the national, state, and local standards. As a result the costs for services at Maritime Memorial Park are greater than the fees charged for those services. This fee increase will close the gap between fees charged for services and the cost of services. It is proposed that the fees be increased \$150 for engraving and \$50 for a customized or artwork, effective June 1, 2015. The fee amounts are shown below:

	Current	Effective 6/1/2015
Engraving	\$350	\$500
Customized Graphic/Artwork	\$100	\$150

RECOMMENDATION

It is recommended that City Council authorize this fee schedule edit, in order to offset costs at Maritime Memorial Park.

By: Angela Cosby
Angela Cosby
Director of Parks & Recreation

Parks and ~~Community Services~~ Recreation Department
Astoria Maritime Memorial
Schedule F2

Fee for one engraved memorial 4" x 12"

Standard Fee without customized graphic.....\$~~350.00~~ 500.00

Name of person limited to 18 characters, including spaces

- Inscription is limited to 23 characters, including spaces
- Optional: small stock graphic illustration or second line of Inscription limited to 23 characters, including spaces

Fee for one engraved memorial 4" x 12"

Standard Fee with customized graphic\$450.00

- Name of person limited to 18 characters, including spaces
- Inscription is limited to 23 characters, including spaces
- Includes customized graphic illustration/artwork (other than stock artwork that has already been engraved on the Memorial Wall)

Fee for Customized Graphic/Art Work\$~~400.00~~ 150.00

RESOLUTION NO. 15-_____

A RESOLUTION OF THE CITY OF ASTORIA RELATING TO FEES FOR SERVICES.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASTORIA:

Section 1. Authority for Fees. The various departments of the City incur expenses in searching for and furnishing copies of records, reports and documents, and providing special services for private individuals and private concerns. The City Council deems it advisable, for the efficient conduct of the affairs of the various departments, that reasonable fees be charged for furnishing such records, reports, documents and services. A deposit may be requested in advance of providing the requested information.

Section 2. Schedule of Fees. The fee schedules for the various Departments of the City of Astoria are attached to this Resolution and identified as follows:

INDEX

<u>Schedule</u>	<u>Department</u>	<u>Pages</u>
A	Building Inspection	A1 – A7
B	City Administration	B1
C	Community Development Department	C1 – C2
D	Fire Department	D1
E	Library	E1
F	Parks and Community Services	
	• Aquatic Center Fees	F1
	• Maritime Memorial Fees	F2
	• Ocean View Cemetery Fees	F3
	• Recreation Division Rental Fees	F4
G	Police Department.....	G1
H	Public Works/Engineering Department	H1 – H2

Section 3. Application of Fees. The fees shall be charged whether the request for the service is made in person, by telephone or in writing.

Section 4. Exceptions to the Payment. No law enforcement agency, Civil Service Commission or department of the Armed Forces is required to pay the fees established in Section 1 of this resolution.

Section 5. Fees Remitted to Finance Department. Fees collected under the provisions of this resolution shall be remitted to the Finance Department. The Finance Director shall deposit the fees received in the appropriate established fund.

Section 6. Repeal. Resolution No. 15-10 adopted April 6, 2015 is repealed.

Section 7. Effective Date. The provisions of this resolution shall be effective June 1, 2015.

ADOPTED BY THE CITY COUNCIL THIS 18TH DAY OF MAY, 2015.

APPROVED BY THE MAYOR THIS 18TH DAY OF MAY, 2015.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Commissioner Nemlowill			
Herzig			
Price			
Warr			
Mayor LaMear			

Building Inspection Schedule A

CITY OF ASTORIA MECHANICAL PERMIT FEES	
Fee Description	Fees
Plan Check Fees	25% of mechanical permit fees when plan review is performed
Minimum Permit Fee	\$65.00
Permit Fees for One- and Two-Family Dwellings: Mechanical Equipment:* Clothes dryer, exhaust fan, kitchen hood Fuel burning (incl. vents, chimney, flues, etc) All other appliances and equipment Gas Piping: One to four outlets Additional outlets (each) Alteration to mechanical equipment or system	\$15.00 each \$30.00 each \$30.00 each \$12.00 \$ 2.50 each \$24.00
<i>*Mechanical equipment for one- and two-family dwellings includes, but is not limited to: wood stove, fireplace insert, furnace and its attached add-ons (e.g. cooling coil and air filter), pellet stove, heat pump condenser unit, log lighter, portions of boiler not regulated by the State, pool heater, sauna.</i> <i>The following items are included in the base fee, separate fees will not be assessed: filter, volume damper, fresh air intakes, electric water heater regulated by plumbing code, duct work, control units or thermostats and similar equipment.</i>	
Permit Fees for Commercial, Industrial and Multi-Family Residential: Use the total value of mechanical construction work to calculate the Mechanical permit fee.	
\$1 - \$2,000	\$65.00 minimum
\$2,001 - \$25,000	\$65.00 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$244.40 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$390.65 for the first \$50,000 plus \$3.50 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$565.65 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof

**CITY OF ASTORIA
MECHANICAL PERMIT FEES**

Fee Description	Fees
Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i>	\$65.00/hr (minimum charge \$65.00)
Inspections for Which No Fee is Specifically Indicated	\$65.00/hr (\$65.00 minimum)
Inspections Outside of Normal Business Hours	\$65.00/hr (\$65.00 minimum)
Permit Renewal (Expired Permit Reinstatement Fee) <i>Fee for renewal of a permit that has been expired for one year or less, provided no changes have been made in the original plans and specifications for the work. A permit may only be renewed once.</i> <i>Permits that have been expired longer than one year cannot be renewed. You must reapply for new permits.</i>	½ of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permits <i>Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.</i> <i>Fee is in addition to permit renewal fee.</i>	\$65.00/hr (minimum charge \$65.00)
Re-inspection Fee	\$65.00 each
Investigation Fee A <i>Low effort to determine compliance.</i>	\$97.50
Investigation Fee B <i>Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permit within 10 business days.</i>	\$130.00
Investigation Fee C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.</i>	\$250.00 or hourly rate whichever is greater.
State Surcharge and Training Fees* <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State.</i> <i>(12 percent as of October, 2010)</i>	Per State established fee

**CITY OF ASTORIA
PLUMBING PERMIT FEES**

Fee Description	Fees
Plan Check Fees	25% of plumbing permit fees when plan review is performed
Minimum Permit Fee	\$65.00
Commercial, Industrial and Multi-Family Residential Permits, and Alterations to Existing One and Two-Family Dwelling Systems*	\$175.00
*Fixtures include: water closet, lavatory, tub/shower, sink, bidet, laundry tubs, disposal, dishwasher, clothes washer, water heater, floor sink/drain, through drain, drinking fountain, hose bib, sump pump/ejector, urinal, roof drain/overflow, catch basin, interceptor/grease trap, dental units and receptors.	\$20.00 per fixture
One or Two-Family Dwelling, New Construction : *	
Fee includes first 100 feet of water, storm and sewer service	
One bathroom	\$213.00
Two bathrooms	\$282.00
Three bathrooms	\$351.00
Each additional bathroom above three & kitchen above one	\$69.00
Fixture	\$20.00 each
*Base fee includes: kitchen, hose bibs, icemakers, underfloor low point drains, and rain drain packages that include piping, gutters, downspouts, and perimeter systems.	
Additional Plan Review Fee For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.	\$65.00/hr (minimum charge \$65.00)
Expired Application Processing Fee Hourly rate charged for actual time spent processing and reviewing applications for which a permit is never issued. Credit is given for paid plan check fees.	\$65.00/hr (minimum charge \$65.00)
Water Heater Permit, One and Two-Family Residential Only Replacement of water heater of similar size and location that it is replacing. (Includes one inspection)	\$65.00
Inspections for Which No Fee is Specifically Indicated	\$65.00/ea
Inspections Outside of Normal Business Hours	\$65.00/hr (1.5 hr minimum)
Medical Gas System Calculate the total value of system equipment and installation costs, including but not limited to inlets, outlets, fixtures and appliances. Apply the value of work to the medical gas system permit fee table below.	
\$1 - \$2,000	\$65.00 minimum
\$2,001 - \$25,000	\$65.00 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$244.40 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$390.65 for the first \$50,000 plus \$3.50 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$565.65 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof

**CITY OF ASTORIA
PLUMBING PERMIT FEES**

Fee Description	Fees
Miscellaneous Permits:	
Reverse plumbing	\$61.00
Solar units (potable water)	\$65.00
Swimming pool piping to equipment	\$65.00
Permit Renewal (Expired Permit Reinstatement Fee) <i>Fee for renewal of a permit that has been expired for one year or less, provided no changes have been made in the original plans and specifications for the work. A permit may only be renewed once.</i> <i>Permits that have been expired longer than one year cannot be renewed. You must reapply for new permits.</i>	½ of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permit <i>Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.</i> <i>Fee is in addition to permit renewal fee.</i>	\$65.00/hr
Re-inspection Fee	\$65.00/ea
Removal, Abandonment, or Cap Off of Fixtures as Listed Above	\$ per fixture
Sanitary Service:	
First 100 feet	\$48.00
Each additional 100 feet or fraction thereof	\$26.00
Storm Sewer Service:	
First 100 feet	\$48.00
Each additional 100 feet or fraction thereof	\$26.00
Water Service:	
First 100 feet	\$48.00
Each additional 100 feet or fraction thereof	\$26.00
Investigation Fee A <i>Low effort to determine compliance.</i>	\$97.50
Investigation Fee B <i>Medium effort to gain compliance. Stop Work Order posted. Applicant obtains required permit within 10 business days.</i>	\$130.00
Investigation Fee C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.</i>	\$250.00 or hourly rate whichever is greater.
State Surcharge and Training Fees* <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State.</i> <i>(12 percent as of October, 2010)</i>	Per State established fee.

CITY OF ASTORIA STRUCTURAL PERMIT FEES

Fee Description	Fee
<p>Building Permit Fees:</p> <p>The International Code Council Building Valuation Data Table, current as of April 1 each year, is used to calculate the project value and is based on the type of construction and proposed building use. Project value is then applied to the table below to determine the building permit fee.</p> <p>Use total value of construction work determined above to calculate the Building Permit Fee below:</p> <p>\$1 - \$2,000</p> <p>\$2,001 - \$25,000</p> <p>\$25,001 - \$50,000</p> <p>\$50,001 - \$100,000</p> <p>\$100,001 and up</p> <p><i>*Definition of Valuation: The valuation to be used in computing the permit fee and plan check fee shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent work or equipment, and the contractor's profit as determined by the Building Official.</i></p>	<p>\$65.00 minimum fee</p> <p>\$65.00 for the first \$2,000 plus \$10.53 for each additional \$1,000 or fraction thereof</p> <p>\$307.19 for the first \$25,000 plus \$7.90 for each additional \$1,000 or fraction thereof</p> <p>\$504.69 for the first \$50,000 plus \$5.27 for each additional \$1,000 or fraction thereof</p> <p>\$768.19 for the first \$100,000 plus \$4.39 for each additional \$1,000 or fraction thereof</p>
Building Plan Check Fee	65% of building permit fees
<p>Manufactured Dwelling Permits:</p> <p>Installation permit <i>Fee includes: concrete slab, code compliant runners or foundations, electrical feeder, first 100 lineal feet of plumbing connections, all cross-over connections and Administrative fee.</i></p> <p>•*Accessory structure fees will be assessed based on the value of construction determined under the Building Permit Fee section above.</p> <p>•Utility connections beyond 100 lineal feet will be assessed separate plumbing fees determined under the Plumbing Permit, Plan Check & Inspection Fee section of this Schedule.</p>	\$190.00* includes Administrative fee
<p>Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$65.00/hr One hour minimum</p>
<p>Alternative Materials and Methods <i>Hourly rate charged per person involved in review.</i></p>	\$65.00/hr
Building Demolition Permit Fee	Apply Building Permit Fees (above) based on total project value. Minimum fee \$65.00/hr. One hour minimum.

CITY OF ASTORIA STRUCTURAL PERMIT FEES

Fee Description	Fee
Residential Fire Sprinklers <i>Fee includes inspections and plan review</i> <i>Fee determined by square footage of work covered.</i>	
0 to 2,000 sq ft	\$150.00
2,001 to 3600 sq ft	\$200.00
3,601 to 7,200 sq ft	\$300.00
>7,200 sq ft	\$400.00
Expired Application Processing Fee <i>Hourly rate charged for actual time spent processing and reviewing applications for permits that are never issued.</i> <i>Credit is given for paid plan check fees.</i>	\$65.00/hr
Fire/Life Safety (F/LS) Plan Check Fee	40% of building permit fees when F/LS plan review is required
Foundation Only Permit	Apply Building Permit fees (above) based on 20% of total project value + deferred fee
Inspections for Which No Fee is Specifically Indicated	\$65.00/hr One hour minimum
Inspections Outside of Normal Business Hours	\$65.00/hr One hour minimum
Permit Extension (first one free)	\$50.00
Permit Renewal (Expired Permit Reinstatement Fee) <i>Fee for renewal of a permit that has been expired for one year or less, provided no changes have been made in the original plans and specifications for the work. A permit may only be renewed once.</i> <i>Permits that have been expired longer than one year cannot be renewed, you must reapply for new permits.</i>	½ of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permits <i>Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.</i> <i>Fee is in addition to permit renewal fee.</i>	\$65.00/hr
Phased Permit Fee <i>Coordination fee charged in addition to normal plan review and permit fees; base fee includes required predevelopment meeting.</i> <i>Fee assessed on each phase of a project</i>	\$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,500 for each phase
Re-inspection Fee	\$65.00/hr
Change of Occupancy Permit/No other work being done	\$65.00/hr
Commercial Deferred Submittal Fee	65% of the value of the building permit fee calculated & using the value of the deferred portion + \$150

CITY OF ASTORIA STRUCTURAL PERMIT FEES

Fee Description	Fee
Residential Deferred Submittal Fee	65% of the value of the building permit fee calculated & using the value of the deferred portion + \$150
<p>Solar Installation Permit</p> <p>Installations in compliance with section 305.4 of the Oregon Solar Installation Specialty Code</p> <p>All other installations <i>*Valuation includes structural elements of solar panels including racking, mounting elements, rails, and the cost of labor to install. Valuation does not include the cost of solar equipment, including collector panels and inverters.</i></p> <p><i>Separate electrical fees also apply.</i></p>	<p>\$99.00 includes one inspection</p> <p>Apply building permit fees (above)</p> <p>Additional Inspections \$65 each</p>
Temporary Certificate of Occupancy – Residential – first 30 day - free	\$65.00
Temporary Certificate of Occupancy – Commercial – first 30 day - free	\$100.00
Appeal to City Council	\$25.00
<p>School District Construction Excise Tax <i>(Authorized by ORS 320.170 thru ORS 320.189)</i></p> <p><i>Applies to construction within Astoria School District in the City of Astoria.</i></p>	The construction excise tax is assessed as a dollar rate per square foot of construction which is collected by the City of Astoria and forwarded to the school district assessing the tax for capital improvement project funding.
<p>Investigation Fee A <i>Low effort to deter-mine compliance.</i></p>	\$97.50
<p>Investigation Fee B <i>Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permit within 10 business days</i></p>	\$130.00
<p>Investigation Fee C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.</i></p>	\$250.00 or hourly rate whichever is greater
<p>State Surcharge and Training Fees*</p> <p><i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State.</i></p> <p><i>(12 percent as of October, 2010)</i></p>	Per State established fee.

**City Administration
Schedule B**

Astoria City Code	\$ 30.00
Budget Detail.....	\$ 8.00
Budget Document	\$ 8.00
City Council agendas and minutes subscription rate by mail	\$ 3.50/issue or \$ 42.00/year
By e-mail.....	No charge
(Effective 1/1/98 - no charge to press, government agencies, or one per Neighborhood Association)	
Copy of any code or publication purchased by the City for resale	\$ 0.30/page
Copy of any ordinance, resolution or report, already prepared and stock on hand, or photocopy	\$ 0.30/page
Copy of tape recording of meeting	\$ 15.00/tape
NSF (Non-Sufficient Fund) Check Fee.....	\$ 15.00
One-time, special event liquor license application.....	\$ 25.00
Parking Lot Fees	
13th Street Parking Lot.....	\$ 30.00/month
US Bank Parking Lot Spaces	\$ 27.00/month
Record search and review for exempt material	\$ 15.00 to
(hourly wage plus fringe benefits)	\$ 30.00/hour
Transportation Services Vehicle Fee.....	\$ 35.00/vehicle
Transportation Services Vehicle Driver Application (\$35.00) plus processing fee (\$15.00)	\$ 50.00

**Community Development Department
Schedule C**

Astoria Planning Commission, Historic Landmarks.....	\$ 3.50/issue or
Commission, or Design Review Committee agendas	\$ 42.00/year
and minutes subscription rate by mail	
By e-mail.....	No charge
(No charge to press, government agencies, or one per Neighborhood Association).	
Copy of Development Code	\$ 35.00
Copy of Comprehensive Plan	\$ 35.00
Copy of Land Use & Zoning Map (approximately 6 square feet).....	\$ 6.00
Copy of Land Use & Zoning Map (approximately 20 square feet).....	\$ 20.00
Postage and handling for mailing Development Code or Comprehensive Plan, each	\$ 10.00
Postage and handling for mailing 20 square foot Zoning map	\$ 3.50
Copy of audio tapes, each	\$ 20.00
Copy of CD's, each	\$ 10.00

Permit Applications

Accessory Dwelling Unit Permit	\$ 50.00
Amendment to Comprehensive Plan or Development Code.....	\$400.00
Amendment to Existing Permit.....	Same fee as existing permit fee
Appeal.....	\$250.00
Class B Home Occupation	\$100.00
Conditional Use	\$250.00
Conditional Use – Temporary Use Renewal	\$100.00
Demolition or Moving (Historic)	\$100.00

Design Review	\$250.00
Exterior Alteration (Historic)	\$100.00
Historic Designation	\$ 50.00
Lot Line Adjustment	\$ 50.00
Major or Minor Partition (in addition to fees noted in Development Code 13.720)	\$100.00 + actual costs
Measure 37 Claim Application.....	\$250.00
Miscellaneous Review.....	\$100.00 Admin
.....	\$250.00 APC/HLC
New Construction (Historic)	\$100.00
Parking Exemption	\$ 100.00
Permit Extensions	\$100.00
Planned Development.....	\$300.00 + actual costs
Retail Street Vendor.....	\$100.00
Satellite Dish/Commercial	\$100.00
Sign Permits (not requiring building permit)	\$ 10.00 - \$40.00
Subdivision (in addition to fees noted in Development Code 13.720).....	\$150.00 + actual costs
Variance (Administrative or for Planning Commission)	\$150.00 Admin
.....	\$250.00 APC
Wireless Communication Facility Application.....	\$3,000.00
Wireless Communication Facility additional non-refundable fee for After-the-Fact Application.....	\$1,000.00

Fire Department Schedule D

Any Fire Department record (including fire report/
investigation report \$ 10.00

Burn barrel permit fee, initial inspection by Department for
2 year permit \$ 50.00
Renewal of permit for additional 2 years thereafter \$ 35.00

Special burn permit fee-issues for no more than a one week period \$ 35.00

The Fire Department will offer fire safety inspection to all City
businesses free of charge once every other year. If inspection of a
business results in findings of fire hazards,
A second inspection to survey mitigation of hazard \$ 25.00
If a third inspection is necessary to check for hazards \$ 50.00

The City of Astoria will administer a cost-recovery program to
recover costs from those incidents that require services
from the Astoria Fire Department on its transportation route and in
areas where there is no other fire service protection.

Residents, business owners, and/or taxpayers of the City of Astoria
and its service-contract areas (Tongue Point Job Corps), and any
citizens of areas where the Astoria Fire Department has mutual aid
agreements will not be billed for services as described in this
program.

Rates for recovering costs shall be those established in accordance
with the Oregon State Fire Marshal's standardized costs schedule
as specified in ORS 478.310(2)(a), and as hereinafter amended.

Fees will be based on both direct (apparatus, personnel, and
miscellaneous supplies and services) and indirect (billing and
collection costs). No fees will be charged for the direct provision of
emergency medical treatment and supplies.

Charges to all parties will include a minimum 30-minute response
charge.

Astoria Public Library Schedule E

1. Overdue Materials
 - (a) After due date, items are rented for 50 cents per day (25 cents for children's books) until the 60th day.
 - (b) Audiovisual materials (CDs and videos) are rented at \$1.50 per day after the seventh night.
2. Subscribing Library Family Fee (persons who reside outside of Astoria city limits).
 - (a) \$33.00 for a six-month period.
 - (b) \$60.00 for a 12-month period.
 - (c) If family moves out of Astoria metropolitan area, a refund of \$3.00 per unused full month will be approved, less any fees owed.
 - (d) \$15.00 for a 12-month "Kids' Cards" for children 12 years and under to borrow children's materials only.
 - (e) Non-resident owners of property within the City, and members of their households, are eligible to have free library borrowers cards by annually showing proof of having paid Astoria property taxes.
3. Interlibrary Loan - \$10.00 per item received by mail.
4. Microfilm Printer - 15 cents per sheet.
5. Laminated Borrowers Card Replacement - \$6.00.
6. Damage Fees
 - (a) Slight damage - \$3.00.
 - (b) Extensive damage or loss - replacement cost plus \$3.00 processing fee, or bring duplicate item.
7. Transient Borrowers Privileges - (available to visitors staying in area motels, hotels, campgrounds and boat basins):
 - (a) Transient borrower card - \$25.00.
 - (b) Deposit per item borrowed - \$25.00.
8. Flag Room Rental
 - (a) Library Programs and Programs sponsored by the City of Astoria-room use is free.
 - (b) Non-profit groups/organizations and private groups - \$20.00 per hour.
 - (c) Business and Commercial Entities Meetings - \$35.00 per hour.

Parks and Community Services Department
Astoria Aquatic Center
Schedule F1

General Admission		
	General Public Fee (Non-resident)	Astoria Resident Fee
Youth (2 – 17 yrs)	\$3.50	\$3.25
Adult (18-59 yrs)	\$4.50	\$4.25
Senior (over 60 yrs)	\$4.25	\$4.00
Family*	\$10.50	\$10.25
Lockers	\$0.50 each	

Punch Card Pass (May be purchased in groups of 10)		
	General Public Fee (Non-resident)	Astoria Resident Fee
Youth	\$30.00	\$28.00
Adult	\$38.00	\$36.00
Senior	\$36.00	\$34.00

3-Month (Quarterly) Pass (Valid for 3 months from the date of purchase)		
	General Public Fee (Non-resident)	Astoria Resident Fee
Youth	\$71.00	\$55.00
Adult	\$83.00	\$66.00
Senior	\$72.00	\$57.00
Family	\$125.00	\$99.00

*Family fee is limited to 5 people: 2 adults/3 children or 1 adult/4 children that live within the same household. Additional family members required to pay individual fee.

Annual Pass (Valid for 12 months from the date of purchase)		
Renewing annual pass holders receive 1-month discount if renewed within 14 days of pass expiration date. General public and Astoria residents eligible for same rate.		
	New Customer	Renewing Customer
Youth	\$220	\$198
Adult	\$264	\$242
Senior	\$228	\$209
Family	\$396	\$363

Facility Rental Rates	
Group rates – Available during general open recreation swim times. \$1.00 off general admission with 15 or more attendees in group. 24-hour notice required.	
After Hours exclusive use rates – Must call for availability 10 days in advance. Rates based on 0-50 attendance	
General Public	\$195 per hr
Astoria Resident	\$150 per hr
Local School/Government	\$120 per hr
Sunday exclusive use rate One price for all Sunday rentals \$225.00 first hour \$187.00 for each additional hr.	
Community meeting room rates Available during facility open hours only	
One time use	\$25.00 per hour
Reoccurring rate	\$10.00 per hour (must qualify for reoccurring use)

Aquatic Classes		
Swim Lesson Fee		
	General Public Fee (Non-resident)	Astoria Resident Fee
Youth or adult	\$42.00	\$35.00
Swim lessons are scheduled by session. A session is 10 x ½ hour sequential classes.		
Fitness Classes Appropriate Admission Fee +\$1.00*		
*The center offers one complementary class for senior fitness and wellness. The class is on M – W – F from 8:30 to 9:30. This class has approximately 20 to 25 senior students each class and is a low intensity, low impact class. All other classes at the center require admission + \$1.00 instructors fee.		

**Parks and Recreation Department
Astoria Maritime Memorial
Schedule F2**

Fee for one engraved memorial 4" x 12"

Standard Fee without customized graphic\$500.00

Name of person limited to 18 characters, including spaces

- Inscription is limited to 23 characters, including spaces
- Optional: small stock graphic illustration or second line of Inscription limited to 23 characters, including spaces

Fee for one engraved memorial 4" x 12"

Standard Fee with customized graphic\$450.00

- Name of person limited to 18 characters, including spaces
- Inscription is limited to 23 characters, including spaces
- Includes customized graphic illustration/artwork (other than stock artwork that has already been engraved on the Memorial Wall)

Fee for Customized Graphic/Art Work\$150.00

**Parks and Community Services Department
Ocean View Cemetery
Schedule F3**

	FYE 2015 Effective 4/7/2015	FYE 2016 Effective 7/1/2015
<u>Graves – Ground only (including perpetual care per grave)</u>		
Block 37, Child	\$175	\$ 193
Block 68, Cremation only	\$322	\$ 354
All other blocks (including resold graves)	\$966	\$1063
<u>Interments</u>		
Interment(Adult opening and closing)	\$966	\$1063
Cremation	\$483	\$ 531
Cremated remains (Saturdays)	\$140	\$ 154
Adult (Saturdays)	\$280	\$ 308
Late funerals, arrival after 3:30 pm) addt'l charge/hour	\$ 56	\$ 62
<u>Disinterment</u>		
Adult	\$455	\$ 501
Child, under 7 years old	\$350	\$ 385
Cremated remains removed from a grave	\$ 40	\$ 154
Ocean View Cemetery and then re-interred in another shall only be charged the disinterment fee		
<u>Liner and Installation</u>		
Liner, storage fee	\$280	\$ 308
Liner, purchase and installation	\$910	\$1001
<u>Monument/Marker Permits</u>		
Monument Permit (not over 62" in length)	\$168	\$ 185
Marker Permit – Double Size (2 people)	\$140	\$ 154
Marker Permit – Single Size	\$112	\$ 123
Marker Permit – Veteran's Size	\$ 56	\$ 62
Marker Permit – Baby Grave Cover	\$ 70	\$ 77
Other Work	Cost + 25%	Cost + 25%
Facility Rental	No Charge	No Charge
Chapel Reservation – fee per service		

**Parks and Community Services Department
Astoria Recreation Division Rental Fees
Schedule F4**

Category	City A	Resident Non-Profit B		Resident Private C		Non-Resident Private/Non-Profit D		Commercial E	
Facility		Per Hour	Per Event	Per Hour	Per Event	Per Hour	Per Event	Per Hour	Per Event
Shively Hall	n/c	0	\$34	\$21	\$83	\$28	\$137	\$55	\$205
Alderbrook Hall	n/c	0	\$34	\$21	\$83	\$28	\$137	\$55	\$205
Yacht Club - A	n/c	0	\$69	\$55	\$205	\$69	\$239	\$83	\$286
Yacht Club - B	n/c	0	\$69	\$34	\$137	\$41	\$164	\$55	\$218
Kitchen	n/c	\$7	\$28	\$14	\$34	\$21	\$41	\$28	\$69
Tennis Courts	n/c	0	\$34	\$14	\$34	\$28	\$69	\$34	\$83
Basketball Courts	n/c	0	\$34	\$14	\$34	\$28	\$69	\$34	\$83
Athletic Fields	n/c	\$6/Game or Organizational Rates Per Season = \$448							
City Park Rentals	n/c	\$34/Hour For a Defined Spot \$103/Hour for Entire Park (Applies to weddings & special events*)							
Concession Stand Rental	n/c	\$69 - For 1 or all 3 (Evergreen, Columbia, Tapiola) Per Tournament							
Picnic Kit Rental	\$15.00 Rental Fee + refundable deposit of \$25.00 on each rental use.								

Clean up/damage deposit fees may be required by the City prior to use of facilities
(see page 5, item 4 of the Parks and Facilities Rules and Regulations).

****“Events” are any activity that requires the use of a facility for four hours or more.**

***Police Department
Schedule G***

Unless otherwise stated, Police Department hourly charges are billed in 30 minute increments. Deposit prior to copying may be required.

Arrest record, per name	\$ 6.00
Attorneys fees for consultation	\$150.00/hour
Certified (notarized) copy of police records \$5.00 for each page (single sheet or back-to-back)	\$ 6.00
Copy of audio recording minimum charge.....	\$ 35.00/hour
Copy of Communications Center log.....	\$ 6.00/page
Copy of photograph (4" x 5")	\$ 6.00
Copy of photograph (8" x 10")	\$ 12.00
Copy of police report	\$ 15.00
Copy of video recording minimum charge	\$ 35.00/hour
Fingerprints for individuals who retain cards	\$ 6.00/card
Fingerprints forwarded by police	\$ 17.00
Additional fingerprint cards	\$ 6.00/each
Impound vehicle release	\$100.00
Police Officer – special events minimum charge..... Additional charge made for equipment and vehicle	\$ 40.00/hour
Staff review of public records	\$ 35.00/hour
Vehicle identification number inspection	\$ 35.00

***Public Works/Engineering
Schedule H***

Public Works/Engineering Department Page H1

Deposit to be returned upon satisfactory restoration of the street excavation. Permits shall be furnished by the City of Astoria outlining the conditions of the permits established by the City Engineer. Each permit shall be signed by the City Engineer.

PUBLIC WORKS DEPARTMENT

Water and sewer fees are established in specific resolutions that are periodically updated and reissued. Water and sewer resolutions and fee information are available from the Public Works Department at (503) 388-5173.



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

May 11, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ORDINANCE AMENDING ASTORIA CITY CODE SECTION 1.964 RELATING TO LOCAL GOVERNMENT PUBLIC CONTRACTING REGULATIONS

The Public Works Department is requesting that City Council consider approving a ordinance that would modify the spending authority of the City Manager for adjustments to the contract amount for public works improvement projects. Unforeseen conditions encountered during construction of public works projects, especially larger projects, can exceed the current \$10,000 spending authority of the City Manager defined by Code resulting in potential project delays, public inconvenience and additional costs.

BACKGROUND

1. The City has been and will continue to be required to implement and administer large construction projects related to multiple infrastructure improvements including CSO Program projects, paving projects, water system improvement projects and wastewater treatment projects.
2. Construction occurs at active sites with impacts on traffic, pedestrians and utility services such as water and sanitary sewer services. While staff takes every precaution to eliminate uncertainties and potential surprises, there are typically site conditions that differ from the project plans and specifications and warrant changes to the cost and duration of construction.
3. A change order is a written authorization to alter, amend, or deviate from the awarded construction contract. Change orders may result in additions or deductions to the construction cost. There may be a number of change orders over the course of the construction of a project. Change orders are currently presented to City Council for approval individually or as a group as a pay adjustment to the construction contract.
4. Efficient processing of change orders is essential to keep construction on schedule and within budget. Delayed processing of change orders can lead to project delays, added costs, and unnecessary disputes with contractors.
5. The City code (Chapter 1 - Public Contracting Regulations), last updated on June 5, 2006 authorizes the City Manager, as Purchasing Manager, to approve change orders up to \$10,000. The Code requires change orders in excess of this limit to be approved by the City Council. Following is the applicable Code language.

1.964 Public Contracts - Authority of Purchasing Manager.

A. **General Authority.** The City Manager shall be the purchasing manager for the City of Astoria and is hereby authorized to issue all solicitations and to award all City of Astoria contracts for which the contract price does not exceed \$10,000, except that the purchasing manager is authorized to make bulk fuel purchases in an amount not to exceed \$25,000. Subject to the provisions of this Ordinance, the purchasing manager may adopt and amend all solicitation materials, contracts and forms required or permitted to be adopted by contracting agencies under the Oregon Public Contracting Code or otherwise convenient for the City of Astoria's contracting needs. The purchasing manager shall hear all solicitation and award protests. *[Section 1.964A amended by Ordinance No. 06-03, passed June 5, 2006.]*

DISCUSSION

When staff requests City Council approval to award a public works contract, they also recommend that a typical 10 percent construction contingency be budgeted for unforeseen project changes. Actual cost overruns vary among projects, but typical City public works projects involve underground work in which unforeseen conditions are more frequent. While it is the intention of the public works staff to keep cost overruns to a minimum, field changes are unavoidable.

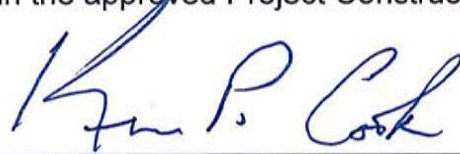
In order to prevent delays that could result in additional projects cost and/or claims by the Contractor, the City Manager should have authority to approve change orders above the current spending authority provided by code. The following procedure is proposed:

- ❖ The City Manager would approve change orders up to the approved Project Construction Budget (per attached ordinance).
- ❖ At the time when City Council authorized award of a construction contract, they would authorize a Project Construction Budget that would include an appropriate contingency (typically 10 percent of the bid award amount).
- ❖ Staff can provide a project financial status update to the City Council upon request
- ❖ No change orders for project enhancements (improvements not required to complete the original intent of the project) would be approved without Council approval.

RECOMMENDATION

Approve the attached ordinance authorizing the City Manager to execute any contract change orders in accordance with the project contract documents so long as the total Project Costs does not exceed the total funding for the project in the approved Project Construction Budget.

Submitted By



Ken Cook, Public Works Director

Prepared By



Jeff Harrington, City Engineer

ORDINANCE NO. 15-_____

AN ORDINANCE AMENDING ASTORIA CITY CODE SECTION 1.964 RELATING TO
LOCAL GOVERNMENT PUBLIC CONTRACTING REGULATIONS

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Section 1.964 of the Astoria Code is amended to read as follows:

“1.964 Public Contracts – Authority of Purchasing Manager.

- A. **General Authority.** The City Manager shall be the purchasing manager for the City of Astoria and is hereby authorized to issue all solicitations and to award all City of Astoria contracts for which the contract price does not exceed \$10,000, except that the purchasing manager is authorized to make bulk fuel purchases in an amount not to exceed \$25,000. Subject to the provisions of this Ordinance, the purchasing manager may adopt and amend all solicitation materials, contracts and forms required or permitted to be adopted by contracting agencies under the Oregon Public Contracting Code or otherwise convenient for the City of Astoria's contracting needs. The purchasing manager is also authorized to execute contract change orders in accordance with the project contract documents so long as the total project cost does not exceed the total funding for the project in the approved construction budget. The purchasing manager shall hear all solicitation and award protests.”

Section 2. **Effective Date.** The provisions of this ordinance shall take effect 30 days after its passage.

ADOPTED BY THE CITY COUNCIL THIS 18TH DAY OF MAY, 2015.

APPROVED BY THE MAYOR THIS 18TH DAY OF MAY, 2015.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION YEA NAY ABSENT

Councilor Nemlowill
 Herzig
 Price
 Warr

Mayor LaMear



CITY OF ASTORIA

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ASTORIA CITY COUNCIL DRAFT GOALS FISCAL YEAR 2015-2016

- **Investigate locating the Astoria Public Library as a part of a mixed use residential development within Heritage Square, to facilitate redevelopment of this space.**
- **Begin development of a City of Astoria strategic plan / vision**
- **Promote positive economic development through strengthening partnerships and streamlining processes**
- **Improve the safety and efficiency of the transportation system by: advocating for the bypass; an evaluation of downtown chair walls; and fixing pedestrian problems**
- **Promote housing that Astorians can afford**
- **Continue implementation of the Riverfront Vision Plan**
- **Develop a City of Astoria parks masterplan**
- **Address cemetery maintenance / funding issues**
- **Develop a masterplan for the western entrance to Astoria**
- **Hold an emergency preparedness presentation oriented to citizens of Astoria**