



AGENDA

ASTORIA CITY COUNCIL

Monday, May 20, 2019
2nd Floor Council Chambers,
1095 Duane Street
Astoria OR 97103

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION

a) ODOT ARTS Project Update Presentation

4. REPORTS OF COUNCILORS

5. CHANGES TO AGENDA

6. 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) Boards and Commission Meeting Minutes

a. Astoria Planning Commission – February 5, 2019

b. Astoria Planning Commission – February 26, 2019

c. Astoria Planning Commission – March 26, 2019

d. Design Review Committee – March 7, 2019

b) Transportation Growth Management (TGM) Grant for Uniontown Reborn Project – IGA Amendment

c) Liquor License Application from Major Triangle, LLC for an Existing Business as Triangle Tavern, located at 222 W Marine, Astoria for Full On- Premises Sales, Commercial License.

d) Resolution to Transfer Appropriations Within Building Inspection Fund #128 Budget for FY 2019-20

e) Resolution to Change the Name of the Trails Reserve Fund #174

7. REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

a) Resolution to Update Wage and Salary Schedules

b) Resolution Amending the Fee Schedule for Ocean View Cemetery and the Aquatics Center

c) Public Hearing for Three Community Development Contractor Contracts

d) Building Inspection IGA

8. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

<p>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 THE CITY MANAGER'S OFFICE, 503-325-5824.</p>



CITY OF ASTORIA

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MEMORANDUM • CITY MANAGER

DATE: MAY 15, 2019
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: ASTORIA CITY COUNCIL MEETING OF MONDAY, MAY 20, 2019

PRESENTATION

Item 3(a): **ODOT ARTS Project Update Presentation**

Ken Shonkwiler from the local Oregon Department of Transportation (ODOT) office will be making a presentation on the US 30: 7th Street – Basin Street Roadway Reconfiguration/Safety Project which is identified in our Transportation System Plan (TSP). The project was initially presented to Council at a Work Session on May 2, 2018. The project would be funded through ODOT's All Roads Transportation Safety (ARTS) Program.

CONSENT CALENDAR

Item 6(a): **Boards and Commissions Meeting Minutes**

- a. Astoria Planning Commission – February 5, 2019
- b. Astoria Planning Commission – February 26, 2019
- c. Astoria Planning Commission – March 26, 2019
- d. Design Review Committee – March 7, 2019

The draft minutes of the above Boards and Commissions are included. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(b): **Transportation Growth Management (TGM) Grant for Uniontown Reborn Project – IGA Amendment**

The Uniontown Reborn Transportation Growth Management (TGM) project was originally intended to terminate on May 30, 2019. Because of various factors, it has become apparent that it is necessary to extend the completion date to September 30, 2019. This will allow for review by the public, as well as adoption by the Planning Commission and City Council. The amended schedule will allow for a final public review meeting sometime during late summer. The third public meeting for this project is scheduled for May 22nd from 4:30 to 6:30 at the Holiday Inn Express.

It is recommended that the City Council authorize the City Manager to sign the IGA agreement.

Item 6(c): **Liquor License Application from Major Triangle, LLC for an Existing Business as Triangle Tavern, located at 222 W Marine, Astoria for Full On-Premises Sales, Commercial License.**

A liquor license application has been filed by Major Triangle LLC doing business as Triangle Tavern. This application is an Existing Outlet, Full On-Premises Sales, Commercial License. The appropriate Departments have reviewed the application and it is recommended that the City Council consider approval of the application.

Item 6(d): Resolution to Transfer Appropriations Within Building Inspection Fund #128 Budget for FY 2019-2020

ORS 294.463(1) provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body.

At the time the Building Inspection Fund Budget was prepared amounts budgeted did not anticipate oversight by Clatsop County for inspection services and vacancies. A transfer in the amount of \$ 50,000 from Personnel Services to Materials & Professional Services is required to provide sufficient appropriations for professional services required due to vacancies and required medical leave in the building inspection department.

A resolution is attached for consideration and approval.

Item 6(e): Resolution to Change the Name of the Trails Reserve Fund #174

The description for the Trails Reserve Fund # 174 is as follows:

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation, Per ORS 366-514. Funds are restricted for the construction and maintenance of walkways and bikeways, including curb cuts or ramps as part of the project which is within the highway, road or street right-of-way. A 1980 Constitutional Amendment (Article IX, section 3a)

During Budget meetings the title of Fund # 174 was noted as confusing as it can't be utilized for trails which are not within highway right-of-ways. A request was made to update the fund name to better reflect the intended use and restrictions of the resources. It is proposed to change the name to Highway Right-Of-Way Reserve Fund # 174.

It is recommended that Council adopt the attached resolution to change the name of the Trails Reserve Fund to Highway Right-Of-Way Reserve Fund.

REGULAR AGENDA ITEMS

Item 7(a): Resolution to Update Wage and Salary Schedules

The Community Development Department has five Full Time Equivalent (FTE) split between the planning and building divisions. The Community Development Director is a full-time position which has been vacant since October 31, 2017. There have been three extensive recruitment processes with the last effort being led by The Prothman Company. It has been difficult to attract fully qualified candidates who meet the unique requirements of the City of Astoria within the current salary range and to allow for increases. The position requires a unique set of professional abilities including management, historic and design review, urban and comprehensive planning (both long range and code amendments) and

development review in order to successfully accomplish the prescribed duties of the position. In order to assist with successful recruitment and provide a competitive wage it is necessary to implement a change in the position range prior to ensure we are competitive in the salary offering. As part of our listing with Prothman we understand our current salary range is low and are aware of other openings in the immediate area which would indicate an adjustment is necessary.

The salary range for Community Development Director is proposed to move from Range 51 to Range 53, effective June 1, 2019 to facilitate recruitment and retention. Funding is available in the current budget due to vacancies and has been incorporated in the recently approved budget for FY 19-20 which will be brought before Council June 3, 2019 for adoption.

Additionally, the following adjustments to titles have been incorporated to align with the changes in the job description updates which did not require wage and salary changes:

<u>Current Position Title</u>	<u>Updated Position Title</u>	<u>Schedule/Range</u>
Senior Records Specialist	Senior Records & Evidence Specialist	C / 14
Engineering Secretary	Engineering Administrative Assistant	A / 18

It is recommended that the City Council approve the revised salary range and titles contained in the attached resolution.

Item 7(b): Resolution Amending the Fee Schedule for Ocean View Cemetery and the Aquatics Center

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors together. To assist in achieving this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department operations. The Department's budgeted cost recovery for the 2018-2019 fiscal year is 44%. Resulting in a cost recovery rate of nearly double the national average and top-quartile standing for revenue generation per capita. The Parks and Recreation Department is able to achieve this high cost recovery and revenue generation due to revenue generation, business practices, and innovations.

Section F of the adopted Fee Schedule includes for Parks and Recreation services. Other fees charged by the Parks and Recreation Department for program based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs ebb and flow.

It is recommended that City Council authorize this fee schedule edit in order to meet the budgeted cost recovery for the 2019 – 2020 fiscal year and to offset maintenance costs at Ocean View Cemetery.

Item 7(c): Public Hearing for Three Community Development Contractor Contracts

The Community Development Department has been utilizing the services of planning consultants over the past year(s) to assist in maintaining service

delivery as well as to assist in completion of special planning projects. Robin Scholetzky of UrbanLens Planning has been working on a number of planning permits and land division applications. Mike Morgan of Holland Morgan has been working to assist on day-to-day planning activities, assisting in development of the Uniontown Reborn project, and expansion of the Maritime Memorial. Rosemary Johnson has been working on a number of code amendments currently in process. Their contracts need to be extended with updated not to exceed dollar amounts. Staff strongly believes that it is in the best interest of the City to process a contract amendment for these three planning consultants. In order to directly appoint Robin Scholetzky of UrbanLens Planning, Mike Morgan of Holland Morgan, and Rosemary Johnson, the City Council will need to approve an exemption from the Competitive Solicitation Requirements after holding a public hearing to take comments on the exemptions per City code.

City Attorney Josh Stellman has reviewed and approved the findings as well as contract amendments as to form.

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 direct appointment of contract amendments for city planning services.

Item 7(d): Building Inspection IGA

At the time of City Council packet preparation an IGA with the City of Cannon Beach was in the process of being finalized. This memo will be brought to the City Council meeting on Monday.

ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall
February 5, 2019

CALL TO ORDER:

Vice President Moore called the meeting to order at 6:00 pm.

ROLL CALL:

Commissioners Present: Vice President Daryl Moore, Jennifer Cameron-Lattek, Patrick Corcoran, Cindy Price, Chris Womack, and Brookley Henri.

Commissioners Excused: President Sean Fitzpatrick

Staff Present: City Manager Brett Estes, Planner Nancy Ferber, and Consultant Matt Hastie of Angelo Planning Group. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

APPROVAL OF MINUTES:

Vice President Moore called for approval of the January 8, 2019 minutes.

Commissioner Price moved that the Astoria Planning Commission approve the January 8, 2019 minutes as presented; seconded by Commissioner Cameron-Lattek. Motion passed unanimously.

WORK SESSION:

Riverfront Vision – Urban Core/"Urban Core Code Amendments: Summary of Draft Recommendations (Task 4)" "Continued from January 29, 2019 meeting"

Vice President Moore confirmed for Staff and the audience that the work session would be conducted in the same format as the last work session, when comments from the public and the Commission were taken after each section of the recommended amendments was presented.

Matt Hastie, Angelo Planning Group, gave a PowerPoint presentation on the recommended Code amendments related to standards for on land development, allowed uses, and recommended zone changes. During the presentation, he and Staff answered clarifying questions by Commissioners, and posed questions and requested feedback from the public and the Commission as follows:

Public Comments on Heights, Set Backs, and Step Backs:

Glen Boring, 1 3rd Street #203, Astoria, confirmed with Staff that the setbacks and step backs would only apply to on land development, but on both sides of the Riverwalk. He was confident the pressure would always be for development. It would be interesting to take a poll to find out what the Commission remembered former Governor Tom McCall for. He doubted Mr. McCall would be remembered for development. He is remembered for the role he played in keeping the Oregon coast with views that are accessible to the public and not over developed. We tend not to remember the people who preserve those kinds of things. He encouraged the Commission to think seriously about the unintended consequences of decisions that are made early on. He heard a comment at one meeting that we want to have learned from the hotel project. He was curious as to what was really learned from the hotel project. He had only been a resident for one year and, as he looked at what was taking place, he found the developer did not have to convince the Design Review Committee or Historic Landmarks Commission. All the developer needed to do what get three out of five City Councilors and part of that had to do with the parsing of words. He encouraged the Commission to be very careful about the language put in and the things left out of the codes. He has heard people say no one would develop out over the river because it costs too much money. If that is the case, it would be wonderful. But someone will come along and find the money to do it. If steps have not been taken, this early in the game, anyone could come in. He hoped the Commission would think about what development would do to the river trail and the ambiance of the area if all the development takes place. He understood the need to do this in chunks, but asked the Commission to put this in the perspective of the whole picture.

Elizabeth Menetrey, 3849 Grand Ave. Astoria, said she hated to see a height limit of 45 feet and requested a 35 feet height limit. She did not understand why 45 feet was still being considered and asked why it was necessary.

The Commission was looking at a lot of details but needed to consider what they would mean to the city overall. She heard there might be a huge Hilton on the south slope and that Marriott/Hollander wanted to build another hotel. If 45 feet is allowed, condominiums will be built. In 10 or 20 years, people will look at what was built and wonder how it happened. The Commission has the chance now and the power to shape what the citizens will be looking at in 10 years. She wants what is best for the city and appreciated the Commission being conservative because projects are being considered for the East Mooring Basin even though the Civic Greenway is supposed to have less development. And the Bridge Vista was not supposed to have huge 45-foot hotels.

John Orr, 175 South Place, Astoria, said he was late to get involved and do research on this. This is a visioning process and Astoria is a small town that is going through growing pains. Looking at resources and challenges from a visionary perspective, it was difficult for him to understand how Astoria can realistically grow. The amount of developable land for housing and the availability of good family wage jobs are in short supply. An influx of hotels will exacerbate the affordable housing problem for workers, just as it has all over the country. There are big underlying infrastructure issues related to resources. Astoria has tried in the past to have a resource to take traffic out of the downtown area. If 45-foot structures are built, Astoria will need more parking, there will be more people on the road, and the need for water and sewer will increase. The resources for upgrading the water, sewer, and road systems do not exist. The tax base is low and is not growing. Astoria does not have big tax-based projects or business developments. If things are built without a clear vision of the effects they will have on the quality of life here, a great disservice will be done to the people who live here and who will come here. He understood the infrastructure was already strained. When the Commission approves a 45-foot height limit, the Commission is assuming there will be a lot more people here. In the news, he had heard about two or three new hotels and there might be more to come. If the City has not properly provided for infrastructure in the planning process, the marginal costs of capital investments when infrastructure capacities are exceeded are great and cannot be made up by the businesses that come in. Then, the City budget will have a problem. The City can try to pass a levy. The Department of Transportation (ODOT) can try to finance a bypass or road improvements. However, that is extremely grim. The City needs to proceed very cautiously here. If there is no strong case made that Astoria will have the infrastructure and resources to support new growth, then the plan allowing structures with intense development cannot go forward. He heard there were not enough parking spaces for one of the hotels. That is unfathomable. If Astoria did not have infrastructure problems, his last point would not be so concerning, but he believed it was indicative of the problem.

Pamela Alegria, 1264 Grand Avenue, Astoria, said she did not want the Commission to think there were only a handful of people who wanted a 35-foot height limit instead of 45 feet. Oftentimes, the City discusses scale as it pertains to one street, but the entire city should be considered. The river is the biggest resource. People are not building hotels to look at a warehouse. The hotels are looking at the river. If the river is obscured, the City has lost why people come to Astoria and then no more hotels will be necessary. The river will be obscured for tourists walking along the Riverwalk and for locals. Astoria is losing its local community rapidly. She was okay with 35 feet.

Commission Discussion on Heights, Set Backs, and Step Backs

All of the Commissioners except Vice President Moore supported a 35-foot height limit and the option to require setbacks and step backs along the river trail and on the north/south streets. Vice President Moore believed 45 feet was appropriate for the Urban Core where dense development was expected. An extra story could incentivize multifamily development downtown. He recommended hotels be prohibited instead of reducing height to try to prevent a particular use. He also believed the step backs were unnecessary but was fine with the setbacks.

Public Comments on Overwater Uses in Aquatic Zones

Lori Hendrickson, 3514 Harrison, Astoria, said there were already so many medical professionals over the water. She asked if they were the ones being discussed.

City Manager Estes explained the Commission was discussing whether medical and professional offices should be allowed if a building was redeveloped or a new building was developed. He confirmed existing uses would be grandfathered in. One provision in the Vision Plan will ensure zoning included uses that supported but did not compete with downtown. Some downtown merchants and the Astoria Downtown Historic District Association (ADHDA) have said they do not feel it is necessary to prohibit medical and professional offices.

Pamela Alegria, 1264 Grand Avenue, Astoria, said when locating medical facilities along the river, parking will be an issue. People are not healthy when they go to a dentist or a doctor, so they need transportation. The view for the staff rather than convenience for locals is important. Affordable housing over the river sounds nice, but in reality housing built as affordable becomes luxury apartments. She has seen this in various communities. Something would need to be in place that keeps rents affordable.

Sara Meyer, 555 Rivington, Astoria, asked if Commissioner Corcoran had done any processing of what kind of substructures have to be put into the river to support anything when a tsunami or an earthquake hits. She also asked if the City had looked at the future as Astoria sinks.

Elizabeth Menetrey, 3849 Grand Avenue, Astoria, said she strongly supported prohibiting residential overwater development. She could not imagine anyone spending the money for affordable housing. It is very expensive to build over the water. She could see residential development becoming condominiums, so she did not believe it should be allowed even conditionally.

John Orr, 175 South Place, Astoria, said he was concerned about the concept of relevance that Vice President Moore expressed to his previous comment. This is a Planning Commission. The operative word is planning. Planning anticipates problems. One problem with approval of development is what will happen if there is a 50-year projected tsunami. There are videos showing the debris washing up. That seems relevant when allowing development. Height development, density, and infrastructure will crumble if a predicted catastrophic event happens. There is a train of logic involved in order to see the relevance, but he hoped the Commission saw the relevance. He believed his comments were relevant. He had grave concerns about building over the water. In order to have a beautiful city, people should be able to see the water, but he understood this was the urban zone.

Commission Discussion on Overwater Uses in Aquatic Zones

The Commission generally agreed with the recommendations for permitted and prohibited uses. Commissioner Price clarified she did not support any new development over the water. Vice President Moore, Commissioners Cameron-Lattek, Womack, and Price supported allowing medical and professional offices. Commissioner Henri only supported medical and professional offices, the redevelopment of existing buildings into hotels and motels, and indoor family entertainment as conditional uses. Commissioners discussed how the recommendations could impact economic development and the housing shortage. Commissioners Price and Cameron-Lattek believed affordable housing should be allowed, but only for local residents. Vice President Moore was not opposed to hotels and motels but was opposed to residential uses.

Staff explained the difficulties involved in trying to limit housing to residents. The current transient lodging ordinance only applies to residential zones and the Urban Core did not include any residential zones. The City cannot prohibit second homes, but could prohibit short-term rentals in residential uses.

All Commissioners agreed that if the existing condominium building needed to be renovated or rebuilt, it should be allowed to remain housing. They also agreed that navigation aids should be added to the list of permitted uses.

Public Comments on Proposed Rezoning

Elizabeth Menetrey, 3849 Grand Avenue, Astoria, said parks should be allowed.

Commission Discussion on Proposed Rezoning

All of the Commissioners confirmed they agreed with the proposed rezoning as recommended by Staff.

Public Comments on Uses in Commercial Zones

Lori Hendrickson, 3514 Harrison, Astoria, said it sounded like there was an enormous loop hole for new condominiums.

Vice President Moore clarified that the Commission was discussing the condominium building currently on the water and whether it would be allowed to be reconstructed if damaged.

Ms. Hendrickson said it sounded like no one could prohibit condominiums.

Mr. Hastie explained that a condominium is a type of residential ownership, not a type of building or a type of business. Residential uses can be prohibited, but types of ownership cannot be regulated.

City Manager Estes added that condominiums and apartments are defined as types of multifamily housing. Apartments are rented and condominiums are owned, but they are both multifamily structures. The City cannot require that buildings be rentals only. Any building with three or more units is multifamily housing. There is no differentiation between renter occupied and owner occupied units.

Ms. Hendrickson said the word condominium has luxury connotations.

City Manager Estes noted that luxury apartments exist as well. Many times, construction costs dictate the rent or purchase price. He confirmed for Ms. Hendrickson that there was no special Oregon law protecting condominiums.

John Orr, 175 South Place, Astoria, said one of the prohibited uses was shoreline stabilization. He wanted to know who was against shoreline stabilization and why.

Mr. Hastie explained that one effect of rezoning would be that some uses would need to be added back to the new zone. Staff and the Commissioners all agreed that shoreline stabilization should be allowed in the rezoned area.

Chris Farrar, 3023 Harrison, Astoria, asked when parking would be considered. It is one thing to have a commercial operation along the waterfront but allowing multifamily housing above should be required to have a certain amount of parking for each residential unit. The way the streets come to an end at the waterfront makes parking especially challenging.

Vice President Moore explained that when a use is conditional, the Planning Commission can use parking as criteria for approval.

Elizabeth Menetrey, 3849 Grand Avenue, Astoria, asked if medical buildings over the water would have to reuse established buildings.

Vice President Moore explained that the Commission recommended medical uses be allowed in existing buildings and in new development only in non-limitation areas over the water.

Commission Discussion on Uses in Commercial Zones

The Commissioners agreed with Staff recommendations for allowed and prohibited uses in the Commercial Zones, the only exception being that small boat building and repair should be allowed as a condition use. Vice President Moore and Commissioner Henri believed boat and marine equipment sales should also be allowed as a conditional use. Commissioner Henri added that transportation services should be allowed as well. Commissioner Cameron-Lattek suggested the language about parking requirements for hotels be clarified.

Vice President Moore called for a recess at 7:55 pm. The meeting reconvened at 8:01 pm.

Public Comments on Architectural and Landscaping Design Standards and Guidelines

Pamela Alegria, 1264 Grand Avenue, Astoria, understood why the City had guidelines and standards, but she did not believe guidelines worked. She believed many developers choose not to follow the City's guidelines, so guidelines were not an effective way to accomplish what the City wanted. She was not sure if the City's definitions were legal and did not believe they should be tested in court. She recommended the City provide standards with options instead of designating guidelines. She did not like the word encourage. Developers want to cut costs. The standards should reflect how the Commission wants the town to look.

Mr. Hastie explained that standards exist in all cases. The Code provides a combination of standards and guidelines and the guidelines are on top of the standards. Developers do not get to choose one or the other.

Ms. Alegria said she did not understand how the design review process worked.

City Manager Estes explained that the Design Review Committee holds public hearings.

Unidentified Speaker [2:17:45] said the riparian areas were not real riparian areas because salamanders and frogs would not be protected. She also wanted information about using chemicals in landscaping.

City Manager Estes clarified that the riparian areas were the areas along the waterfront. Standards for that area require native plants and plants that are appropriate along the waterfront. He added that the City does not regulate the use of chemicals on private property.

Commission Discussion on Architectural and Landscaping Design Standards and Guidelines

All of the Commissioners agreed with Staff's recommended architecture and landscaping design standards and guidelines. However, Commissioner Henri was concerned about the feasibility of the street tree requirements and suggested the City update its street tree list with species that would accommodate this Code language. Commissioner Cameron-Lattek also recommended the word "discourage" be replaced with "prohibit".

Staff reviewed next steps and noted the City Council hearing had not yet been scheduled.

REPORTS OF OFFICERS/COMMISSIONERS:

There were none.

STAFF UPDATES/STATUS REPORTS:

Meeting Schedule

- February 6, 2019 – 4:30 pm to 6:30 pm TGM Uniontown Reborn Public Meeting at the Holiday Inn Express
- February 26, 2019 – 6:30 pm APC Meeting

City Manager Estes noted that at the Uniontown Reborn meeting, interactive stations would open at 4:30 pm and the presentation with an open question and answer session would begin at 5:00 pm. Topics would include transportation issues, pedestrian crossing enhancements, connectivity through the area, land use issues, design review provisions, and rezoning.

PUBLIC COMMENTS:

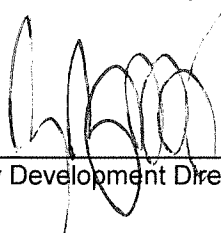
There were none.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:33 pm.

APPROVED:

[at the 3/26/2019 APC meeting with no changes]



Community Development Director

ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall
February 26, 2019

CALL TO ORDER:

Vice President Moore called the meeting to order at 6:30 pm.

ROLL CALL:

Commissioners Present: Vice President Daryl Moore, Jennifer Cameron-Lattek, Patrick Corcoran, Cindy Price, and Chris Womack.

Commissioners Excused: President Sean Fitzpatrick and Brookley Henri.

Staff Present: Planner Nancy Ferber and Contract Planner Rosemary Johnson. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

APPROVAL OF MINUTES:

Vice President Moore called for approval of the January 29, 2019 minutes.

Commissioner Price moved to approve the minutes of the January 29, 2019 meeting as presented. Seconded by Commissioner Cameron-Lattek. Motion passed unanimously.

WORK SESSIONS:

Planner Johnson noted Staff was working on several Code amendments and the Commission would be reviewing them a few at time over the next several months.

Code Updates: A19-02 Transient and Homestay Lodging

Planner Johnson presented Staff's recommended Code amendments for transient and homestay lodgings, which were included in the agenda packet. During her presentation, she reviewed the types of lodgings, explained the need for the amendments, compared the recommended amendments to the existing Code language, outlined the permitting and review processes, and answered clarifying questions from Commissioners.

Commissioners proposed hypothetical short-term lodging situations and Staff explained how the recommended Codes would apply to each.

The Planning Commission discussed the possibility of limiting the number of units permitted for transient or homestay lodgings in multifamily buildings in commercial zones. Limits could help preserve housing stock, but short-term rentals would be appropriate in some buildings. Additionally, short-term rentals in multifamily buildings could facilitate more affordable residential units in those same buildings.

Vice President Moore advised against using specific business names in the Development Code. Staff confirmed the Code language would be changed, but specific business names would still appear on other City forms since permit holders were required to state which businesses they would be advertising with and since some of those businesses were responsible for sending taxes to the City.

Code Updates: A19-04 Miscellaneous Code Sections

Planner Johnson presented Staff's recommended amendments to several sections of the Code, which were included in the agenda packet. She explained the need for each amendment and how each one would impact permitting and review processes. During the presentation, Staff answered clarifying questions from Commissioners about existing Codes and the recommended amendments. Staff also explained how the new Codes would be applied in hypothetical situations.

After some discussion, the Commission directed Staff to remove the standard allowing a maximum of 40 percent of front and side yards of single-family dwellings to be used for parking (Code Section 7.110.A).

Staff noted that more recommended Code changes would be added to the list of miscellaneous updates, but the Commission should consider the proposed changes that have been presented and provide Staff with feedback.

REPORTS OF OFFICERS/COMMISSIONERS:

There were no reports.

STAFF UPDATES/STATUS REPORTS:

Save the Date

- March 26, 2019 – APC Meeting

Commissioner Price asked for an update on the Fairfield Inn project. Staff confirmed they did not have any new information at that time.

PUBLIC COMMENTS:

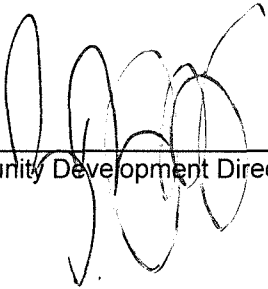
There were no public comments.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:11 pm.

APPROVED:

[at the 3/26/2019 APC meeting with no changes]



Community Development Director

ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall
March 26, 2019

CALL TO ORDER:

President Fitzpatrick called the meeting to order at 6:30 pm.

ROLL CALL:

Commissioners Present: President Sean Fitzpatrick, Vice President Daryl Moore, Jennifer Cameron-Lattek, Patrick Corcoran, Cindy Price, and Chris Womack.

Commissioners Excused: Brookley Henri

Staff Present: City Manager Brett Estes, Planner Nancy Ferber, Contract Planner Rosemary Johnson, and City Attorney Blair Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

APPROVAL OF MINUTES:

Item 3(a): February 5, 2019

Commissioner Price moved to approve the minutes of the February 5, 2019 meeting as presented; seconded by Commissioner Cameron-Lattek. Motion passed unanimously.

Item 3(b): February 26, 2019

Vice President Moore moved to approve the minutes of the February 26, 2019 meeting as presented; seconded by Commissioner Womack. Motion passed unanimously.

PUBLIC HEARINGS:

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

The Planning Commission proceeded to **Item 4(c)** at this time.

ITEM 4(a):

CU19-01 Conditional Use CU19-01 by James Defeo to locate a tourist lodging facility in an existing commercial building at 240 11th Street in the C-4 Central Commercial Zone (Map T8N-R9W Section 8CA, Tax Lot 3400; south 34' of lots 1 and 2, Block 58, McClure's)

This item was addressed immediately following Item 4(c).

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

Commissioner Cameron-Lattek recused herself from the hearing. She stated she did not have a direct conflict of interest in this project, but she and the Applicant own similar businesses that are in direct competition. She could not say with confidence that she would remain unbiased.

President Fitzpatrick declared that he visited the site when it was open during the January 2019 Second Saturday Art Walk. Jeff Daly had asked what he thought about the use being proposed. Realizing that it might come before the Planning Commission, he stated he had to withhold his opinion and would not comment further until after the public hearing. He was also in the building about six months ago when Mr. Defeo offered him a display cabinet. He and Mr. Daly moved the cabinet with two other people. At that time, there was no discussion about the future use of the space. He did not believe the cabinet was offered to him to sway his opinion on the application. He believed he could be impartial in his decision on this application.

President Fitzpatrick asked Staff to present the Staff report.

Planner Ferber reviewed the written Staff report via PowerPoint. No correspondence had been received and Staff recommended approval of the request with the conditions listed in the Staff report.

President Fitzpatrick opened the public hearing and confirmed that the Applicant did not wish to give a presentation. He called for any testimony in favor of, impartial to, or opposed to the application. Hearing none, he called for closing comments of Staff. There were none. He closed the public hearing and called for Commission discussion and deliberation.

Commissioner Price asked if it was usual to include an economic hardship paragraph in the findings. Planner Ferber said she included the paragraph because it was discussed with the Applicant. However, it is not grounds for approving a conditional use permit.

Commissioner Price stated the argument in favor of more short-term lodging was because it could allow people to stay in their homes or do things they otherwise would not be able to do. Since the Applicant did not mention a financial hardship, she was not sure why it would be included in the Staff report. She did not like to set precedents for such things.

Vice President Moore said he was in favor of the application because he believed it met all of the reviewable criteria. Commissioners Womack and Corcoran, and President Fitzpatrick also stated they were in favor of the application.

Commissioner Price moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and approve Conditional Use CU19-01 by James Defeo; seconded by Commissioner Womack. Motion passed unanimously. Ayes: President Fitzpatrick, Vice President Moore, Commissioners Price, Corcoran and Womack. Nays: None.

President Fitzpatrick read the rules of appeal into the record.

ITEM 4(b):

CU19-02 Conditional Use CU19-02 by Nancy Schoenwald to locate a property management services office at 109 9th Street (Map T8N-R9W Section 8CB, Tax Lot 2500; Lot 4, Block 9, McClure's) in the S-2A Zone.

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

President Fitzpatrick declared that he owned and operated a similar or complementary business. ~~Wacoma Properties Limited~~ **Wecoma Partners** is a private property management company where he and his wife manage only properties owned by their family. They do not manage properties for clients. Both companies offer housing to tenants. The Applicant's company manages properties for clients, so they are not a direct competitor. His brother, who works for him, also operates a business that competes directly with the Applicant's company. He has no financial interest in his brother's company. He also owns a professional office building in Astoria where the proposed use is an outright use, which could be an alternative space. However, he believed he could be impartial in his decision regarding this application.

President Fitzpatrick asked Staff to present the Staff report.

Planner Ferber reviewed the written Staff report via PowerPoint. Since the Staff report was published, the business's name has changed from River and Coast Property Management to Port Town Property Management. The Staff report will be updated with the correct name. No correspondence had been received and Staff recommended approval of the request with the conditions listed in the Staff report.

President Fitzpatrick opened the public hearing and confirmed that the Applicant did not wish to give a presentation. He called for any testimony in favor of, impartial to, or opposed to the application. Hearing none, he called for closing comments of Staff. There were none. He closed the public hearing and called for Commission discussion and deliberation.

Commissioner Corcoran said the use was clearly reasonable and seemed appropriate, so he supported the request.

Commissioner Cameron-Lattek stated she did not have any issues with the request and appreciated that the Applicant addressed curb appeal by submitting plans for window displays. This professional office has not negatively impacted the area in the past, so she would vote to approve the application.

Vice President Moore said he supported the request.

President Fitzpatrick stated he believed the application met the criteria and the use was appropriate for the location.

Vice President Moore moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and approve Conditional Use CU19-02 by Nancy Schoenwald; seconded by Commissioner Corcoran. Motion passed unanimously. Ayes: President Fitzpatrick, Vice President Moore, Commissioners Price, Corcoran, Cameron-Lattek, and Womack. Nays: None.

President Fitzpatrick read the rules of appeal into the record.

The Planning Commission proceeded to Item 4(d) at this time.

ITEM 4(c):

MR19-01 Miscellaneous Request MR19-01 by Jeremy Lumachi for an interpretation as to whether a retail store that sells cannabis and related materials is classified as a tourist-oriented retail and service establishment per the Astoria Development Code. This review is limited to the interpretation of terminology of the use and does not include review of the Applicant's ability to meet the requirements for development within the S-2A Zone or at a specific location.

This item was addressed immediately following Item 3: Approval of Minutes.

City Manager Estes stated the Applicant was not able to attend the meeting and have requested that the public hearing be postponed to the next regular meeting on April 23, 2019. Staff requested that meeting begin at 6:00 pm due to a full agenda. The Applicant has extended the 120-day rule to accommodate the request.

Vice President Moore moved that the Astoria Planning Commission continue the public hearing of Miscellaneous Request MR19-01 by Jeremy Lumachi to April 23, 2019 at 6:00 pm at the Judge Boyington Building; seconded by Commissioner Price. Motion passed unanimously. Ayes: President Fitzpatrick, Vice President Moore, Commissioners Price, Corcoran, Cameron-Lattek, and Womack. Nays: None.

City Manager Estes noted that anyone who wished to provide public testimony could do so in writing. That information would be added to the public record and provided to the Planning Commission. The public is also invited to testify at the next meeting.

The Planning Commission proceeded to **Item 4(a)** at this time.

ITEM 4(d):

A19-01 Amendment Request A19-01 by Community Development Director to amend Development Code sections concerning Riverfront overlay zone requirements, reduce height in Bridge Vista Overlay to 28', add definitions for mass and scale, add standards for outdoor storage area enclosures, clarify how to apply various sections of the Code for design review, clarify exceptions to building height, expand responsibilities of Design Review Committee, and other miscellaneous updates. The City has determined that adoption of the proposed Codes may affect the permissible uses of properties in the affected zone and may change the value of the property.

This item was addressed immediately following Item 4(b).

City Manager Estes provided details on the history of this Code amendment process, which was directed by the City Council.

Planner Johnson reviewed the written Staff report via PowerPoint. She also reviewed changes to the draft amendments which were made after the Staff report was published. She noted the following correction would be made to the last line of Page 3 of the Staff report: "...included features; add maximum 0.4 Floor to Area Ratio." Correspondence was received and included in the Staff report. Staff recommended approval of the request.

Commissioner Cameron-Lattek asked why the definition of visual impact was removed. Planner Johnson explained that by defining visual impact, the City would be putting unintended limits on a subjective term.

Commissioner Cameron-Lattek asked what criteria must be met to grant a variance.

Planner Johnson said a hardship must be proven. Economics is not considered a hardship, but it can be a consideration. The request must be in compliance with the Code and cannot create safety hazards. Other criteria include unnecessary hardships, the development would be consistent and not substantially injurious to the neighborhood, necessary to make reasonable use of the property, and not in conflict with the Comprehensive Plan. Administrative variances are limited to lot size, set back, up to a 10 percent increase in any numerical standard, and other minor things. The request would go through public review, be noticed to the public and adjacent property owners, and the Planner would make the final decision based on Findings of Fact. The original intention was for the Bridge Vista (BVO) to allow on land variances that would be handled on case by case basis with no precedent.

Commissioner Price asked if all on land variances would be reviewed by the Planning Commission. Planner Johnson said any increase over 10 percent of any numerical standard would be reviewed by the Planning Commission. Staff can approve set backs, signage, lot coverage, and other things.

Commissioner Price stated she was concerned about the 30,000 square foot area on a 28-foot building. She was in favor of the height, but she did not want to create long buildings that do the opposite of what the height restriction accomplishes. She asked if Staff made any progress towards figuring that out. Planner Johnson explained that Staff currently recommended 30,000 square feet. Staff did consider other options like a floor to area ratio. However, Staff was originally directed to make quick fixes to clarify issues. Bigger issues like the square footage may need to be included in subsequent amendments.

Commissioner Price was concerned that approving these amendments as recommended by Staff would set the City up for another problem that comes in before the fix can be made. She confirmed with Planner Johnson that Page 6 of the Development Code Updates contained in the Staff report stated both professional and medical offices would be prohibited in the Shoreland and BVO Zones, and that in the last three paragraphs of Page 11 the word adjacent is in quotations the second time it is used each paragraph because the Historic Landmarks Commission (HLC) must review properties that are technically adjacent to the historic structure in a new construction request. Adjacency could be defined differently by the Design Review Committee (DRC). Pages 20 and 21 stated "buildings should be designed so they do not stand out prominently." However, the Cannery Pier Hotel stands out for a number of reasons. She believed that needed more clarification. She stated she had found some typographical errors and would give Staff an annotated copy to make corrections. Page 22 references all facades visible from a street. There had been discussion that buildings should look good from the river as well because several businesses will be showing off the town from river. Planner Johnson explained that not all features are required on the river side of a building.

Commissioner Price stated that Page 25 referenced covering everything except communication services equipment. The equipment on top of the Astor building is quite large. Planner Johnson said the rooftop mechanical equipment and elevator shafts are exempt from the height so the intent was to refrain from drawing attention to them with signage or other attachments to the exterior. However, communication facilities are ideal places because they are located at the top of buildings and prevents the need for cell towers.

Commissioner Price noted one of the hotels has signage on its elevator shaft. She understood they received a variance to go above 28-feet for the elevator shaft, but the sign could be on the portion that was otherwise differentiated from the rest of the building. Planner Johnson explained that if the elevator shaft is an exception to the height and is above the allowable height, Staff is recommending signs be prohibited on the exempt height. If the elevator shaft meets the height of the zone, a sign could be installed on it.

Commissioner Price said there were many places in the Development Code where the only gender used is male. She recommended Staff take every opportunity to correct that because she found it offensive. Planner Johnson

stated the Code includes a section explaining that all references to one is for all. Commissioner Price believed the acceptable standard now was they or their. Planner Johnson added that Staff would be adding recommendations for covered outdoor storage areas.

Commissioner Cameron-Lattek asked for clarification of the use of the words building and structure on Page 8 of the Code Amendments. Planner Johnson stated the words may be used interchangeably but there are times when a building is different from a structure specifically when one is historic.

President Fitzpatrick opened the public hearing and called for public testimony on the application.

Kris Haefker, 687 12th Street, Astoria, asked if a variance above 28 feet would be granted if parking was included on the main floor of a building. He also wanted to know if 28 feet allowed for parking in two stories.

Planner Johnson explained that the envelope of the building would need to be 28 feet regardless of what was inside the building. Parking on the ground floor would reduce the useable space in the building.

Mr. Haefker said if parking is on the main floor, he would like to see at least two stories, an incentive to get parking out from in front of buildings, and more green space. A narrower building with more public space and green space would grant the building more height.

City Manager Estes explained that typically a two-story building is 28 feet. The building design would be up to the architect.

Mr. Haefker said many parking areas were not necessarily 10 feet tall. Getting cars from parking lots and under buildings would be good. With global warming and rising sea levels, it would be smart to have a more open lower level.

Phil Grillo 1300 SW 5th Avenue, Portland, land use attorney for Astoria Warehouse Inc., stated the public record included a letter from his client opposing the changes to the height square footage requirements. He requested the hearing be continued for at least seven days. While the Staff report is dated March 19th, it was not publicly available until March 21st. He had not had much time to review the Staff report in detail or consult with his client. He wanted the opportunity to discuss the proposed amendments more thoroughly and submit written materials. His client's site is currently for sale. The site is 12 acres and about five acres of the property is on land. The five buildings on the property total about 124,000 square feet of warehousing with a small amount of office space. One of the buildings is over 28 feet high. He had spoken to Staff that afternoon and understood this process was hard work. He complimented Staff for their work and the public for their engagement with such a sensitive topic. The 28-foot height limit is significant compared to the existing height limit. He wanted to know why 28 feet had been proposed. Applying a height limit that is typical in a single-family residential zone to a waterfront commercial zone, even with the overlay district is unusual. He understood this was in reaction to a hotel development, but he did not understand how the specific height of 28-feet was found to be appropriate.

City Manager Estes explained the specific number was proposed by City Councilor Rocka.

Mr. Grillo stated there was a non-conforming development issue because there were so many existing buildings in the overlay zone that already exceeded 28 feet. It would be beneficial to know how the proposed height limit compared to what was already there now. Staff has recommended a clarification that the 30,000 square foot maximum is for all buildings of a single development. He understood the specific language used in the clarification indicated the limitation only applied to commercial uses on land. It would be helpful to know exactly what uses the limitation applied to since the C-3 zone and the BVO were mixed-use zones.

Planner Johnson explained that commercial uses in these two zones would be uses not considered industrial. Staff had considered removing the word commercial from the proposed language in Section 14.113.D on Standards for On-Land Development in the BVO. Building codes consider one and two-family units as residential. Anything more than two-family is considered commercial development. The City considers commercial uses to be non-industrial and non-residential.

Mr. Grillo said that raises other issues, as the recommendation is a very strict limitation on commercial uses in those zones. He understood some people wanted to strictly limit residential uses along the waterfront. If that is the intent, it should be clarified so that everyone understood what commercial use meant in this context. The 30,000 square foot limit is a very aggressive way to regulate uses on a large site like the Astoria Warehouse site. A small 60,000 square foot site with a 30,000 square foot building might not break the bank. However, the

Astoria Warehouse site includes five acres of land, about 270,000 square feet. With only 30,000 square feet of commercial and residential space, his client could only get a floor area ratio (FAR) of 0.13. Generally, sites need 60 percent to 80 percent coverage with the rest left as open space or landscaping. Such a small FAR is unreasonable on a large site. The Astoria Warehouse site provides amazing opportunities because it is a 12-acre site under one ownership along the river and in a downtown area. He understood that was one of the impetus for wanting to limit height in the area. However, it is important for the Planning Commission to consider that there will always be competing interests. People will always want to protect vistas and views, but the Commission needs to find a way to create a balance between clear and objective standards and the ability to remain flexible. A developer might want to build something similar to Seattle's Pike Street Market on the Astoria Warehouse site. The market is the 20th most popular destination in the United States and 500 people live in the immediate vicinity of the market. The many affordable housing units in the area are part of the essence of the market. The City should maintain the Astoria Warehouse site for its opportunities by providing flexibility, which he believed the Code already did well. He advised against trying to do a quick fix. The base zone of the area is C-3, which is a mixed-use zone that allows certain types of housing. The BVO zone also allows certain types of housing. He asked the Planning Commission to visualize reducing a four-story building to two stories in terms of use instead of height. The two stories being taken away would likely be housing. What used to be the working waterfront in Portland is now retail and commercial on the ground floors with housing above. The City should allow for the type of housing the community needs in those spaces and not take those spaces away. Use bulk and other mechanisms that already exist in the Code, but do not use a blunt instrument to say two stories is the limit because that removes the potential for housing. When limiting housing, the City must consider Measure 49, which requires the City to pay for the loss in value or waive regulations that limit housing. Measure 49 applies to this case. Under Oregon Revised Statute (ORS) 197, the City must provide a path to no discretionary standards to approve housing. He spoke with Staff about the statute and so far he had not been able to find this clear pathway in either the C-3 or the BVO zones. The design standards are very discretionary. Statewide Goal 10 on housing requires the City to provide an adequate supply of all types of needed housing. The most recent Clatsop County Housing Study states, "support high density housing in commercial zones." Taking two floors of housing away is not supporting housing in the C-3 zone. The study also recommends streamlining the permitting and review process as an incentive to develop housing. While the City might consider these amendments as quick fixes, he believed the City was actually making some very fundamental changes to a major opportunity site. It is important that he and his client be engaged in this process and work with the community to find a reasonable balance.

President Fitzpatrick confirmed with Staff that the Planning Commission was required to continue the hearing when asked to do so. City Manager Estes added that the Code requires the hearing be continued for a minimum of seven days. However, Staff recommended the hearing be continued to the April 23rd meeting to give Staff time to address some issues.

Mr. Grillo stated he would submit his materials by 14 days from the April 23rd meeting to give Staff time to consider the materials and update the Staff report.

President Fitzpatrick asked Mr. Grillo to also let Staff know in advance of the April 23rd meeting if he intended to give a presentation at that meeting.

President Fitzpatrick called for a recess at 7:50 pm. The meeting reconvened at 7:57 pm.

President Fitzpatrick called for public testimony.

Frank Spence, 5169 Birch, Astoria, President of the Port of Astoria Commission, said the Planning Commission has been asked to approve 24 amendments to the Development Code Article 14 and the BVO. The Port's property is within the BVO, beginning at the seaman's memorial and running to the west. In 2009, the original Riverfront Vision Plan was approved and at that time, the plan recommended the BVO begin at Portway Avenue and extend to 2nd Street. That would divide the Port property in half, so the industrial park was classified as Port Uniontown. The recommendations for a 28-foot height limit and a 30,000 square foot limit are controversial. As soon as these recommendations surfaced, both private and public sectors objected to them. The first was the Oregon HRS employment building on Marine Drive. The building is already 30,000 square feet and the State wanted to build another 30,000 square feet. However, that would not be possible with the new restriction. According to an article in the newspaper, a solution could be worked out to build into the parking lot in front of the building because they already have 157 parking spaces to the west. If this appears to be an amenable solution, a variance should allow for a situation like this. If the State cannot expand their building, they will leave Astoria and

building a new building in Warrenton. The second opposition was by Steve Fick of Fishhawk, who advised Council that he would be negatively affected by the amendments. Astoria Warehouse has also opposed the amendments. These Code amendments deal with property rights and take development opportunities away from the property owners. This could end up in court. The Port of Astoria is opposed to the limits because they are in the process of upgrading their master plan and working on a strategic plan. The Port does not want to be handcuffed by restrictions on height and mass. The Port requests that all of the Port property be excluded from the BVO, and that the east mooring basin be excluded from the Civic Greenway Overlay.

City Manager Estes clarified that in the 2008, as part of the Riverfront Vision Plan development, there were discussions with the Port on where the boundaries should be located. Portway was chosen as a boundary because the Port Commission at the time had an interest in changing the zoning from the Riverwalk Inn to Maritime Memorial Park. The City had agreed not to get into the industrial uses of the finger piers as part of the Riverfront Vision Plan. When the BVO was implemented, City Staff and Port staff coordinated to allow for the redevelopment of the Riverwalk Inn and a dispensation was developed in the Code to allow for that redevelopment. Mr. Fick's property and the State office building are in the Urban Core, not the BVO. Amendments to the Urban Core will be recommended in the future. The owner of the State office building had expressed concerns about the 30,000 square foot restriction, which is already in the Code. The amendments being recommended are clarifications about how the restriction is implemented in the BVO.

Planner Johnson added that the proposed amendments to the Civic Greenway did not address height or square footage.

Mike Sensenbach, 110 Kensington, Astoria, said he was at the City Council meeting where Councilor Rocka recommended the 28-foot height restriction. The original proposal was for 24 feet, but after some discussion the recommendation was changed to 28 feet. He believed this change in the height restriction was more significant than the City Council realized at the time. He has handled property claims for a large insurance company for the last 15 years. Twenty-eight feet could allow for a third story. In the City's Code, gable roofs are measured by the average of the height of the slope. A two-story building with a 20-foot eave could have a ridge line up to 36 feet high with an average height of 28 feet. That could be an unintended consequence of this height restriction. The Fairfield Inn ridge line height exceeds 45 feet because they took advantage of the average height of the gable roof. He was in favor of the amendments as proposed but would prefer a 24-foot height limit as originally proposed at the City Council meeting.

Elizabeth Menetrey, 3849 Grand Avenue, Astoria, said the property owners want to make maximum financial gain from their properties. She represented at least 400 people who signed a petition and the majority of the city who wanted the heights way down. People were ecstatic that the City Council discussed 28 feet because they never thought it would be discussed. The 30,000 square foot limit is a problem when working with a 28-foot height limit. However, the Planning Commission has a job to do. She had to speak for the public who had been asking for this for ten years. If she owned riverfront property she would make it into a park. There must be limits on what people can do on the riverfront. Someone may own or lease property, but ultimately this is about the city and what we want for the future of the city.

Steve Fick, P.O. Box 715, Astoria, said Steve Allen asked him to let the Commission know that he supports the Riverfront Vision Plan as it was adopted ten years ago when it was a well-balanced plan. Mr. Allen has offices, manufacturing, and restaurants along the waterfront. He believed the recommended amendments would result in a taking. He would be willing to discuss compensation for lowering the height restriction. However, this is not all about money. It is about flexibility. People who have not been small business owners do not understand how complex and challenging it is. When he came back to Astoria after college, the waterfront was a mess. He chose to take one block and try to do something with it. It is so expensive to continuously fight to work over the water. He might need six residential rentals just to maintain the property and keep it from falling in the water. The point will come when property owners cannot maintain or sell their properties if the uses are limited. The City must have faith in capitalism. If the City wants to change the area so bad they should buy the properties. It is not right for the City to constantly ask property owners to take a cut in property values just because someone else does not like what could be developed. Much of the waterfront area will never be developed, so the city will have its view corridors. This was considered ten years ago because those areas are important to everyone. It is not right to add black and white rules, which he considers to be a taking of his property.

President Fitzpatrick called for closing comments of Staff.

Planner Johnson said Staff is considering an exception to the height requirement for middle income housing in the BVO. There is a similar exemption in the Urban Core. The City deliberately omitted the industrial area of the Port because they did not want to impose design reviews on Pier 2 and Pier 3. Before the April 23rd meeting, Staff can look at the Code to make sure it includes clear and objective standards for residential development in the BVO. Clear and objective standards are mandated by the State. Staff still needed direction from the Planning Commission so that the clarification in the Code can be completed by the next meeting.

Vice President Moore said he leaned toward excluding garages from square footage but did not have a strong opinion on that. He understood the popular opinion on the 28-foot height limit, he could not find support for it in the Comprehensive Plan or the Bridge Vista section of the Riverfront Vision Plan. The BVO is the only part of the Riverfront Vision overlay area policy that discusses height. Comprehensive Plan Section 68.1.E states, "use alternative development forms, for example cluster development, narrower, taller profiles, set backs, step backs, and gaps in building frontages to preserve views." The Riverfront Vision Plan was intended to implement the Comprehensive Plan policies. Page 37 of the plan states, "trading building heights for width may be desirable in some instances, but a maximum height should be established and enforced." That maximum height likely would be one story above the base height. The base height is the height in the base zone. That clearly suggests that the policies should be implemented to use the base zone as the beginning height and then if a development were to be narrower or apply step back, an additional story would be allowed. In the S-2 zone the base height is 28 feet. Up to 35 feet would be allowed if step backs were used or a building was narrow. Currently, the BVO allows for 35 feet in the S-2 zone. Maybe other Commissioners can find support in the Comprehensive Plan for 28-feet, but he believed it was his responsibility to interpret existing Code language before making changes to the zone. If public sentiment is different from the Comprehensive Plan, then the 11-year old policies need to be revisited.

Commissioner Price said she believed Vice President Moore's argument was reasonable. If 28 feet is the height limit, she had a problem with 30,000 square feet. She was not in favor of allowing variances for over water development. She had empathy for the property owners who have visions for their properties in the future. Some of the amendments being discussed are high handed, but so are the threats of lawsuits and mandates from the State that prevent the City of Astoria from creating a vision of itself that differs from Portland and Seattle. Astoria wants to retain the village feel that it's had since the 1970s or 1980s. There could be many fabulous developments over 28-feet high and 30,000 square feet. However, the City does not have the ability to write into Code that the City wants this but not that.

Commissioner Cameron-Latteck stated she was ambivalent about the garage but leaned towards encouraging closed garages and allowing the building to be slightly bigger. She was glad the Planning Commission would have more time to think about the proposed amendments. She leaned towards tradeoffs because the overlay zone has been characterized by some very contradicting things. The Urban Core and part of the BVO should have dense development. That is why the Civic Greenway and Neighborhood Greenway were separate. She believed a good compromise was to have more limits over water and allowing more height on land. She experiences the shadows of the taller buildings on land when walking along the Riverwalk and she understood the desire to avoid a corridor. However, those buildings have exciting businesses she likes to spend time in. She was okay with allow more development to occur on land if it means retaining views of the water. Vistas should be available from the Riverwalk, but not necessarily from the car. She wanted to encourage people to get out of their cars to enjoy Astoria.

Commissioner Corcoran stated he would include garages in the gross floor area. He was very enlightened on Vice President Moore's reflection on the Comprehensive Plan and the competing interests of the public expressed at the City Council work session. He respected the interests of the property owners who would experience a change in the use of their properties. He was glad he had more time to think about these issues.

Commissioner Womack said he supported the exclusion of garages from the gross floor area. However, he did not believe that would be productive for any development. He agreed with Vice President Moore's comments about the height restrictions and he supported allowing variances for those heights.

President Fitzpatrick stated he did not want to include garages in the gross floor area. He was also concerned that the recommended height limited conflicted with the Comprehensive Plan. It had been awhile since the Commission discussed the height limit variances, but he recalled that the variances would be allowed for water-related uses and another use that the Commission wanted more clarification on at the time. He believed

variances should be allowed on land and over the water, but only for water-dependent uses. He was also concerned that the amendments could result in a taking from the property owners' rights.

City Attorney Henningsgaard advised the Planning Commission not to anticipate law suits during planning because the goal should be the betterment of Astoria. The rules make it difficult to make a case for a taking. The zoning would have to eliminate any possible use of the property.

Planner Johnson confirmed that she received the direction she needed from the Commission. Staff would present changes and recommendations at the next meeting.

Commissioner Price stated the Commission had not responded to Staff's question about step backs. She would not need step backs if the height limit was 28 feet.

President Fitzpatrick moved that the Astoria Planning Commission continue the public hearing on Amendment Request A19-01 by Community Development Director to April 23, 2019 at 6:00 pm at the Judge Boyington Building; seconded by Vice President Moore. Motion passed unanimously. Ayes: President Fitzpatrick, Vice President Moore, Commissioners Price, Corcoran, Cameron-Lattek, and Womack. Nays: None.

REPORTS OF OFFICERS/COMMISSIONERS:

Commissioners thanked Planner Ferber for her time with the City and wished her luck at the Columbia River Estuary Taskforce (CREST).

President Fitzpatrick thanked Vice President Moore for chairing the Commission meeting in his absence in February. He also thanked former Planner Johnson for coming back to the City to assist with the Code updates.

STAFF UPDATES/STATUS REPORTS:

Save the Dates

- April 2, 2019 – APC Meeting at 6:30 pm (as needed)
- April 23, 2019 – APC and TSAC Meeting at 6:30 pm

Staff said the April 2nd meeting would likely be canceled and the Traffic Safety Advisory Committee (TSAC) meeting might be postponed since the APC agenda was so full.

PUBLIC COMMENTS:

There were none.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:45 pm.

APPROVED:

[at the 3/26/2019 APC meeting / with changes]

Community Development Director

DESIGN REVIEW COMMITTEE

Astoria City Hall

March 7, 2019

CALL TO ORDER:

President Rickenbach called the meeting to order at 5:38 p.m.

ROLL CALL – ITEM 2:

Commissioners Present: President Jared Rickenbach, Ian Sisson, Hilarie Phelps, Sarah Jane Bardy, and Bob Levine.

Staff Present: City Planner Nancy Ferber and Contract Planner Mike Morgan. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

ELECTION OF OFFICERS -- ITEM 3:

ITEM 3(a): In accordance with Sections 1.110 and 1.115 of the Astoria Development Code, the DRC needed to elect officers for 2019. The 2018 officers were: President Jared Rickenbach, Vice President LJ Gunderson, and Secretary Tiffany Taylor.

Commissioner Phelps moved to re-elect Jared Rickenbach as President for 2019; seconded by Commissioner Bardy. Motion passed unanimously.

Commissioner Phelps moved to elect Ian Sisson as Vice President for 2019; seconded by Commissioner Bardy. Motion passed unanimously.

Commissioner Phelps moved to re-elect Tiffany Taylor as Secretary for 2019; seconded by Commissioner Levine. Motion passed unanimously.

APPROVAL OF MINUTES – ITEM 4:

Item 4(a): January 3, 2019

President Rickenbach called for approval of the minutes of the January 3, 2019 meeting.

Commissioner Phelps moved to approve the January 3, 2019 minutes as presented; seconded by President Rickenbach. Motion passed 3 to 0 to 2 with Vice President Sisson and Commissioner Levine abstaining.

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 5(a):

DR18-02 Design Review Request DR18-02 by Thomas Buckingham to construct a two-story, 3,908 square foot single family residence at 2880 Mill Pond Lane (Map T8N R9W Section 9CB WM, Mill Pond Village #3) within the Gateway Area in the AH-MP, Attached Housing-Mill Pond Zone and within the Gateway/Civil Greenway Overlay Zone. At the request of the Applicant, the public hearing was continued from the January 3, 2019 meeting to March 7, 2019.

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 as a general contractor, although, he had not been consulted on this project.

President Rickenbach called for a presentation of the Staff report.

Nancy Ferber, City Planner, reviewed the Findings and Conditions contained in the Staff report. No public comments had been received and Staff recommended approval with conditions.

Commissioner Levine asked for confirmation about the other project including a notice that was mailed to residents within 200 feet of the house and this one was 100 feet. Planner Ferber noted there were typographical errors and it was actually 250 feet. She confirmed the public notice went out to 200 feet and they add in the extra 50 feet to get people on the other side of the street.

President Rickenbach opened the public hearing and confirmed the Applicant did not wish to provide testimony. He called for testimony in favor of, impartial, or opposed to the application. Hearing none, he closed the public hearing and called for Committee discussion and deliberation.

Commissioner Levine said he had concerns with one of the findings on Page 16 Section 14.030(B)(3) on the massing of the house. Staff had indicated because of the double wide lot, this house would be twice as wide as any other home in the community, which did not fit in. Planner Ferber said other larger houses on double lots had been approved in the past. The criteria consider whether the massing is compatible with the site itself. So, concerns about compatibility with adjacent buildings should be brought up separate from that specific criterion.

Commissioner Levine noted the Finding said the project "shall promote harmony with surrounding historic structures." He had a tough time making that Finding for a house that was twice as wide as everything else.

President Rickenbach said there are much larger buildings in the Mill Pond area, like the condominiums and the row houses.

Commissioner Levine stated that within the village itself there were no other houses approaching the width of the proposed house.

Commissioner Phelps noted the Design Review Committee (DRC) had recently approved a double wide house on a double wide lot on the southside of the pond, so this house would not be the first.

Vice President Sisson noted that Section 14.030(A)(3) on Page 15, concerning building orientation related to Commissioner Levine's point about the house being compatible with its surroundings.

Commissioner Phelps said on past Mill Pond projects, the Staff report had always included a note in the Conclusions that the Applicant had to receive approval by the Mill Pond Homeowner's Association (HOA). She asked why that note had not been included in either of the Staff reports being reviewed at this meeting. Planner Ferber stated this particular project had already obtained approval by the HOA. She explained that she adds the note to the Staff report as a friendly reminder to the Applicant because the City does not have jurisdiction over the HOA.

Commissioner Phelps understood that a building permit application could not be submitted without the HOA's approval. Planner Ferber clarified that an application can be submitted without the HOA's approval. The HOA process is a separate civil matter between the homeowner and the HOA. Usually, the Applicant will submit an application first, go through the design review process, and then get building permits.

President Rickenbach recommended Staff remain consistent with the Staff report. Either include the reminder in all Staff reports or none.

Commissioner Bardy confirmed that the HOA did not need to approve the project before it is reviewed by the DRC.

President Rickenbach stated he believed the scale and massing fit the site and was not overbearing compared to other projects in the area. One benefit of a double lot is the ability to construct a larger house that does not feel huge and overpowering. He also believed the overall design was well communicated. It was nice to have a set of documents that were easy to understand and clearly showed the details.

Commissioner Phelps moved that the Astoria Design Review Committee adopt the Findings and Conclusions contained in the Staff report and approve Design Review DR18-02 by Thomas Buckingham with conditions; seconded by Commissioner Bardy. Motion passed 4 to 1. Ayes: President Rickenbach, Vice President Sisson, Commissioners Phelps, and Bardy. Nays: Commissioner Levine.

President Rickenbach read the rules of appeal into the record.

ITEM 5(b):

DR18-03 Design Review Request DR18-03 by Daren Doss, on behalf of Ryan Blum and Britta Herwig, to construct a two-story, 1,860 square foot single family residence at 2800 Mill Pond Lane (Map T8N R9W Section 9CB WM, Tax Lots 6832 and 6833) within the Gateway Area in the AH-MP, Attached Housing-Mill Pond Zone and within the Gateway/Civil Greenway Overlay Zone.

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.

Vice President Sisson declared an ex parte contact with the Applicant. They had a conversation the previous summer and the Applicant mentioned he was designing a home in Mill Pond and that was the extent of the conversation, which was prior to him being a committee member. He confirmed this would not influence his decision.

President Rickenbach declared a potential conflict of interest due to being a contractor but did not have any contact about this project.

President Rickenbach called for presentation of the Staff report.

Planner Morgan stated there was a request from the president of the homeowners' association (HOA) to continue the hearing to the April meeting, or a date certain because of new material that had been submitted. He added that City Attorney Henningsgaard has advised that the DRC consider this request for a continuance and if a continuance is approved, consider protocol for the submission of and response to additional materials. Presentation of the Staff report would not be necessary unless the Commission decides not to grant the continuance. The only new materials received by Staff were for a color change, but color was not a criterion the DRC could consider. He understood the Applicants had gone through a mediation process. He recommended the Commission consider the request for a continuance and the Applicant's response to that request.

President Rickenbach opened the public hearing and advised that the request for a continuance would be addressed first. He called for a presentation from the HOA.

Cheryl Storey, 2605 Mill Pond Lane, Astoria, Board Chair of the Mill Pond HOA noted the HOA and the Applicants had been in mediation this week and there were a couple sticking points, so they had not come to an agreement on the home. The HOA still wanted to work through mediation because they had not given approval for the home. The home was denied by the HOA in November 2018 and is why they have asked for a continuance.

President Rickenbach called for testimony by the Applicant.

Josh Stellman, attorney for Ryan Blum and Britta Herwig stated the Applicants opposed a continuance because there was no mandatory continuance under the Code for this type of situation. The decision is the discretion of the chair. The Development Code stated if new material was submitted beyond the seven days after the staff report that the continuance should be granted. As Planner Morgan stated, the additional materials on the change

in color was irrelevant to the Committee's decision. He said the issues raised by Ms. Storey and the HOA were irrelevant to the Design Review Committee's decision. The guidelines and design requirements set forth in Article 14 do not include consideration of what the HOA decides. That is a separate, private civil matter, as Planner Morgan stated in the Staff report. There is no reason to continue in terms of what the Committee has to review and decide. The sticking point that the Applicants agreed to was a change in the color which had been an issue with Mr. Ryan when he submitted his letter. The Applicants also agreed to change the wiring for the solar paneling, which was another issue. The parties left ~~remediation~~ **mediation** yesterday believing all of the issues had been resolved. He believed the only issue that remained for mediation was whether the height of the home was being measured from the top of the pilings or from the finished grade. Regardless, the height would fall within the DRC's height requirements, which he believed was 35 feet. Currently, the house is at 25 feet and the change in the difference would not come close to reaching 35 feet. There would be no new evidence over the next month regardless of what the HOA decides. There were logistical issues of why Mr. Blum and Ms. Herwig would like it the application approved now to start construction as soon as possible. The goal was to complete construction by winter, so time is of the essence and he adamantly opposed the continuance.

President Rickenbach called for rebuttal by the HOA.

Ms. Storey said the HOA rejected the home plan because of the metal roof, and suggested the Applicants put in metal shingles, which were rejected by the Applicant during the mediation. The HOA did not want to spend unnecessary money on the project. The application was rejected timely and at this point there is no mediation agreement, so the HOA was trying to figure out what the next steps were, and if the height was going to be the only issue or should the HOA go back to square one when the plans were rejected back in November. The architect guidelines specified cedar, slate, asphalt but the HOA thought metal shingles would look good on the home. Interlock can build metal shingle roofs to withstand 165 miles per hour and they have built several homes in Clatsop County.

President Rickenbach called for comments from Staff.

Planner Morgan stated under Oregon Land Use law any person can request a continuance of a hearing for a minimum of seven days. If the Commission decided not to grant the continuance, the City could be subject to an appeal of the DRC's decision. He advised, based on comments from the City Attorney and a recent decision by the Historic Landmarks Commission, that continuances are generally required.

President Rickenbach closed the public hearing.

Commissioner Levine understood the hearing could only be continued for seven days. Staff clarified that seven days would be provided for submitting additional materials and allowing the other party to respond to those materials. This protocol, recommended by the City Attorney, would be specific to this project if a continuance was granted.

Vice President Sisson understood that the DRC would sometime review projects that had not yet received approval from the HOA. Planner Morgan confirmed that approval by the HOA could occur before or after the DRC's review. In this case, the issue is more the fact that someone had requested a continuance.

Commissioner Phelps asked if the continuance could happen if the items did not affect approval or disapproval of Design Review since they didn't have jurisdiction over color.

President Rickenbach said he had the same question. He understood the request had been made and an objection to the request had been made. However, it seemed the criteria that the DRC must base its decision on do not pertain to the civil case that is going on. Planner Morgan confirmed that was correct.

President Rickenbach added that he had not heard concerns about any of the applicable criteria that the DRC must base its decision on. Planner Morgan explained that color was not addressed in the Staff report because it is not a criterion the DRC can consider. Additionally, the standing seam metal roof is permitted under the DRC's criteria. However, new material has been submitted and a continuance has been requested.

Commissioner ~~Brady~~ **Bardy** understood that even in the DRC approved the request as submitted, the Applicant's still could not build until the HOA approved the project or agreed to a resolution. Planner Morgan said the HOA and the Applicants would have to work something out between them and that would be a civil matter, not a land use matter for the City to consider.

Commissioner Levine added that if the DRC approved the request tonight, the Applicants could start construction tomorrow, and that any issues between the HOA and the Applicants would be settled in court as a civil matter.

Commissioner Phelps said she did not think the City would issue a building permit without the HOA's approval. Staff stated that was not correct and clarified the City could issue a building permit once the design contained in the Staff report was approved. Staff could also advise the Applicant that civil matters could change the outcome of the building.

President Rickenbach said if the project is approved, it could come back to the DRC for another review if a change was made that fell within the DRC's criteria. Color is not one of the DRC's criteria.

Commissioner Levine believed color was an applicable criterion based on the Finding that a building must be compatible with its surroundings and complementary to the City as a whole.

Commissioner Phelps believed the DRC should consider the City Attorney's recommendation to approve the request for a continuance in order to avoid a lawsuit. Planner Morgan clarified that the City would not be sued, but denying the continuance could be grounds for an appeal.

Vice President Sisson confirmed with Staff that the Commission could not impose a condition that the HOA approve the design prior to obtaining the building permit.

Commissioner Levine asked if this hearing could be continued to March 17th instead of the next meeting because the Applicant would like to start construction. Planner Morgan said the DRC just needed to name a date certain and had to allow a reasonable amount of time.

Commissioner Phelps asked if Commissioners would be willing to meet before the next meeting for a continuance.

The Commissioners and Staff discussed schedules and availabilities.

President Rickenbach reminded that the date certain needed to be at least seven days from now. Nothing pertaining the applicable criteria would be changing, so the Commission just needed to give the Applicants time to work things out with the HOA.

Vice President Sisson asked what the process would be if the continuance was denied and the DRC's decision was appealed. Planner Ferber explained the appeal would be reviewed by City Council. Additionally, an appeal would delay the project even longer.

Commissioner Phelps moved that the Design Review Committee continue the public hearing on Design Review DR18-03 by Daren Doss to April 4, 2019 at 5:30 pm date certain. [no second / see below]

Commissioner Levine stated he wanted to reopen the public hearing and ask the Applicant to respond to the proposed date for the continuance.

President Rickenbach reopened the public hearing.

Daren Doss, 4900 Ash Street, Astoria, said he understood the next meeting date seemed the most logical and if the Commission had to continue this hearing to the next meeting, he could probably muddle through the issues. The design is simple and they were not asking for variances, and he was confident that the HOA issues would be worked out by then. He also noted that if the Commission could continue to the 18th or 25th that work with his schedule.

President Rickenbach stated the Commission could move its April meeting to a week later.

Mr. Doss said he would be in Japan for two weeks beginning on April 2nd.

Following discussion, Commissioner Phelps confirmed that all of the Commissioners except Commissioner Bardy could meet the week of March 18th.

President Rickenbach noted that with an even numbered quorum, a tie vote would be a denial of the request.

Commissioner Bardy noted this discussion was only relevant if all of the Commissioners agreed the hearing should be continued.

Commissioner Phelps said a date needed to be stated in the motion, so that the Commission could vote on it. She suggested March 21st.

Ryan Blum, 10668 Southwest 41st Street, Portland, said the 21st would not to be a good date for the meeting as he was going to California to aid his father, who has cancer. He and his wife wanted to address the Commission together.

Ms. Storey stated April 4th worked the best for her.

Josh Stelman, 1061 14th Street, Astoria, stated the Commission had the opinion of the absent City Attorney and he did not know the circumstances of the prior case. He understood the Statute and the requirement that once the staff report was done, which is required seven days before the hearing, if additional materials in support of were submitted, then a continuance would be required. He argued that nothing had changed in terms of being in support of this project, except for a change that was to the HOA's favor in terms of color. He also argued that if the HOA denied this application by the next meeting, they would still be arguing that the Commission needed to look at the material in the guidelines, listen to the Planner, and the testimony needs to follow Article 14. He also stated that nothing was going to change between now and a continuance other than a delay.

President Rickenbach closed the public testimony.

Commissioner Phelps restated the motion on the table, which was that the Design Review Committee continue the public hearing on Design Review DR18-03 by Daren Doss to April 4, 2019 at 5:30 pm. The motion died for lack of a second.

Commissioner Bardy moved that the Design Review Committee deny the request for a continuance of Design Review DR18-03 by Daren Doss; seconded by Vice President Sisson. Motion passed unanimously. Ayes: President Rickenbach, Vice President Sisson, Commissioners Bardy, Phelps, and Lavine. Nays: None.

President Rickenbach called for a presentation of the Staff report.

Planner Morgan presented the Findings and Conclusions contained in the Staff report and recommended approval of the request.

President Rickenbach reopened public testimony and called for a presentation by the Applicant.

Britta Herwig, 10668 Southwest 41st Avenue, Portland noted she and her husband purchased the two lots in 2017 and were very excited to join the community. They wanted to make a permanent home in the area. She and her husband thought Astoria has a rich architectural history and the river and landscape of where the city lies was appealing to them. When they found Mill Pond, which is an industrial site that was reclaimed for development that also appealed to them. They had been working with an local architect since they purchased the lots and they were hoping to add to the architectural fabric and they would like to contribute to the town. They wanted the architecture to be a nod to the history and traditions of the people who have built the city. She also noted they were taking the task very seriously. She said they were environmentally conscious and would like to lessen their impact on the environment as much as they could, so they chose materials they thought reflected that. The metal roof is very environmentally sensitive and they were looking to build a very well insulated home

so that energy costs are low. Even though they purchased two lots, she thought the footprint of their house was appropriate to the context of a fishing village. The house is conservatively sized. They were looking to use recycled materials. As a landscape architect, she would like to contribute to the landscape of the Columbia River; they were designing their landscape to be all native species and were hoping to provide food and shelter for local wildlife and help make the pond an attractive feature. When they considered Mill Pond, she read that when the Mill Pond was first developed smart development principles were employed and the purpose was to use the land as a resource efficiently. She believed their house demonstrated that concept.

Ryan Blum, 10668 Southwest 41st Avenue, Portland, wanted to thank the committee for hearing their testimony and expressed his gratitude because he traveled and brought people to speak. There is another element to this project that is not evident on any of the things the committee would see. Astoria was the first town they ever went to that they both felt could be their home. He noted he was an investor and specialized in startups and homegrown industries. Their anticipation in this project was to make it about locality. The architect, Daren Doss, has a local practice and has worked on the Red Building and Alderbrook Station. The builder, Paul Caruana, is also respected. When they decided Astoria was the place they wanted to move to, they wanted to make sure their resources ended up here. They specifically avoided all out of town firms. They wanted to make this project an Astoria centric project so the money they put into the community stayed in the community. He thought the project should be built by Astorians for Astorians and pay homage to Astoria. He thought having a Scandinavian centric design would add a bit of architectural vibrancy and acknowledge what is here, but operate within a fairly contained framework. He calls it cannery chic. The linear forms and simplicity of the design elements would be the Scandinavian portion and he hoped the Commission could see that.

Daren Doss, 4900 Ash Street, Astoria, said he printed renderings and made them available to the Commission. He believed they had done a good job of drawing the building and that everything was well documented. He commended Mr. Blum and Ms. Herwig for the scale of the house. He noted they worked with a lot of builders, developers, and owners who buy double lots and want to max it out. He noted that the Applicants knew the size of house that would be appropriate for their lifestyle and to give the rest of the land back to views, water, landscape, and put their resources into sustainable materials and well-designed buildings. He said when the Applicants expressed their concerns about the project fitting in, he looked at the guidelines which aspire to be the northwest fishing village. Knowing the history of Astoria, he looked to the Scandinavian design. A lot of the houses in the Lofoten Islands, Norway, are very small with simple gables built on small piles over the water and usually painted red or black. They originally proposed black because he was sick of red buildings. They looked at Mill Pond's approved color list and the colors they initially proposed were allowed. After mediation, the owners conceded to a different color scheme that was also an allowed palette. He thought the color of the house was appropriate at this point and the structure was a well-designed building.

Commissioner Levine asked about the compatibility with the surroundings. The HOA had discussed the roof. He had spent time in the neighborhood yesterday and today looking at all the houses in the Mill Pond district, not the townhomes or industrial structures. Not one home has a metal roof. He believed the house was beautiful, but did not believe the metal roof in the type of design was compatible with the surroundings in that area. In order for his approval, there would need to be a more compatible roof-in design to other homes in that area.

Mr. Doss noted there had been discussions about the metal roof. In his initial contact with the HOA, he was not told metal roofs were not prohibited. The guidelines stated that asphalt was encouraged and did not say metal was not. So, they were receiving conflicting information. He also disagreed on the context and noted there was a house on the pond with a metal roof, which is directly across the house they were working on. The roof is copper penny standing seam, which is probably a bad example because he did not believe the color was appropriate. This house would not be the first with a metal roof in Mill Pond.

President Rickenbach called for testimony in favor of or impartial to the application. Hearing none, he called for testimony opposed to the application.

Cheryl Storey, 2605 Mill Pond, Astoria, Mill Pond Homeowner's Association Board Chair, thought the house was a nice design. The HOA did not have any issues with the design and noted the reason of the copper metal was because the house was built before an HOA and before the guidelines. A member of the architecture committee wanted a metal roof, but he was denied because the committee at that time said they had updated the guidelines to specify which roofing materials were allowed. If a metal roof is that important, the HOA talked as a board after

10 or 15 hours of mediation and agreed that maybe a metal shingle roof would look more architecturally consistent with what they had going in the HOA. The HOA would like it if the Applicant would re-slope the roof to bring the height down by 8 or 10 inches. That would just be a matter of changing the pitch a little bit.

President Rickenbach called for the Applicant's rebuttal.

Josh Stelman, 1061 14th Street, Astoria, said that per Planner Morgan the plan met the city guidelines. He also noted in the Development Code under Article 14, the conversation about compatibility to the surrounding area is referring to a broader picture of the Gateway and that area as opposed immediately surrounding homes. Testimony has been provided that his home is in line with some of the homes in the neighborhood. He did not believe the metal roof would be extremely noticeable and it met the criteria under Article 14 and encouraged approval.

President Rickenbach called for closing remarks from Staff.

Planner Ferber noted that if anyone else had visited the site, they needed to declare ex parte contact.

Commissioner Levine declared that he had visited the site.

Planner Morgan reiterated that the City Attorney recommended a continuance.

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

Commissioner Levine said he wanted to know what the other Commissioners thought of the metal roof.

Commissioner Phelps stated the metal roof was permitted. Planner Morgan confirmed that the standing seam metal roof met the City's guidelines.

President Rickenbach noted the 1.25-inch roof was considered a low-profile roof.

Vice President Sisson stated he had been to Lofoten, Norway and agreed the proposed house it looked similar to the vernacular architecture at the location and they were using a design narrative effectively. He thought if the Applicants decreased the pitch of the roof, it would take away from the style and look odd. He believed the massing and scale fit well relative to the surroundings and he liked the attention to detail in the landscaping. He did not think the metal roof would stand out and the color they chose was neutral. He believed the design fit with the context and met the idea of the Scandinavian fishing village precedent, which is consistent with the architecture in Mill Pond and the rest of the city.

Commissioner Bardy agreed with Vice President Sisson and noted she had not been to the town, but had seen photos of fishing villages and Scandinavia, which was the first thing she thought when she saw the rendering. She also agreed that changes the pitch of the roof would be regrettable to the neighborhood and look more like any new construction. She did not have any issues with the metal roof and agreed the color blended. She did not believe the roof would stand out at all and was more congruent with the direction Mill Pond was heading when it was first built. The early houses in Mill Pond varied architecturally and this house heads back in that direction. She believed the house would be a nice addition. She liked the color black, but the storm gray was a good compromise.

President Rickenbach stated he believed the house fit well.

Commissioner Phelps said she agreed with the roof pitch and did not mind the metal. She was looking forward to black, but the compromise will bring Mill Pond out of the 1980s.

President Rickenbach believed the project met the criteria.

Commissioner Levine said the house was beautiful and he liked the metal roof, but not in that area. He noted he would not mind a metal roof if it was metal shingles.

Planner Ferber noted a couple typographical errors on the location that could be fixed and did not need to be part of the record. She added that if solar panels were to be placed on the roof, the Applicants would need to obtain a permit.

Commissioner Levine moved the Astoria Design Review Committee adopt the Findings and Conclusions contained in the Staff report and approve Design Review DR18-03 by Daren Doss with conditions; seconded by Commissioner Bardy. Motion passed 4 to 1. Ayes: President Rickenbach, Vice President Sisson, Commissioners Phelps and Bardy. Nays: Commissioner Levine.

President Rickenbach read the rules of appeal into the record.

REPORTS OF OFFICERS – ITEM 6:

Vice President Sisson stated he was happy to be on the Committee and this was his first meeting.

STAFF UPDATES/STATUS REPORTS – ITEM 7:

Item 7(a): Save the Date – Next meeting scheduled for Thursday, April 4, 2019 at 5:30 pm

Planner Ferber noted the next meeting date was tentative and if they were not meeting on the April 4th, 2019 date, then they would meet May 2nd, 2019.

PUBLIC COMMENTS (Non-Agenda Items) – ITEM 8:

There were none.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:09 p.m.

APPROVED:

[at the 5/2/19 DRC meeting / with changes]

Community Development Director



CITY OF ASTORIA

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MEMORANDUM • COMMUNITY DEVELOPMENT

DATE: MAY 14, 2019
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: TRANSPORTATION GROWTH MANAGEMENT (TGM) GRANT FOR
UNIONTOWN REBORN PROJECT – IGA AMENDMENT

DISCUSSION

The Uniontown Reborn Transportation Growth Management (TGM) project was originally intended to terminate on May 30, 2019. Because of various factors, it has become apparent that it is necessary to extend the completion date to September 30, 2019. This will allow for review by the public, as well as adoption by the Planning Commission and City Council. The amended schedule will allow for a final public review meeting sometime during late summer. The third public meeting for this project is scheduled for May 22nd from 4:30 to 6:30 at the Holiday Inn Express.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to sign the IGA agreement.

By: 

Mike Morgan, Contract Planner
Community Development
Department

AMENDMENT NO. 2

The State of Oregon, acting by and through its Department of Transportation, hereinafter referred to as "ODOT" or "Agency", and City of Astoria, hereinafter referred to as "City", entered into an intergovernmental agreement on March 5, 2018, and Amendment number 1 on August 30, 2018 ("Agreement"). Said Agreement covers a Transportation and Growth Management grant for City of Astoria, Uniontown Reborn Master Plan.

It has now been determined by ODOT and City that the Agreement referenced above, although remaining in full force and effect, shall be amended to extend the agreement end date, and delete and replace the Project Deliverable Schedule. Except as expressly amended below, all other terms and conditions of the Agreement, are still in full force and effect.

Paragraph A of Section 2 (Terms of Agreement); which currently reads:

"Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on May 30, 2019 ("Termination Date")."

Shall be amended to read:

"Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on September 30, 2019 ("Termination Date")."

Exhibit A, the Statement of Work, shall be amended to delete the schedule in its entirety and replaced with the following:

Project Deliverable Schedule

Task	Description	Deliverables Due
1	Project Reconnaissance and Kickoff	March – April 2018
2	Identify and Analyze Existing and Forecast Conditions	April – October 2018
3	Public Outreach #1	November – February 2019
4	Tier 1 Screening of Land Use Options and Public Improvements	November 2018 – February 2019
5	Public Outreach #2	January – March 2019
6	Tier 2 Evaluation of Preferred Land Use Alternative and Public Improvements	March – May 2019

Task	Description	Deliverables Due
7	Public Outreach #3	May – June 2019
8	Uniontown Reborn Master Plan Adoption	June – August 2019

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year hereinafter written.

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

STATE OF OREGON, by and through its
Department of Transportation

By _____
Division Administrator or designee
Transportation Development Division
Date _____

City of Astoria

By _____
(Official's Signature)
Date _____

Approved as to legal sufficiency by the
Attorney General's office.

By _____
(Official's Signature)
Date _____

Contact Names:

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CITY OF ASTORIA

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MEMORANDUM • FINANCE DEPARTMENT

DATE: May 10, 2019
TO: MAYOR AND CITY COUNCIL
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: LIQUOR LICENSE APPLICATION FROM MAJOR TRIANGLE LLC
DOING BUSINESS AS TRIANGLE TAVERN LOCATED AT 222 W
MARINE DRIVE, ASTORIA, AS AN EXISTING OUTLET, FULL ON-
PREMISES SALES, COMMERCIAL LICENSE (FINANCE)

DISCUSSION/ANALYSIS

A liquor license application has been filed by Major Triangle LLC doing business as Triangle Tavern. This application is an Existing Outlet, Full On-Premises Sales, Commercial License.

The Full On-Premises Sales, Commercial license allows the following:

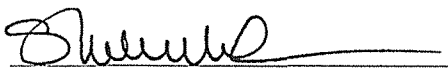
- May sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises (this is the license most "full-service" restaurants obtain).
- May sell malt beverages, wine, and cider to individuals in a securely covered container ("growler") for consumption off the licensed premises (the container may not hold more than 2 gallons).
- Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity).
- Eligible to apply for a "special event" license

The site is located at 222 W Marine Drive, Astoria. The application will be considered at the May 20, 2019 meeting. A copy of the application is attached.

The appropriate Departments have reviewed the application. The Astoria Police Department has prepared the attached memorandum for Council's review. No objections to approval were noted.

RECOMMENDATION

It is recommended that City Council consider this application.

By: 

Susan Brooks, Director of Finance
and Administrative Services



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received: <u>4-18-19</u>
<input type="checkbox"/> Brewery 2 nd Location	Name of City or County: <u>City of Astoria</u>
<input type="checkbox"/> Brewery 3 rd Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 1 st location	By: _____
<input type="checkbox"/> Brewery-Public House 2 nd location	Date: _____
<input type="checkbox"/> Brewery-Public House 3 rd location	
<input type="checkbox"/> Distillery	
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

OLCC USE ONLY
Date application received: <u>4-12-19</u>
By: <u>Onwick</u>
Date application accepted as initially complete: <u>4-15-19</u>
By: <u>Onwick</u>
License Action(s): <u>C/O</u>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Major Triangle LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

RECEIVED ONLY	OLCC FINANCIAL SERVICES USE ONLY
OREGON LIQUOR CONTROL COMMISSION	
APR 15 2019	
SALEM REGIONAL OFFICE	

RECEIVED

APR 17 2019

ASTORIA POLICE DEPT.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

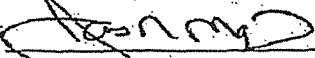
3. Applicant #1 Major Triangle LLC		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Triangle Tavern			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 222 W Marine Dr.			
City Astoria	County Clatsop	Zip Code 97103	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) PO Box 1656			
City Long Beach	State WA	Zip Code 98631	
9. Phone Number of the Business Location 5033257405		Email Contact for this Application jmajor@dswebnet.com	
Contact Person for this Application James Major		Phone Number 5414011353	
Mailing Address PO Box 1656	City Long Beach	State WA	Zip Code 98631

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

 member
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: MASOC Triangle LLC Phone: 503 325 7405

Trade Name (dba): Triangle Tavern

Business Location Address: 222 W Marine Dr.

City: Astoria ZIP Code: 97103

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>10 Am</u>	to	<u>2 Am</u>
Monday	<u>10</u>	to	<u>2</u>
Tuesday	<u>10</u>	to	<u>2</u>
Wednesday	<u>10</u>	to	<u>2</u>
Thursday	<u>10</u>	to	<u>2</u>
Friday	<u>10</u>	to	<u>2</u>
Saturday	<u>10</u>	to	<u>2</u>

Outdoor Area Hours:

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday	<u>N/A</u>	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: _____

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 type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: _____ Outdoor: _____
Lounge: 49 Other (explain): _____
Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: (M) (N)

Investigator Initials: _____

Date: _____

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

Applicant Signature: [Signature] Date: 3-31-19

1-800-452-OLCC (6522)

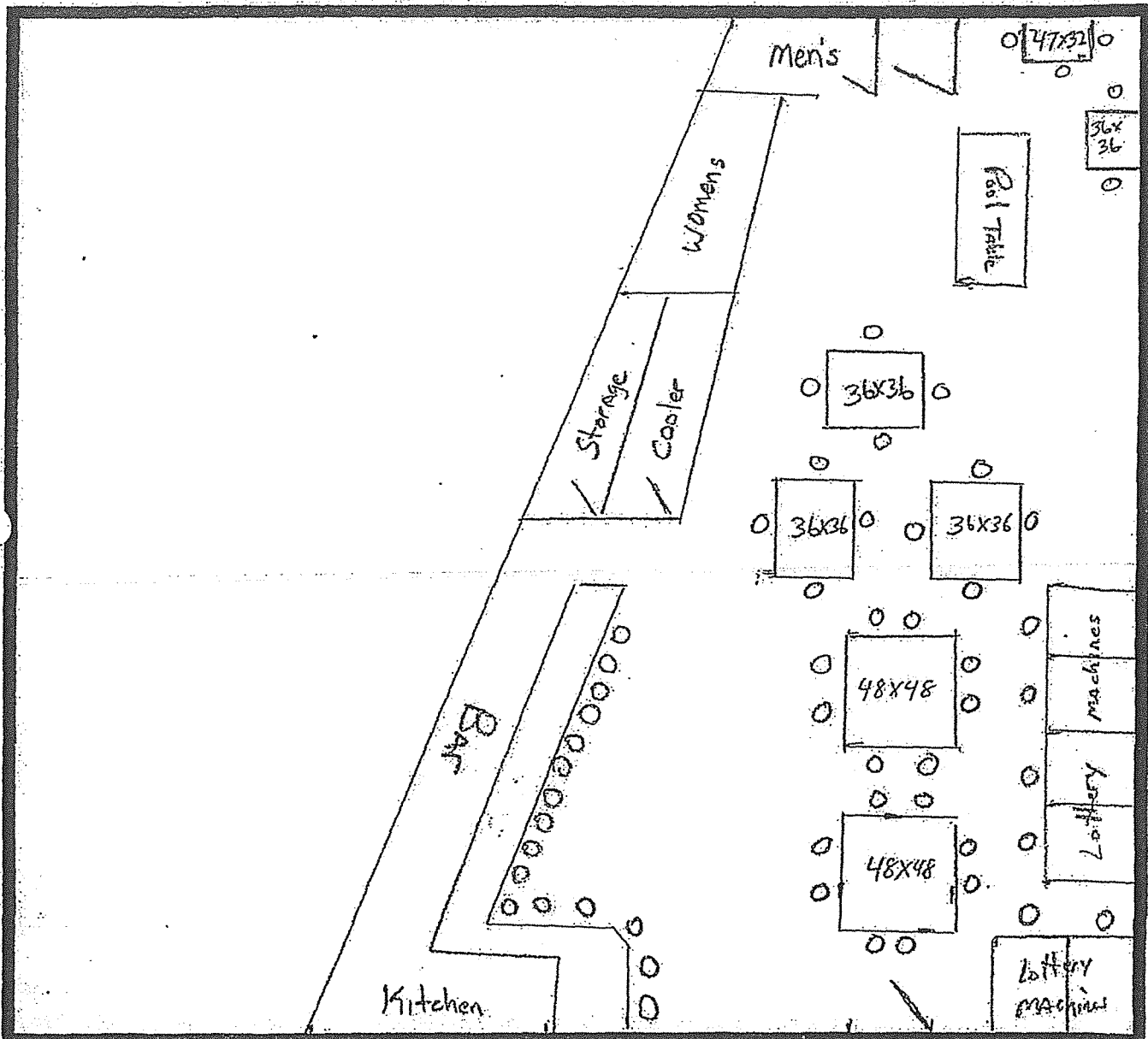
www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales License.



MASON Triangle LLC

Applicant Name

Triangle Tavern

Trade Name (dba):

Astoria 97103

City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date:

Initials:

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 09/12)

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



SS: 1539724-93

Please Print or Type

LLC Name: Major Triangle LLC Year Filed: 2019

Trade Name (dba): Triangle Tavern

Business Location Address: 222 W Marine Dr.

City: Astoria ZIP Code: 97103

List Members of LLC:

Percentage of Membership Interest:

1. James Neal Major (managing member)	50
2. Carol Sue Major (members)	50
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: James Neal Major DOB: 04/27/1960

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

Signature: [Signature] member Date: 3/31/2019
(name) (title)

1-800-452-OLCC (6522)
www.olcc.state.or.us

(rev. 8/11)

April 24, 2019

INVESTIGATION REPORT FOR LIQUOR LICENSE APPLICATION

Type of License: Existing outlet, Full on-premises sales, Commercial

Amount and Receipt # \$150.00 – Receipt #258444

Applicant: Major Triangle LLC
Trade Name: Triangle Tavern

Address: 222 W. Marine Drive, Astoria
Contact #: James Major, 503-325-7405

Representatives of the departments listed below have reviewed this application with respect to the requirements of their departments.

Reviewed: (Initial below)

Public Works	Approved By: <i>Nathan Cate</i>	Denied By:	Conditional Approval By: Comments:
Community Development	Approved By: <i>Mike Morgan</i>	Denied By:	Conditional Approval By: Comments:
Building Inspector	Approved By: <i>[Signature]</i>	Denied By:	Conditional Approval By: Comments:

Return to Finance by 5:00 pm: MAY 8, 2019

RECEIVED
APR 25 2019
BY: *CS*



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

MEMORANDUM • POLICE DEPARTMENT

DATE: MAY 8, 2019
TO: MAYOR AND CITY COUNCIL
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: LICENSE RECOMMENDATION EXISTING OUTLET, FULL ON PREMISES SALES, COMMERCIAL.

DISCUSSION/ANALYSIS

On April 24th, 2019, Major Triangle LLC., operating under trade name, Triangle Tavern, 222 W. Marine Dr., Astoria applied as a new owner for a Commercial Full on-Premises sales license. The location is an existing outlet, which currently operates with a full on premises commercial sales license through OLCC. OLCC will issue the new owners a 90 day temporary sales license in order continue operations while they apply for a permanent license.

The license privileges and requirements include:

- May sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises
- May sell malt beverages, wine, and cider to individuals in a securely covered container ("growler") for consumption off the licensed premises
- Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity)
- Eligible to apply for a "special event" license: TUAL

Optional privileges

- **Kegs:** Allows the sale of malt beverages in containers holding 7 or more gallons (kegs) for off-site consumption (Limited On-Premises Sales license required)
- **To-Go Sales:** Allows the sale of malt beverages in containers holding not more than 2¼ gallons, wine, and cider for off-site consumption. (Off-Premises Sales license required)
- **Special Events:** Allows the use of your annual license at a special event at a location other than your business location. (Temporary Use of an Annual License required)
- **Catering:** Allows the sale of distilled spirits, malt beverages, wine, and cider by the drink to individuals at off-site catered events. (Catering Pre-Approval Request form required)
- **Receive Direct Shipments of Wine/Cider:** Allows receipt of wine or cider directly from Wine Self-Distribution Permittees (Application for Endorsement to Receive Wine/Cider Shipment)

Food service is a requirement of this license

- A business not open after 5:00 pm must have a regular meal period of at least 2 hours.
- A business open after 5:00 pm must have a regular meal period of at least 3 hours after 5:00 pm.
- All businesses must offer at least 5 different meals during the regular meal period.
- All business must, at all times other than the regular meal period, offer at least 5 different substantial food items in all areas where alcohol service is available.
- "Meal" means a substantial food item offered together with at least one side dish or a substantial food item with two or more side dishes available to order separately.
- "Substantial food item" means food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée. Some examples are: fish; steak; chicken; pasta; pizza; sandwiches; dinner salads; hot dogs; soup; and sausages. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as substantial food items.
- "Side dishes" include vegetables, fruit, salad, rice, French fries, and bread.
- "Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. Different sizes of the same item are not considered different.
- Must have a food preparation area and equipment on the licensed premises adequate to meet the food service requirements.

Triangle Tavern's hours of operation are 10:00 AM – 02:00 AM Sunday – Saturday. The seating count for this business is 49 total seats. Entertainment will include video lottery machines and pool tables.

APPLICANT

The applicant for the license is Major Triangle LLC. Consisting of James Major as the managing member and Carol Major as a member. Representatives from the Astoria Police Department have investigated the background of the applicant named above utilizing available databases specific to restrictions for licensing. No derogatory information was located regarding the applicant.

The applicant has indicated that they currently own and operate the Long Beach Tavern, in Long Beach Washington. Representatives from the Astoria Police Department have contacted Washington Liquor Control Board regarding any concerns as it relates to the operation of the Long Beach Tavern. Staff was advised by the enforcement officer responsible for Long Beach Tavern, that he has had no issues; the staff does a good job of managing the establishment and that he maintains a good working relationship with the owners. The enforcement officer had no concerns and has not observed any violations under the current management.

NEIGHBORHOOD SURVEY

A neighborhood survey was not conducted for this license recommendation due to the fact that the only principal change for the purposes of sales of alcohol is a change of ownership.

RECOMMENDATION

Given the listed information, staff has no objection to the granting of the Oregon Commercial, Full on Premises Sales License.

A handwritten signature in black ink, appearing to read 'Eric Halverson', with a long, sweeping horizontal stroke extending to the right.

By: _____


Eric Halverson, Deputy Chief of Police



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

MEMORANDUM • FINANCE DEPARTMENT

DATE: May 15, 2019
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN BUILDING
INSPECTION FUND # 128 BUDGET FOR FY 2019-20

DISCUSSION/ANALYSIS

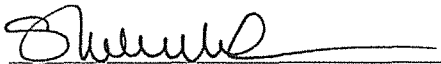
ORS 294.463(1) provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body.

At the time the Building Inspection Fund Budget was prepared amounts budgeted did not anticipate oversight by Clatsop County for inspection services and vacancies. A transfer in the amount of \$ 50,000 from Personnel Services to Materials & Professional Services is required to provide sufficient appropriations for professional services required due to vacancies and required medical leave in the building inspection department.

A resolution is attached for consideration and approval.

RECOMMENDATION

It is recommended that City Council approve transfer of \$ 50,000 from Personnel Services to Materials & Professional Services within the Building Inspection Fund Budget # 128.

By: 

Susan Brooks, CPA

Director of Finance & Administrative Services

Resolution No. 19-

A RESOLUTION TRANSFERRING AMOUNTS FROM PERSONNEL SERVICES TO MATERIALS AND SERVICES WITHIN THE BUILDING INSPECTION FUND # 128.

WHEREAS, ORS 294.463(1) provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body, and

WHEREAS, a resolution authorizing the transfer of appropriations within the Building Inspection Fund for the FY 2018-19 budget is required after adoption of the FY 2019-2020 budget.

WHEREAS, the adjusted budgets are on file in the office of the Director of Finance and Administrative Services at City Hall.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

Transferring \$ 50,000 from Personnel Services to Materials and Services necessary for Professional Services to cover for vacancy during recruitment and necessary coverage during extended medical leave. The total requirements remain the same for this fund.

<u>General Fund # 128</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Personnel Services	\$ 215,250	(50,000)	165,250
Materials and Services	17,000	50,000	67,000
Transfers to Other Funds	20,800	0	20,800
Contingency	75,000	0	75,000
Ending Fund Balance	<u>171,450</u>	<u>0</u>	<u>171,450</u>
Total Expenditures	\$ 499,500	\$ 0	\$ 499,500

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2019.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2019.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION

YEA NAY ABSENT

Commissioner Herman
Brownson
Rocka
West

Mayor Jones



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date May 1, 2019

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION TO CHANGE THE NAME OF THE TRAILS RESERVE
FUND # 174

DISCUSSION/ANALYSIS

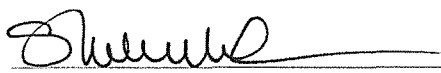
A "Fund" is a set of accounts cities establish for the purpose of reporting the financial status of specific functions or purposes. The description for the Trails Reserve Fund # 174 is as follows:

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation, Per ORS 366-514. Funds are restricted for the construction and maintenance of walkways and bikeways, including curb cuts or ramps as part of the project which is within the highway, road or street right-of-way. A 1980 Constitutional Amendment (Article IX, section 3a)

During Budget meetings the title of Fund # 174 was noted as confusing as it can't be utilized for trails which are not within highway right-of-ways. A request was made to update the fund name to better reflect the intended use and restrictions of the resources. It is proposed to change the name to Highway Right-Of-Way Reserve Fund # 174. The attached resolution changes the name of Fund # 174 from Trails Reserve to Highway Right-Of-Way Reserve Fund # 174.

RECOMMENDATION

It is recommended that Council adopt the attached resolution to change the name of the Trails Reserve Fund to Highway Right-Of-Way Reserve Fund.

By: 
Susan Brooks, CPA
Director of Finance & Administrative Services

Resolution No. 19 –

A RESOLUTION TO CHANGE THE NAME OF THE TRAILS RESERVE FUND (# 174).

WHEREAS; a fund is a set of accounts established to report the financial status of specific functions, and;

WHEREAS a change in the fund name will more closely describe the function, restrictions and purpose;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

Section 1. That the name of the Trails Reserve Fund (#174) is changed to the Highway Right-Of-Way Reserve Fund (#174).

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2019.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2019.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION

YEA NAY ABSENT

Commissioner Herman
 Brownson
 Rocka
 West


Mayor Jones



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

MEMORANDUM • FINANCE DEPARTMENT

DATE: MAY 14, 2019
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: RESOLUTION TO UPDATE WAGE AND SALARY SCHEDULES

DISCUSSION/ANALYSIS

The Community Development Department has five Full Time Equivalent (FTE) split between the planning and building divisions. The Community Development Director is a full-time position which has been vacant since October 31, 2017. There have been three extensive recruitment processes with the last effort being led by The Prothman Company. It has been difficult to attract fully qualified candidates who meet the unique requirements of the City of Astoria within the current salary range and to allow for increases. The position requires a unique set of professional abilities including management, historic and design review, urban and comprehensive planning (both long range and code amendments) and development review in order to successfully accomplish the prescribed duties of the position. In order to assist with successful recruitment and provide a competitive wage it is necessary to implement a change in the position range prior to ensure we are competitive in the salary offering. As part of our listing with Prothman we understand our current salary range is low and are aware of other openings in the immediate area which would indicate an adjustment is necessary. As part of a larger review and in compliance with the Equal Pay Act requirements, the City analyzes positions for reasonable wage levels.

The job description utilized in the recent recruitment process is attached for reference.

The salary range for Community Development Director is proposed to move from Range 51 to Range 53 to be effective June 1, 2019. Funding is available in the current budget due to the vacancy and has been incorporated in the recently approved budget for FY 19-20 which will be brought before Council June 3, 2019 for adoption.

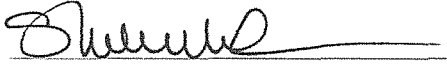
A resolution is attached which adds Range 53 with the Community Development Director position effective June 1, 2019.

Additionally, the following adjustments to titles have been incorporated to align with the changes in the job description updates which did not require wage and salary changes:

<u>Current Position Title</u>	<u>Updated Position Title</u>	<u>Schedule/Range</u>
Senior Records Specialist	Senior Records & Evidence Specialist	C / 14
Engineering Secretary	Engineering Administrative Assistant	A / 18

RECOMMENDATION

It is recommended that the City Council approve the revised salary range and titles contained in the attached resolution.

By: 

Susan Brooks, Director of Finance
and Administrative Services



Job Description

Job Title: Community Development Director **Prepared By:** Xenium
Department: Community Development Dept **Prepared Date:** October 2017
Reports To: City Manager **Approved By:**
FLSA Status: Exempt **Approved Date:**

SUMMARY

This position is responsible for planning, directing, and administering all activities related to community development operations involving building inspection, code enforcement, comprehensive planning, economic development, urban redevelopment, and other related operations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Develops, implements, and administers programs and policies to ensure effective development of public and private properties and foster positive relationships with the community.
2. Coordinates of all activities where the city is involved in planning and public improvements.
3. Prepares annual departmental goals and prepares, manages and monitors department budget.

JOB DUTIES

- Establishes and maintains positive, effective working relationships with departmental staff, other city departments, the public, regulatory agencies, advisory boards and citizen groups.
- Solves broadly defined highly complex problems with multiple dimensions and conflicting objectives in a highly visible public setting.
- Recommends programs and techniques to improve the effectiveness of the city and its services.
- Provides information for the public, the media, and other agencies.
- Communicates on behalf of the City Manager directly with City Council and department heads, as needed.
- Develops and implements programs and projects to support and catalyze economic development in accordance with City Council goals and objectives.
- Provides advice and assistance to the city and the public on availability and applicability of local, state and federal financial assistance programs and prepares grant applications.



Job Description

- Provides staff support and/or represents the City to the Planning Commission, Astoria Development Commission, Clatsop Economic Development Committee, Chamber of Commerce and other inter-governmental organizations.
- Prepares staff reports and provides technical support to the Planning Commission regarding zoning and land use request/issues.
- Develops and makes recommendations regarding the City Comprehensive Plan Use Plan and Zoning Ordinance.
- Maintains and updates land use maps.
- Administers and/or participates in the enforcement of all laws and ordinances governing zoning and land use.
- Understands the need for and has ability to promote and support economic development that builds on community strengths and respects community character.
- Effectively communicates both orally and in writing with individuals and groups regarding complex or sensitive issues.
- Analyzes and evaluates city and departmental operations and develops and implements plans to increase or improve efficiency.
- Participates in community involvement and public review processes and practices.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers and the public and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from City Manager.

SUPERVISORY RESPONSIBILITIES

Directly supervises support staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Job Description

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university in planning, resource management, public administration or a related field; and five to seven years of generalist municipal work experience at a supervisory level or related experience and/or training; or equivalent combination of education and experience. A Master's Degree is preferred.

Experience in both current and long range planning, real estate development, economic development, urban renewal programs, historic preservation, and tax-increment financing. Experience working in rural communities and economies is strongly preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Strong understanding of land use planning and regulation, particularly in the state of Oregon.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Basic budgeting skills to monitor and maintain department budget.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any licenses or registrations, however, AICP certification is preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The noise level in the work environment is usually moderate.

Employee Signature: _____

Employer Representative: _____

Date: _____

RESOLUTION NO. 19- 06

A 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

WHEREAS, the establishment of the principles of equal pay for equal work and compensation incentives for continued improvement in service by City employees should result in more efficient and more economical municipal government; now, therefore,

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

Section 1. Establishing Pay Plan. That there is hereby established a basic compensation plan for employees of the City of Astoria who are now employed, or will in the future be employed, in any of the classifications of employment listed in Sections 4, 5, 6, and 7, which are arranged in collective bargaining units, and Sections 8 and 9, which include employees not in a bargaining unit.

Section 2. Salary And Wage Schedules. That the following salary and wage schedules shall constitute the basic compensation plan, consisting of a base or entry rate (A) and four merit steps in the corresponding range on the schedule. Stability Pay shall be part of the basic compensation plan. (See Section 4.6 of the Personnel Policies and Procedures).

Section 3. Classified Position Allocation. That the following is a computed salary schedule and position allocation. All increases above the base rate for each range are called merit steps. Step increases are merit increases and are not automatic but must be earned by the employee. (See Section 4.5 of the Personnel Policies and Procedures). Each range is identified by a number. Each step within the range is identified by a letter; A is the entry rate, with Steps B, C, D, and E. The following salary schedules are listed by employee groups:

Section 4. General/Parks Employees. The following positions and ranges comprise the General/Parks Employees Unit. See "Schedule A" for salaries.

GENERAL/PARKS UNION EMPLOYEES SCHEDULE A EFFECTIVE JULY 1, 2018					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Library Assistant	12	A	2,707.02	32,484	15.62
		B	2,842.37	34,108	16.40
		C	2,984.49	35,814	17.22
		D	3,133.71	37,605	18.08
		E	3,290.40	39,485	18.98
Accounting Support Clerk	14	A	2,831.59	33,979	16.34
		B	2,973.17	35,678	17.15
		C	3,121.83	37,462	18.01
		D	3,277.92	39,335	18.91
		E	3,441.81	41,302	19.86
Accounting Clerk Engineering Secretary Permit Technician	18	A	3,126.73	37,521	18.04
		B	3,283.07	39,397	18.94
		C	3,447.22	41,367	19.89
		D	3,619.58	43,435	20.88
		E	3,800.56	45,607	21.93

Senior Library Assistant Novice Grounds Coordinator	20	A	3,289.01	39,468	18.98
		B	3,453.46	41,441	19.92
		C	3,626.13	43,514	20.92
		D	3,807.44	45,689	21.97
		E	3,997.81	47,974	23.06
Recreation Coordinator	23	A	3,543.85	42,526	20.45
		B	3,721.04	44,653	21.47
		C	3,907.10	46,885	22.54
		D	4,102.45	49,229	23.67
		E	4,307.57	51,691	24.85
CAD Technician Engineering Technician Facility Coordinator Grounds Coordinator	26	A	3,815.01	45,780	22.01
		B	4,005.76	48,069	23.11
		C	4,206.05	50,473	24.27
		D	4,416.35	52,996	25.48
		E	4,637.17	55,646	26.75
Senior Engineering Technician Senior GIS Specialist	30	A	4,205.32	50,464	24.26
		B	4,415.58	52,987	25.47
		C	4,636.36	55,636	26.75
		D	4,868.18	58,418	28.09
		E	5,111.59	61,339	29.49

Section 5. Fire Department. The following Positions and Ranges comprise the Fire Department Unit.

FIRE UNION EMPLOYEES SCHEDULE B EFFECTIVE JULY 1, 2017					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Firefighter*	22	A	4,677.60	56,131	19.2230
		B	4,911.48	58,938	20.1842
		C	5,157.06	61,885	21.1934
		D	5,414.91	64,979	22.2531
		E	5,685.65	68,228	23.3657
Includes 2.0% Stability		C	5,270.77	63,249	21.6607
		D	5,528.62	66,343	22.7204
		E	5,799.37	69,592	23.8330
Includes 3.5% Stability		C	5,356.05	64,273	22.0112
		D	5,613.91	67,367	23.0709
		E	5,884.65	70,616	24.1835
Includes 4.5% Stability		C	5,412.91	64,955	22.2448
		D	5,670.76	68,049	23.3045
		E	5,941.51	71,298	24.4172
Includes 6.0% Stability		C	5,498.20	65,978	22.5953
		D	5,756.05	69,073	23.6550
		E	6,026.79	72,322	24.7676
Driver/Engineer*	24	A	4,917.18	59,006	20.2076
		B	5,163.04	61,956	21.2180
		C	5,421.19	65,054	22.2789
		D	5,692.16	68,306	23.3924
		E	5,976.77	71,721	24.5621
Includes 2.0% Stability		C	5,540.72	66,489	22.7701
		D	5,811.70	69,740	23.8837
		E	6,096.30	73,156	25.0533
Includes 3.5% Stability		C	5,630.38	67,565	23.1385
		D	5,901.35	70,816	24.2521
		E	6,185.96	74,231	25.4217

**FIRE UNION EMPLOYEES
SCHEDULE B
EFFECTIVE JULY 1, 2017**

POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Includes 4.5% Stability		C	5,690.14	68,282	23.3842
		D	5,961.12	71,533	24.4977
		E	6,245.72	74,949	25.6674
Includes 6.0% Stability		C	5,779.80	69,358	23.7526
		D	6,050.77	72,609	24.8662
		E	6,335.38	76,025	26.0358
Fire Lieutenant*	28	A	5,418.07	65,017	22.2660
		B	5,688.97	68,268	23.3793
		C	5,973.42	71,681	24.5483
		D	6,272.09	75,265	25.7757
		E	6,585.69	79,028	27.0645
Includes 2.0% Stability		C	6,105.13	73,262	25.0896
		D	6,403.80	76,846	26.3170
		E	6,717.41	80,609	27.6058
Includes 3.5% Stability		C	6,203.92	74,447	25.4955
		D	6,502.59	78,031	26.7230
		E	6,816.19	81,794	28.0117
Includes 4.5% Stability		C	6,269.77	75,237	25.7662
		D	6,568.44	78,821	26.9936
		E	6,882.05	82,585	28.2824
Includes 6.0% Stability		C	6,368.56	76,423	26.1722
		D	6,667.23	80,007	27.3996
		E	6,980.83	83,770	28.6884

* The salary shown for these positions is for a 56-hour duty week. The conditions set forth below shall be adhered to by the Fire Department personnel:

1. Employees on the off-duty shifts shall be available for emergency service.
2. A shift must be short more than one employee before a replacement is called in. Replacements called in to duty in such a case would receive time and one-half (1/2); every effort must be made by the department to keep overtime pay to a minimum.
3. The duty cycle of the department shall be determined by the Fire Chief with the approval of the City Manager.

**FIRE MANAGEMENT
SCHEDULE B
EFFECTIVE JULY 1, 2017**

POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Deputy Fire Chief	47	A	6,706.00	80,472	38.68
		B	7,041.31	84,496	40.62
		C	7,393.37	88,721	42.65
		D	7,763.04	93,156	44.78
		E	8,151.19	97,815	47.03
Fire Chief	49	A	7,175.43	86,105	41.40
		B	7,534.20	90,410	43.47
		C	7,910.91	94,930	45.64
		D	8,306.46	99,677	47.92
		E	8,721.78	104,662	50.32

Section 6. Police Department. The following Positions and Ranges comprise the Police Department Unit.

POLICE UNION EMPLOYEES SCHEDULE C EFFECTIVE JANUARY 1, 2018					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Records Specialist	12	A	2,867.65	34,411.80	16.54
		B	3,011.04	36,132.48	17.37
		C	3,161.59	37,939.10	18.24
		D	3,319.66	39,836.05	19.15
		E	3,485.65	41,827.86	20.11
Senior Records & Evidence Specialist	14	A	3,011.23	36,134.79	17.37
		B	3,161.79	37,941.53	18.24
		C	3,319.88	39,838.60	19.15
		D	3,485.88	41,830.53	20.11
		E	3,660.17	43,922.06	21.12
Communications Operator	22	A	3,757.04	45,084.50	21.68
		B	3,944.89	47,338.72	22.76
		C	4,142.14	49,705.66	23.90
		D	4,349.25	52,190.94	25.09
		E	4,566.71	54,800.49	26.35
Police Officer	29	A	4,369.68	52,436.16	25.21
		B	4,588.16	55,057.97	26.47
		C	4,817.57	57,810.87	27.79
		D	5,058.45	60,701.41	29.18
		E	5,311.37	63,736.49	30.64
Senior Police Officer (first effective 5/1/17)	30	A	4,937.86	59,254.36	28.49
		B	5,184.76	62,217.08	29.91
		C	5,443.99	65,327.93	31.41
		D	5,716.19	68,594.33	32.98
		E	6,002.00	72,024.05	34.63
Communications Operations Supervisor	32	A	5,456.43	65,477.15	31.48
		B	5,729.25	68,750.98	33.05
		C	6,015.72	72,188.58	34.71
		D	6,316.50	75,798.04	36.44
		E	6,632.33	79,587.91	38.26

POLICE SWORN MANAGEMENT SCHEDULE C EFFECTIVE JANUARY 1, 2018					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Sergeant	36	A	5,678.43	68,141.18	32.76
		B	5,962.35	71,548.19	34.40
		C	6,260.47	75,125.69	36.12
		D	6,573.49	78,881.90	37.92
		E	6,902.17	82,826.00	39.82
Deputy Chief of Police	42	A	6,510.75	78,129.02	37.56
		B	6,836.30	82,035.54	39.44
		C	7,178.11	86,137.29	41.41
		D	7,537.01	90,444.18	43.48
		E	7,913.86	94,966.37	45.66
Chief of Police	48	A	7,250.03	87,000.33	41.83
		B	7,612.53	91,350.30	43.92
		C	7,993.15	95,917.78	46.11
		D	8,392.80	100,713.66	48.42
		E	8,812.45	105,749.44	50.84

**POLICE NON-SWORN MANAGEMENT
SCHEDULE C
EFFECTIVE JULY 1, 2017**

POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Administrative Services Manager	28	A	3,939.74	47,276.88	22.73
		B	4,136.72	49,640.64	23.87
		C	4,343.56	52,122.72	25.06
		D	4,560.74	54,728.88	26.31
		E	4,788.78	57,465.36	27.63
Emergency Communications Manager	40	A	5,973.44	71,681.24	34.46
		B	6,272.11	75,265.31	36.19
		C	6,585.72	79,028.57	37.99
		D	6,914.00	82,980.00	39.89
		E	7,260.75	87,129.00	41.89

Section 7. Public Works. The Following Positions And Ranges Comprise The Public Works Unit. See "Schedule D" for salaries.

PUBLIC WORKS UNION EMPLOYEES SCHEDULE D EFFECTIVE JULY 1, 2018					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Equipment Servicer	15	A	3,129.68	37,556	18.06
		B	3,286.16	39,434	18.96
		C	3,450.47	41,406	19.91
		D	3,623.00	43,476	20.90
		E	3,804.15	45,650	21.95
Utility Worker I	19	A	3,450.21	41,403	19.91
		B	3,622.72	43,473	20.90
		C	3,803.86	45,646	21.95
		D	3,994.05	47,929	23.04
		E	4,193.76	50,325	24.19
Equipment Mechanic I Sweeper Operator Utility Technician	21	A	3,628.36	43,540	20.93
		B	3,809.78	45,717	21.98
		C	4,000.27	48,003	23.08
		D	4,200.28	50,403	24.23
		E	4,410.30	52,924	25.44
Utility Worker II	23	A	3,822.66	45,872	22.05
		B	4,013.80	48,166	23.16
		C	4,214.49	50,574	24.31
		D	4,425.21	53,103	25.53
		E	4,646.47	55,758	26.81
Wastewater Treatment Plant Operator Water Quality Technician	25	A	4,009.50	48,114	23.13
		B	4,209.98	50,520	24.29
		C	4,420.48	53,046	25.50
		D	4,641.50	55,698	26.78
		E	4,873.58	58,483	28.12
Equipment Mechanic II Senior Utility Technician Senior Utility Worker Stores Supervisor Water Source Operator Senior Building Facilities Technician	27	A	4,214.50	50,574	24.31
		B	4,425.23	53,103	25.53
		C	4,646.49	55,758	26.81
		D	4,878.81	58,546	28.15
		E	5,122.75	61,473	29.55
Lead Utility Worker Wastewater Treatment Plant Supervisor Water Quality Supervisor	29	A	4,416.16	52,994	25.48
		B	4,636.96	55,644	26.75
		C	4,868.81	58,426	28.09
		D	5,112.25	61,347	29.49
		E	5,367.87	64,414	30.97

Section 8. Management and Confidential. The following Positions and Ranges comprise the Management and Confidential Unit. See "Schedule E" for salaries.

MANAGEMENT AND CONFIDENTIAL EMPLOYEES SCHEDULE E EFFECTIVE JULY 1, 2018					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Administrative Assistant	18	A	3,142.68	37,712	18.13
		B	3,299.81	39,598	19.04
		C	3,464.80	41,578	19.99
		D	3,638.04	43,657	20.99
		E	3,819.94	45,839	22.04
Executive Secretary	20	A	3,297.46	39,569	19.02
		B	3,462.33	41,548	19.97
		C	3,635.45	43,625	20.97
		D	3,817.22	45,807	22.02
		E	4,008.08	48,097	23.12
Accountant	28	A	4,018.53	48,222	23.18
		B	4,219.46	50,634	24.34
		C	4,430.43	53,165	25.56
		D	4,651.95	55,823	26.84
		E	4,884.55	58,615	28.18
Finance Operations Supervisor	30	A	4,219.60	50,635	24.34
		B	4,430.58	53,167	25.56
		C	4,652.11	55,825	26.84
		D	4,884.72	58,617	28.18
		E	5,128.95	61,547	29.59
Equipment Maintenance Supervisor	32	A	4,435.56	53,227	25.59
		B	4,657.34	55,888	26.87
		C	4,890.20	58,682	28.21
		D	5,134.71	61,617	29.62
		E	5,391.45	64,697	31.10
Assistant Public Works Superintendent Financial Report Manager Project Manager/City Planner	34	A	4,658.24	55,899	26.87
		B	4,891.15	58,694	28.22
		C	5,135.71	61,629	29.63
		D	5,392.50	64,710	31.11
		E	5,662.12	67,945	32.67
Aquatic Program Manager	35	A	4,779.11	57,349	27.57
		B	5,018.07	60,217	28.95
		C	5,268.97	63,228	30.40
		D	5,532.42	66,389	31.92
		E	5,809.04	69,708	33.51
Aquatic Center Supervisor Parks Maintenance Supervisor Recreation Manager	36	A	4,893.16	58,718	28.23
		B	5,137.82	61,654	29.64
		C	5,394.71	64,737	31.12
		D	5,664.45	67,973	32.68
		E	5,947.67	71,372	34.31
Public Works Superintendent	38	A	5,151.13	61,814	29.72
		B	5,408.68	64,904	31.20
		C	5,679.12	68,149	32.76
		D	5,963.07	71,557	34.40
		E	6,261.23	75,135	36.12

**MANAGEMENT AND CONFIDENTIAL EMPLOYEES
SCHEDULE E
EFFECTIVE JULY 1, 2018**

POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Engineer Design Technician	39	A	5,279.91	63,359	30.46
		B	5,543.90	66,527	31.98
		C	5,821.10	69,853	33.58
		D	6,112.15	73,346	35.26
		E	6,417.76	77,013	37.03
Building Official /Code Enforcement Officer Public Works Superintendent	40	A	5,411.91	64,943	31.22
		B	5,682.51	68,190	32.78
		C	5,966.63	71,600	34.42
		D	6,264.96	75,180	36.14
		E	6,578.21	78,939	37.95
Assistant City Engineer Library Director	45	A	6,126.29	73,516	35.34
		B	6,432.61	77,191	37.11
		C	6,754.24	81,051	38.97
		D	7,091.95	85,103	40.92
		E	7,446.55	89,359	42.96
City Engineer	47	A	6,434.66	77,216	37.12
		B	6,756.39	81,077	38.98
		C	7,094.21	85,131	40.93
		D	7,448.92	89,387	42.97
		E	7,821.36	93,856	45.12
Finance Director Parks And Recreation Director Public Works Director	49	A	6,760.50	81,126	39.00
		B	7,098.52	85,182	40.95
		C	7,453.45	89,441	43.00
		D	7,826.12	93,913	45.15
		E	8,217.43	98,609	47.41
Community Development Director	51	A	7,098.73	85,185	40.95
		B	7,453.66	89,444	43.00
		C	7,826.35	93,916	45.15
		D	8,217.67	98,612	47.41
		E	8,628.55	103,543	49.78
Community Development Director THIS POSITION ONLY - Adjustment Effective JUNE 1, 2019	53	A	7,436.55	89,239	42.90
		B	7,808.37	93,701	45.05
		C	8,198.80	98,386	47.30
		D	8,608.73	103,305	49.67
		E	9,039.17	108,470	52.15

Section 9. Part Time and Contingent Seasonal Work Employees. The following are positions for which part time or seasonal employees may be hired. "Schedule F-1" relates to Parks and Recreation part time and seasonal positions, working less than 29 hours per week.

SCHEDULE F-1

DEPARTMENT	JOB TITLES	
PARKS AND RECREATION	RECREATION CLERK LEAD RECREATION CLERK LIFEGUARD LEAD LIFEGUARD SWIM INSTRUCTOR CHILDCARE PROFESSIONAL LEAD CHILDCARE PROFESSIONAL FITNESS INSTRUCTOR LEAD FITNESS INSTRUCTOR	ATHLETIC OFFICIAL RECREATION LEADER YOUTH PROGRAM COUNSELOR LEAD YOUTH PROGRAM COUNSELOR PARK MAINTAINER 1 PARK MAINTAINER 2 PARK MAINTAINER 3

PARKS AND RECREATION PART TIME AND SEASONAL EMPLOYEES SCHEDULE F-1 EFFECTIVE JULY 1, 2018			
POSITION	RANGE	STEP	HOURLY
RECREATION CLERK RECREATION LEADER YOUTH PROGRAM CO UNSELOR	1	1	10.75
		2	11.00
		3	11.25
		4	11.50
		5	11.75
		6	12.00
		7	12.25
		8	12.50
LIFEGUARD	3	1	11.75
		2	12.00
		3	12.25
		4	12.50
		5	12.75
		6	13.00
		7	13.25
		8	13.50
SWIM INSTRUCTOR CHILDCARE PROFESSIONAL	5	1	12.75
		2	13.00
		3	13.25
		4	13.50
		5	13.75
		6	14.00
		7	14.25
		8	14.50
LEAD RECREATION CLERK LEAD FITNESS INSTRUCTOR LEAD YOUTH PROGRAM COUNSELOR	6	1	13.25
		2	13.50
		3	13.75
		4	14.00
		5	14.25
		6	14.50
		7	14.75
		8	15.00

**PARKS AND RECREATION
PART TIME AND SEASONAL EMPLOYEES
SCHEDULE F-1
EFFECTIVE JULY 1, 2018**

POSITION	RANGE	STEP	HOURLY
LEAD LIFEGUARD LEAD CHILDCARE PROFESSIONAL	7	1	13.75
		2	14.00
		3	14.25
		4	14.50
		5	14.75
		6	15.00
		7	15.25
		8	15.50
FITNESS INSTRUCTOR ATHLETIC OFFICIAL	12	1	16.50
		2	17.00
		3	17.50
		4	18.00
		5	18.50
		6	19.00
		7	19.50
		8	20.00
PARK MAINTAINER I	9	1	14.50
		2	14.75
		3	15.25
		4	16.00
PARK MAINTAINER II	12	1	16.50
		2	16.75
		3	17.25
		4	18.00
PARK MAINTAINER III	14	1	18.00
		2	18.25
		3	18.75
		4	19.50

Section 9. Part Time and Contingent Seasonal Work Employees. "Schedule F-2" if for part time or seasonal positions outside of Parks and Recreation departments working less than 29 hours per week.

SCHEDULE F-2

DEPARTMENT	JOB TITLES
ALL DEPARTMENTS	CLERICAL SUPPORT
COMMUNITY DEVELOPMENT	BUILDING INSPECTOR CITY HISTORIAN
FINANCE	HUMAN RESOURCES SUPPORT ACCOUNTING SUPPORT CLERK
FIRE	HAZMAT TEAM MEMBER FIRE DEPARTMENT PROJECT MANAGER
LIBRARY	LIBRARY PAGE I LIBRARY PAGE II LIBRARY ASSISTANT SENIOR LIBRARY ASSISTANT
PARKS	SPECIAL PROJECTS MANAGER (on call position)
POLICE/EMERGENCY DISPATCH	ASSISTANT TO THE EMERGENCY COMMUNICATIONS MANAGER COMMUNITY SERVICE OFFICER
PUBLIC WORKS/ENGINEERING	PUBLIC WORKS LABORER WEEKEND WATER OPERATOR ENGINEERING PROJECT ASSISTANT

**PART TIME AND SEASONAL EMPLOYEES
SCHEDULE F-2
EFFECTIVE JULY 1, 2018**

RANGE	STEP	HOURLY	RANGE	STEP	HOURLY
1A	1	10.75	2A	1	22.50
	2	11.00		2	23.00
	3	11.25		3	23.50
	4	11.50		4	24.00
	5	11.75		5	24.50
	6	12.00		6	25.00
	7	12.25		7	25.50
	8	12.50		8	26.00
	9	12.75		9	26.50
	10	13.00		10	27.00
	11	13.50		11	27.50
	12	13.75		12	28.00
	13	14.00		13	28.50
	14	14.25		14	29.00
	15	14.50		15	29.50
RANGE	STEP	HOURLY	RANGE	STEP	HOURLY
1B	1	14.75	3	1	30.00
	2	15.00		2	32.50
	3	15.25		3	35.00
	4	15.50		4	37.50
	5	15.75		5	40.00
	6	16.00		6	42.50
	7	16.25		7	47.50
	8	16.50		8	50.00
	9	16.75		9	52.50
	10	17.00		10	57.50
	11	17.25		11	60.00
	12	17.50		12	62.50
	13	17.75		13	65.00
	14	18.00		14	67.50
	15	18.25		15	70.00
RANGE	STEP	HOURLY	RANGE	STEP	HOURLY
1C	1	18.50	4	1	80.00
	2	18.75		2	85.00
	3	19.00		3	90.00
	4	19.25		4	95.00
	5	19.50		5	100.00
	6	19.75		6	105.00
	7	20.00		7	110.00
	8	20.25		8	115.00
	9	20.50		9	120.00
	10	20.75		10	125.00
	11	21.00	RANGE	STEP	HOURLY
	12	21.25	5	1	130.00
	13	21.50		2	140.00
	14	21.75		3	150.00
	15	22.00		4	160.00
				5	170.00
				6	180.00
				7	190.00
				8	200.00

Police Reserve: \$11.00 (Schedule F-2, Range 1A / 2) per training session, \$11.00 per hour assigned duty. Police Reserve rate of pay for dances, festivals, and similar duties shall be 1¹/₂ times Range 29A (Schedule E). All drills and training sessions must be officially approved.

Section 10. Advancement Within Range. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 4.

Section 11. Exceptional And Additional Increases. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 4.

Section 12. Stability Pay. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 4.6. The table below lists the stability pay for the different employee groups:

General/Parks Union Employees	Step E of pay range	Schedule A
Fire IAFF Union	Step E of pay range	Schedule B
Fire Management	Step E of pay range	Schedule B
Police Union (sworn)	Step E of pay range	Schedule C
Police Union (nonsworn)	Step E of pay range	Schedule C
Police Management	Step E of pay range	Schedule C
Public Works Union	Step E of pay range	Schedule D
Management and Confidential	Step E of pay range	Schedule E

Section 13. Responsibility Pay. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Sections 4.7.

Section 14. Repeal Of Resolutions. Resolution No. 19-06 adopted by the City Council on January 2, 2018 is hereby repealed and superseded by this resolution.

Section 15. Effective Date. The provisions of this resolution shall become effective upon passage.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2019.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2019.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION: YEA NAY ABSENT

Councilor Herman
Brownson
Rocka
West


Mayor Jones



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

MEMORANDUM • PARKS AND RECREATION

DATE: May 20, 2019
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: RESOLUTION AMENDING THE FEE SCHEDULE FOR OCEAN VIEW CEMETERY AND AQUATICS

DISCUSSION/ANALYSIS

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors together. To assist in achieving this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department operations. The Department's budgeted cost recovery for the 2018-2019 fiscal year is 44%. Resulting in a cost recovery rate of nearly double the national average and top-quartile standing for revenue generation per capita. The Parks and Recreation Department is able to achieve this high cost recovery and revenue generation due to revenue generation, business practices, and innovations.

Section F of the adopted Fee Schedule includes for Parks and Recreation services. Other fees charged by the Parks and Recreation Department for program based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs ebb and flow.

Aquatics Center – Schedule F1

The Astoria Aquatics Center is one of the most enjoyable locations to swim and to visit in the area. The Aquatics Center brings in over \$500,000 annually with expenses just over \$900,000 which makes the Aquatics Center more than 52% cost recovery. There are several fees that are new and adjusted to bring in more revenue in 2020 while stabilizing expenses.

- Private Swim lesson will change from \$150 per 5 session blocks to \$25 per half hour
- New implementation of Semi-Private Swim lesson at \$15 per half hour for 2 to 3 students in the class
- Towel Rental will be reduced from \$3.00 to \$2.00 to increase more towel usage at the pool thus increasing revenue.
- New Summer Swim League which includes a registration fee of \$25 and a league fee of \$60.
- New mid-day Drop In Fee from 12:00 pm to 3:00 pm to increase less attended times of the day from Monday to Friday. New mid-day Drop In fee will be \$4.50 for youth and \$6.50 for adults. This will be a 6-month trial period beginning September 15, 2019 to March 2020. Revenue gains will be evaluated to continue or discontinue. If continued the mid-day Drop In fee will only be offered during the winter months.

Drop In

	Fee	Proposed	Effective
Youth	\$5.50	None	N/A
Adult	\$7.50	None	N/A
Family	\$18.00	None	N/A

Aquatics Center or Rec Center Monthly Pass

	Reg. Rate	Cont. ACH Rate	Proposed	Effective
Youth and Senior.....	\$50.00	\$40.00	None	N/A
Adult	\$60.00	\$50.00	None	N/A
Family	\$80.00	\$70.00	None	N/A
Bulk Purchase Rate (20 or more per transaction – 20% off)				

Joint Aquatics Center or Rec Center Monthly Pass

	Reg. Rate	Cont. ACH Rate	Proposed	Effective
Youth and Senior.....	N/A	N/A	None	N/A
Adult	\$80.00	\$70.00	None	N/A
Family	\$100.00	\$90.00	None	N/A
Bulk Purchase Rate (20 or more per transaction – 20% off)				

Punch Pass Redemption

	Fee	Proposed	Effective
Youth	\$5.00	None	N/A
Adult	\$7.00	None	N/A
Family	\$18.00	None	N/A

- The sale of punch passes have been discontinued; however previously sold passes are still honored at the listed redemption.

Swim Lessons

	Fee	Proposed	Effective
Group Lessons	\$50.00	None	N/A
Private Lessons	\$150 for 5 lessons	\$25 per half hour	July 1, 2019
Semi Private Lessons	None	\$15 per half hour	July 1, 2019

Monthly Locker Rentals

	Reg. Rate	Cont. ACH Rate	Proposed	Effective
Locker Fee	\$15.00	\$5.00	None	N/A

Rentals Misc.

Lane Rental (per lane per hour) \$25.00

*Includes admission for up to 5 individuals

After Hours Rental (per hour, 4 hour minimum)..... \$175.00

Showers\$3.00

Towel Rental – Currently \$3.00 Proposed change to reduce..... \$2.00

Birthday Party – (Lobby Rental, 20 guests)\$150

Youth Swim Teams

Contingent upon youth team renting a minimum of 100 hours of lap-lane space for the purpose of practicing per fiscal year, and all participants purchasing a monthly or daily pass.

Youth Swim Team Lane Rental 9per lane, per hour.....\$1.00

New Programs

Recreation Summer Swim League \$25 Registration Fee and \$60.00

League fee

*Summer Swim League will only be offered during the summer months

Mid-Day Drop In

Youth \$4.50

Adult \$6.50

*Mid-Day Drop In will be offered during September 15, 2019 to March 15, 2020, Monday – Friday from 12 noon to 3:00 pm. Mid-Day Drop In will be piloted for six months only. Cost recovery and analysis will be conducted at the end of the pilot to determine either continuing or discontinuing the program offering.

Ocean View Cemetery – Schedule F3

On April 6, 2015 the Astoria City Council amended the fee schedule to approve a 40% increase effective April 7, 2015 – June 30, 2015 and then an additional 10% increase for fiscal year 2015-2016 for the services provided at Ocean View Cemetery, with the intent of increasing the fees by 10% every fiscal year beginning 2016 to the fiscal year ending of 2022.

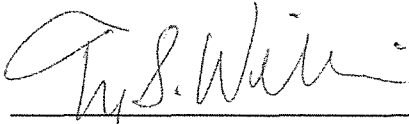
This direction came after a Special City Council meeting held at the Cemetery to study its history, operations, and challenges. Fees for services at Ocean View Cemetery have fallen behind the national, state, and local standards. As a result the costs of services at Ocean View Cemetery are greater than the fees charged for those services. This fee increase began closing the gap between fees charged for services versus the cost of services.

In 2015, 2016, 2017 and 2018 City Council continued implementing this proposal by increasing rates an additional 10% prior to the start of each fiscal year. It is proposed that fees be increased by an additional 10% effective July 1, 2019. The fee amounts are shown below:

OCEANVIEW CEMETERY	CURRENT	PROPOSED	EFFECTIVE
<u>Graves-Ground Only (w/perpetual care)</u>			
Infant/Child plots	\$256	\$282	7/1/2019
Block 68, Cremation only	\$471	\$518	7/1/2019
All other blocks	\$1,414	\$1,556	7/1/2019
<u>Interments</u>			
Adult (opening and closing)	\$1,414	\$1,556	7/1/2019
Cremation	\$707	\$778	7/1/2019
Cremated remains (Saturdays)	\$205	\$226	7/1/2019
Adult, Saturdays	\$410	\$445	7/1/2019
Late funerals (after 3:00 pm) add'l/hr.	\$82	\$90	7/1/2019
<u>Disinterment</u>			
Adult	\$666	\$733	7/1/2019
Child under 7	\$512	\$563	7/1/2019
Cremated remains removed	\$205	\$226	7/1/2019
<u>Liner and Installation</u>			
Liner Fee	\$410	\$445	7/1/2019
<u>Monument/Marker Permits</u>			
Monument Permit (Not over 62" in length)	\$246	\$271	7/1/2019
Marker Permit-Double (2 people)	\$205	\$226	7/1/2019
Marker Permit-Single	\$164	\$181	7/1/2019
Marker Permit-Veteran	\$82	\$90	7/1/2019
Marker Permit-Baby grave cover	\$102	\$113	7/1/2019
<u>Misc.</u>			
Chapel Reservation	\$91/hr.	\$100/hr.	7/1/2019
Other Work	Cost + 25%	Cost +28%	7/1/2019
<i>Total Cost of Average Casket Burial</i>	<i>\$3,403</i>	<i>\$3,743</i>	
<i>Total Cost of Average Cremation</i>	<i>\$1,343</i>	<i>\$1,477</i>	

RECOMMENDATION

It is recommended that City Council authorize this fee schedule edit in order to meet the budgeted cost recovery for the 2019 – 2020 fiscal year and to offset maintenance costs at Ocean View Cemetery.

By: 

Tim Williams
Director of Parks & Recreation

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 <i>*Mechanical equipment for one- and two-family dwellings includes, but is not limited to: wood stove, fireplace insert, furnace and its attached additions (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>	 \$15.00 each \$30.00 each \$30.00 each \$12.00 \$ 2.50 each \$24.00
Permit Fees for Commercial, Industrial and Multi-Family Residential: <i>Use the total value of mechanical construction work to calculate the Mechanical permit fee.</i> \$1 - \$2,000 \$2,001 - \$25,000 \$25,001 - \$50,000 \$50,001 - \$100,000 \$100,001 and up	 \$65.00 minimum \$65.00 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof \$244.40 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof \$390.65 for the first \$50,000 plus \$3.50 for each additional \$1,000 or fraction thereof \$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
* <i>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.</i>	\$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
* <i>Base fee includes: kitchen, hose bibs, icemakers, underfloor low point drains, and rain drain packages that include piping, gutters, downspouts, and perimeter systems.</i>	
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)
Expired Application Processing Fee <i>Hourly rate charged for actual time spent processing and reviewing applications for which a permit is never issued.</i> <i>Credit is given for paid plan check fees.</i>	\$65.00/hr (minimum charge \$65.00)
Water Heater Permit, One and Two-Family Residential Only <i>Replacement of water heater of similar size and location that it is replacing. (Includes one inspection)</i>	\$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 <i>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.</i>	
\$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 Solar units (potable water) Swimming pool piping to equipment	\$61.00 \$65.00 \$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 Each additional 100 feet or fraction thereof	 \$48.00 \$26.00
Storm Sewer Service: First 100 feet Each additional 100 feet or fraction thereof	 \$48.00 \$26.00
Water Service: First 100 feet Each additional 100 feet or fraction thereof	 \$48.00 \$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 style="padding-left: 40px;">\$1 - \$2,000</p> <p style="padding-left: 40px;">\$2,001 - \$25,000</p> <p style="padding-left: 40px;">\$25,001 - \$50,000</p> <p style="padding-left: 40px;">\$50,001 - \$100,000</p> <p style="padding-left: 40px;">\$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>	\$65.00/hr One hour minimum
<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> <p>.</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	\$ 20.00
Budget Document.....	\$ 20.00
City Council agendas and minutes subscription rate by mail.....	\$ 5.00/issue or \$ 60.00/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.....	\$ 0.50/page
Copy of any ordinance, resolution or report, already prepared and stock on hand, or photocopy.....	\$ 0.50/page
NSF (Non-Sufficient Fund) Check Fee	\$ 35.00
One-time, special event liquor license application	\$ 35.00
Parking Lot Fees	
13th Street Parking Lot.....	\$ 30.00/month
US Bank Parking Lot Spaces.....	\$ 30.00/month
Staff time for record search, review for exempt material and supervise citizens's record inspection	\$ 20.00 to \$ 50.00/hour
(hourly wage plus fringe benefits)	
Transportation Services Vehicle Fee	\$ 35.00/vehicle
Transportation Services Vehicle Driver Application.....	\$ 35.00
plus processing fee.....	\$ 15.00
Lien Search Fee	\$ 20.00/per search transaction
Liquor License Application – New Outlet	\$150.00
Change to current liquor license Application.....	\$100.00
“No Parking” Block Deposit.....	\$ 30.00

Parking Block Permit	
Per Day	\$ 5.00
Per Week.....	\$ 25.00
Per Month.....	\$ 40.00
Per Quarter.....	\$100.00
Per Half Year	\$180.00
Annually.....	\$330.00

Replacement Fees	
Parking Block.....	\$ 30.00

Annual Service Permit	
Per Quarter Per Vehicle.....	\$ 50.00

Project Permit	
Per Month Per Vehicle.....	\$ 40.00

Dumpster Permit	
Per Day	\$ 5.00
Per Week.....	\$ 25.00
Per Month.....	\$ 40.00
Per Quarter.....	\$100.00
Per Half Year	\$180.00
Annually.....	\$330.00

Annual License Fee for Lodging Establishments.....	\$ 25.00
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Attorney Review of Materials.....	\$190.00 per hour
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**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.....	\$100.00
Amendment to Comprehensive Plan or Development Code	\$750.00
Amendment to Existing Permit	Same fee as existing permit fee
Appeal	\$500.00
Class B Home Occupation	\$200.00
Conditional Use	\$500.00
Conditional Use – Temporary Use Renewal.....	\$250.00
Demolition or Moving (Historic).....	\$500.00

Design Review < \$25,000 Project Value	\$350.00
Design Review > \$25,000 Project Value	\$750.00
Exterior Alteration < \$25,000 Project Value	\$350.00
Exterior Alteration > \$25,000 Project Value	\$750.00
Historic Designation.....	\$100.00
Historic Designation Removal.....	\$100.00
Lot Line Adjustment without survey	\$ 50.00
Lot Line Adjustment with survey	\$100.00
LUCS.....	\$ 50.00
Major or Minor Partition (in addition to fees noted in Development Code 13.720).....	\$300.00 + actual costs
Miscellaneous Review	\$200.00 Admin
.....	\$350.00 APC/HLC
New Construction (Historic)	\$350.00
Non-Conforming Use Review	\$350.00
Parking Exemption	\$200.00
Permit Extensions – Admin	\$100.00
Permit Extensions - Hearing.....	\$250.00
Planned Development	\$500.00 + actual costs
Pre-application Conference	\$150.00
Retail Street Vendor	\$100.00
Satellite Dish/Commercial	\$100.00
Sign Permits (not requiring building permit).....	\$ 50.00
Subdivision (in addition to fees noted in Development Code 13.720)	\$500.00 + \$20 per lot + actual costs
Variance (Administrative or for Planning Commission).....	\$300.00 Admin
.....	\$500.00 APC

Wind/Solar Array	\$250.00
Wireless Communication Facility Application	\$3,000.00 + actual cost
Wireless Communication Facility additional non-refundable fee for After-the-Fact Application	\$1,000.00
Violation.....	Doubled Fee
Zoning Verification Letter.....	\$ 50.00

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 25 cents per day until the 60th day.
- (b) No late fee for children's books.
- (c) Item is considered lost after 60 days and a replacement fee is charged unless item is returned.

2. Subscribing Library Family Fee (persons who reside outside of Astoria city limits).

- (a) \$18.00 for three-month period.
- (b) \$33.00 for a six-month period.
- (c) \$60.00 for a 12-month period.
- (d) 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. Print Pages – 20 cents per sheet.

4. Borrowers Card Replacement - \$6.00.

5. Damage Fees

- (a) Slight damage - \$3.00.
- (b) Extensive damage or loss - replacement cost plus \$3.00 processing fee, or bring duplicate item.

6. 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.
- (d) Refundable Required Deposit - \$15.00 per meeting.

**Parks and Recreation Department
Astoria Aquatic Center
Schedule F1**

Drop In

Youth	\$5.50
Adult	\$7.50
Family	\$18.00

Mid-Day Drop In

Youth.....	\$4.50
Adult.....	\$6.50

**Mid-Day Drop In will be offered during September 15, 2019 to March 15, 2020, Monday – Friday from 12 noon to 3:00 pm. Mid-Day Drop In will be piloted for six months only. Cost recovery and analysis will be conducted at the end of the pilot to determine either continuing or discontinuing the program offering.*

Aquatic Center or Rec Center Monthly Pass

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	\$50.00	\$40.00
Adult	\$60.00	\$50.00
Family	\$80.00	\$70.00
Bulk Purchase Rate (20% or more per transaction)	20% OFF	

Joint Aqua Center & Rec Center Monthly Pass

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	N/A	N/A
Adult	\$80.00	\$70.00
Family	\$100.00	\$90.00
Bulk Purchase Rate (20 or more per transaction)	20% OFF	

Punch Pass Redemption

Youth	\$5.00
Adult	\$7.00
Family	\$18.00

**The sale of punch passes have been discontinued; however, previously sold passes are still honored at the listed redemption*

Swim Lessons

Group Lessons	\$50.00
Private Lessons	\$25 (per half hour)
Semi Private Lessons	\$15 (per half hour)

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
<u>Monthly Locker Rentals</u>	\$15.00	\$5.00

Rentals/Misc.

Lane rental (per lane, per hr.)	\$25.00
<i>*Includes admission for up to 5 individuals</i>	
After hours rental (per hr., min. 4 hrs.)	\$175.00
Showers	\$3.00

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Towel Rental	\$2.00	\$0.00
Birthday Party (lobby rental, 20 guests)	\$150.00	

Youth Swim Teams

Contingent upon youth swim team renting a minimum of 100 hours of lap-lane space for the purpose of practicing per fiscal year, and all participants purchasing a monthly or daily pass

Youth Swim Team Lane Rental (per lane, per hr)	\$1.00
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<u>Recreation Summer Swim League</u>	\$25 Registration Fee and \$60.00 League fee
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*Summer Swim League will only be offered during the summer months

***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 Customized Graphic/Art Work \$150.00

- Includes customized graphic illustration/artwork (other than stock
artwork that has already been engraved on the Memorial Wall)

**Parks and Recreation Department
Oceanview Cemetery
Schedule F3**

Graves-Ground Only (w/perpetual care)

Infant/Child plots	\$282
Block 68, Cremation only	\$518
All other blocks.....	\$1,556

Interments

Adult (opening and closing)	\$1556
Cremation	\$778
Cremated remains (Saturdays)	\$226
Adult, Saturdays.....	\$445
Late funerals (after 3:00 pm) add'l/hr.	\$90

Disinterment

Adult.....	\$733
Child under 7.....	\$563
Cremated remains removed	\$226

Liner and Installation

Liner Storage Fee	\$445
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Monument/Marker Permits

Monument Permit (Not over 62" in length)	\$271
Marker Permit-Double (2 people).....	\$226
Marker Permit-Single	\$181
Marker Permit-Veteran.....	\$90
Marker Permit-Baby grave cover	\$113

Other Work.....	Cost +28%
Chapel Reservation	\$100/hr.

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

FACILITY RENTALS	Non-Profit			Less than 25 (Private Use)			More than 25+ (Commercial/Event Use)		
	Per Hour	1/2 Day	Day	Per Hour	Per 1/2 Day	Per Day	Per Hour	Per 1/2 Day	Per Day
<u>Community Halls</u>									
Shively Hall	50% off on weekdays			\$39	\$109	\$159	\$69	\$209	\$299
Alderbrook Hall	50% off on weekdays			\$29	\$89	\$119	\$59	\$179	\$239
ARC Classroom	50% off on weekdays			\$29	\$89	\$149	\$69	\$199	\$319
ARC East Wing	50% off on weekdays			\$89	\$209	\$349	\$159	\$299	\$499
<u>Special Events/Park Rentals</u>	No Discount			\$45	\$180	\$360	\$65	\$260	\$520
<u>Fields & Courts</u>									
Tennis Courts	50% off on weekdays			\$19	\$59	\$99	\$39	\$119	\$199
Basketball Courts	50% off on weekdays			\$19	\$59	\$99	\$39	\$119	\$199
Fields	\$12/hour/2 hour minimum								
<u>Concession Stand Rental</u>	\$75/day/site								

***Parks and Recreation Department
Astoria Column
Schedule F5***

Annual Parking Pass\$5.00

**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	\$ 40.00/hour
Additional charge made for equipment and vehicle	
Staff review of public records.....	\$ 35.00/hour
Vehicle identification number inspection.....	\$ 35.00

Public Works Department Schedule H

Public Works Administration Fees

Custom Mapping	\$ 45.00/hr
Multiple Legal, Letter and Ledger size prints, each sheet	
BW	\$ 0.50
Color	\$ 1.00
Large format 18" x 24" up to 24" x 36" copies, each sheet	
BW	\$ 15.00
Color	\$ 25.00
Geologic Hazard Map (60" x 24" = 10 SF)	\$ 40.00
Electronic File (via electronic mail)	\$ 15.00
Electronic File (via digital media; CD, DVD or flash drive)	\$ 30.00

Property Use/Acquisition Fees

Property Use/Acquisition Application	\$ 75.00
Application for Property Purchase	
Application Fee	\$450.00
Appraisal, Advertising & Recording Fee	Actual Cost
Application for Vacation or Easement	
Application Fee	\$500.00
Advertising & Recording Fee	Actual Cost
Application for Lease or License to Occupy	
Application Fee	\$425.00
Recording Fee	Actual Cost

Development Review Fees

Land Use & Building Permit Review	Actual Cost
Infrastructure Plan Review and Construction Coordination	
Public Works Plan Review	1% of preliminary construction cost**
Public Works Construction Permit	2% of final construction cost**
Minimum	\$500

***Estimated preliminary and final construction costs shall be provided by an Oregon Registered Professional Engineer and shall include all improvements in the public right-of-way and/or publically maintained infrastructure improvements.*

Public Works Permit Fees

Application to Fell/Cut Tree(s)	
Firewood	\$ 20.00
Right-of-Way	\$ 60.00
City Property	\$250.00
Arborist Report (if required)	Actual Cost

Grading and Erosion Control Permit

Ground disturbance of less than 1 acre.....	\$110.00
Ground disturbance of greater than 1 acre.....	\$275.00
Permit extension.....	\$ 30.00
Geotechnical/Geological Review	Actual Cost

Fees double for permit issued after work has started or been completed.

Utility Service Application

Application fee	\$ 60.00
Sanitary sewer, storm drainage & water connection fee.....	Per Resolution

Right-of-Way Permit Application

Plus street cut fee (if applicable)

Up to 50 Square Feet.....\$100.00

Over 50 Square Feet..... \$3.00 per Sq.Ft.

Application for Sidewalk/Driveway repair only No Fee

Fees double for permits issued after work has started or been completed. The charge for sidewalk/ driveway repair after work has commenced is \$200.

Garden Permit

Application	\$ 40.00
Renewal per year	\$ 20.00

Watershed Road Access Fee\$250.00/yr

Traffic Control Device Rental Fee

<u>Description</u>	<u>Each Per Day</u>
Wooden Barricades (31½" X 31½")	\$ 3.50
Wooden Barricades w/ sign attached	\$ 5.00
Type III Barricade	\$ 5.00
18" Traffic Cones	\$ 1.00
Traffic Control Signs	\$ 15.00

Lost or damaged traffic control devices will be charged at the current list price for replacement.

Water & Sanitary Sewer Resolutions

Water and sanitary 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) 338-5173.

RESOLUTION NO. 19 –

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 – B2
C	Community Development Department.....	C1 – C3
D	Fire Department.....	D1
E	Library.....	E1
F	Parks and Recreation Department	
	• Aquatic Center Fees	F1
	• Maritime Memorial Fees.....	F2
	• Ocean View Cemetery Fees	F3
	• Recreation Division Rental Fees	F4
	• Astoria Column.....	F5
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. 18-19 adopted June 18, 2018 is repealed.

Section 7. Effective Date. The provisions of this resolution shall be effective July 1, 2019.

ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF ____, 2019.

APPROVED BY THE MAYOR THIS ____ DAY OF ____, 2019.

ATTEST:

Mayor

City Manager

ROLL CALL ON ADOPTION		YEA	NAY	ABSENT
Commissioner	Herman			
	Brownson			
	West			
	Rocka			
Mayor Jones				



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

DATE: MAY 13, 2019

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: PUBLIC HEARING – CONSIDERATION OF THREE COMMUNITY DEVELOPMENT DEPARTMENT CONSULTANT CONTRACTS

DISCUSSION/ANALYSIS

The Community Development Department has been utilizing the services of planning consultants over the past year(s) to assist in maintaining service delivery as well as to assist in completion of special planning projects. Robin Scholetzky of UrbanLens Planning has been working on a number of planning permits and land division applications. Mike Morgan of Holland Morgan has been working to assist on day-to-day planning activities, assisting in development of the Uniontown Reborn project, and expansion of the Maritime Memorial. Rosemary Johnson has been working on a number of code amendments currently in process. Their contracts need to be extended with updated not to exceed dollar amounts. Staff strongly believes that it is in the best interest of the City to process a contract amendment for these three planning consultants. In order to directly appoint Robin Scholetzky of UrbanLens Planning, Mike Morgan of Holland Morgan, and Rosemary Johnson, the City Council will need to approve an exemption from the Competitive Solicitation Requirements after holding a public hearing to take comments on the exemptions per City code.

Findings for an Exemption from the Competitive Solicitation Requirements (per City Code Section 1.966) are as follows:

(1) The nature of the contract or class of contracts for which the special solicitation or exemption is requested;

The contract class for which the exemption is requested is a personal services contract for city planning service contracts with Robin Scholetzky, dba UrbanLens Planning LLC; Mike Morgan, dba Holland Morgan Inc; and Rosemary Johnson

(2) The estimated contract price or cost of the project, if relevant;

Robin Scholetzky - Contract first signed April 2018. Total contract amount to date is \$30,000. Proposal is to increase contract \$15,000 to a total amount of \$45,000.

Mike Morgan - Contract first signed June 2018. Total contract amount to date is \$49,999. Proposal is to increase contract \$25,001 to a total amount of \$75,000.

Rosemary Johnson - Contract first signed July 2018. Total contract amount to date is \$100,000. Proposal is to increase contract \$75,000 to a total amount of \$175,000.

(3) Findings to support the substantial cost savings, enhancement in quality or performance or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;

The City has worked with each of the contractors on planning related projects. They have served the City well and have proven to be cost effective due to their extensive knowledge of the City's planning department and their relationship with regulatory agencies. Staff anticipates that their role as planning contractors will provide substantial benefit to the City by reducing the amount of effort required to become familiar with the our department, current projects and ongoing work.

(4) Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations;

Robin Scholetzky, dba UrbanLens Planning LLC has been assisting the City with planning since 2018. She has detailed knowledge and technical information associated with planning related projects. Several of the items Ms. Sholetzky is working on deal with long term or ongoing projects. Staff believes it is important to continue the same person working on these matters. Staff believes that this exemption will result in a similar outcome as the state required Qualifications Based Selection process that includes the steps of selecting a qualified consultant and then negotiating a scope of work for the needed services.

Mike Morgan has been working with the City on planning projects beginning in 1974 with the Clatsop Tillamook Intergovernmental Council providing services to Astoria. In 1988 he was employed with the City of Astoria for four years. Since then he has worked for the city as a part time employee and then a contractor. He has detailed knowledge and expertise associated with planning related matters in Astoria and is very familiar with Astoria Development Code. Staff believes that this exemption will result in a similar outcome as the state required Qualifications Based Selection process that includes the steps of selecting a qualified consultant and then negotiating a scope of work for the needed services.

Rosemary Johnson worked for the City in the planning department for 35 years and in 2014 began working in the department as a contractor. Rosemary was contracted with the City in 2018 to assist with the restorations and repair of the Doughboy Monument. This contract was later expanded to assist with code amendments. Rosemary has detailed institutional knowledge and technical information associated with Astoria focused planning related projects. Staff believes that this exemption will result in a similar outcome as the state required Qualifications Based Selection process that includes the steps of selecting a qualified consultant and then negotiating a scope of work for the needed services.

(5) A description of the proposed alternative contracting methods to be employed;

Direct Appointment.

(6) The estimated date by which it would be necessary to let the contract(s);

Staff is recommending Robin Scholetzky, dba UrbanLens Planning LLC; Mike Morgan, dba Holland Morgan Inc; and Rosemary Johnson be awarded a contract amendment after City Council consideration of the proposed exemption.

City Attorney Josh Stellman has reviewed and approved the findings as well as contract amendments as to form.

RECOMMENDATION

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 direct appointment of contract amendments for city planning services with:

- Robin Sholetzky, dba UrbanLens Planning LLC to increase the contract amount \$15,000 to a total amount of \$45,000
- Mike Morgan dba Holland Morgan, Inc. to increase the contract amount \$25,001 to a total amount of \$75,000; and
- Rosemary Johnson to increase contract amount \$75,000 to a total amount of \$175,000.

CONTRACT AMENDMENT
BETWEEN
THE CITY OF ASTORIA AND MIKE MORGAN, dba HOLLAND
MORGAN Inc
FOR
PLANNING SERVICES TO THE COMMUNITY DEVELOPMENT
DEPARTMENT

The AGREEMENT dated June 11, 2018, and amendment dated February 6, 2019 by and between THE CITY OF ASTORIA, hereinafter called "THE CITY" and Mike Morgan, hereinafter called "CONSULTANT", is hereby amended as follows:

Amend Scope of Services of the AGREEMENT to include services as directed by the City Manager until June 30, 2020.

Amend Compensation of the AGREEMENT to increase contract amount from \$49,999.00 to \$75,000.

IN WITNESS WHEREOF, THE CITY AND CONSULTANT have executed this AMENDMENT as of _____, 2019.

THE CITY OF ASTORIA a municipal
corporation of the State of Oregon

CONSULTANT:
Mike Morgan, Holland Morgan Inc

Brett Estes
City Manager

Date

Consultant

Date

Approved as to form: _____
City Attorney

CONTRACT AMENDMENT
BETWEEN
THE CITY OF ASTORIA AND ROSEMARY JOHNSON
FOR
PLANNING SERVICES TO THE COMMUNITY DEVELOPMENT
DEPARTMENT

The AGREEMENT dated July 19, 2018, and amendment dated February 4, 2019 by and between THE CITY OF ASTORIA, hereinafter called "THE CITY" and Rosemary Johnson, hereinafter called "CONSULTANT", is hereby amended as follows:

Amend Scope of Services of the AGREEMENT to include services as directed by the City Manager until June 30, 2020.

Amend Compensation of the AGREEMENT to increase contract amount from \$100,000 to \$175,000.

IN WITNESS WHEREOF, THE CITY AND CONSULTANT have executed this AMENDMENT as of _____, 2019.

THE CITY OF ASTORIA a municipal
corporation of the State of Oregon

CONSULTANT:
Rosemary Johnson

Brett Estes
City Manager

Date

Consultant

Date

Approved as to form: _____
City Attorney

CONTRACT AMENDMENT
BETWEEN
THE CITY OF ASTORIA AND ROBIN SCHOLETZKY, dba URBAN LENS
PLANNING LLC
FOR
PLANNING SERVICES TO THE COMMUNITY DEVELOPMENT
DEPARTMENT

The AGREEMENT dated April 16, 2018, and amendment dated October 31, 2018 by and between THE CITY OF ASTORIA, hereinafter called "THE CITY" and Robin Scholetzky, hereinafter called "CONSULTANT", is hereby amended as follows:

Amend Scope of Services of the AGREEMENT to include services as directed by the City Manager until June 30, 2020.

Amend Compensation of the AGREEMENT to increase contract amount from \$30,000 to \$45,000.

IN WITNESS WHEREOF, THE CITY AND CONSULTANT have executed this AMENDMENT as of _____, 2019.

THE CITY OF ASTORIA a municipal
corporation of the State of Oregon

CONSULTANT:
Robin Scholetzky

Brett Estes Date
City Manager

Consultant Date

Approved as to form: _____
City Attorney