



AGENDA

ASTORIA CITY COUNCIL

MONDAY, June 5, 2017
7:00 PM
2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION

- a) Captain Timmons with the United States Coast Guard to Present Letter of Reauthorization to Astoria as an Official Coast Guard City
- b) Recognize Linda Ryan's Retirement after Thirty-Eight Years of Employment.

4. REPORTS OF COUNCILORS

5. CHANGES TO AGENDA

6. CONSENT

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

- a) City Council Minutes May 1, 2017
- b) City Council Work Session Minutes for May 4 and May 10, 2017
- c) Commission and Board Minutes
 - 1. Parks Board Meeting, April 26, 2017
 - 2. Library Board Meeting, April 25, 2017
 - 3. Historic Landmarks Commission Meeting, February 21, 2017
 - 4. Historic Landmarks Commission Meeting, March 21, 2017
 - 5. Astoria Planning Commission Meeting, February 28, 2017
 - 6. Astoria Planning Commission Meeting, April 25, 2017
- d) Resolution to Transfer Appropriations Within 17th Street Dock Fund Budget for FY 2016-17

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) Public Hearing and Resolution to Adopt the City of Astoria Budget for FYE June 30, 2018 (Finance)
- b) Resolution to Elect to Receive State Shared Revenues (Finance)
- c) Resolution to Adopt 2017-2018 Water and Sewer Rates (Finance)
- d) Public Hearing and Ordinance to Vacate Portion of Alley Abutting 3115 Harrison and Adjacent Lot (Public Works)

- e) Resolution Establishing Rules, Regulations, Rate Changes and Conditions for Solid Waste Service (Public Works)
- f) Discussion to Implement a Parks and Recreation Fee (Parks)
- g) Resolution to Adopt Ocean View Cemetery and Library Fee Updates (Parks, Library)
- h) Adoption of McClure and Shively Park Site Master Plans (Parks)
- i) Slide Maintenance Agreement with Friends of McClure Park (Parks)

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

9. EXECUTIVE SESSION

- a) **ORS 192.660(2)(h)** – Legal Counsel

**THE MEETINGS ARE 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 AT 503-325-5824.**



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

June 1, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JUNE 5, 2017

PRESENTATION

Item 3(a): Captain Timmons with the United States Coast Guard to Present Letter of Reauthorization of Astoria as an Official Coast Guard City

Item 3(b): Recognize Linda Ryan's Retirement After 38 Years of Employment with the City of Astoria

CONSENT CALENDAR

Item 7(a): City Council Minutes May 1, 2017

The minutes of the City Council meetings of May 1, 2017 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(b): City Council Work Session Minutes May 4 & 10, 2017

The minutes of the City Council Work Sessions on May 4 and 10, 2017 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(c): Commissions and Boards Minutes

The minutes of the following Commissions and Boards meetings are enclosed for review. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

1. Parks Board Meeting, April 26, 2017
2. Library Board Meeting, April 25, 2017
3. Historic Landmarks Commission Meeting, February 21, 2017

4. Historic Landmarks Commission Meeting, March 21, 2017
5. Astoria Planning Commission Meeting, February 28, 2017
6. Astoria Planning Commission Meeting, April 25, 2017

Item 7(d): Resolution: Transfer Appropriations Within 17th Street Dock Fund Budget for 2016-2017

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

At the time the budget was originally appropriated, the Personal Services included appropriations for Public Works department to conduct routine repair and maintenance for the 17th Street Dock. In anticipation of future dredging survey requirements preliminary work began which was unanticipated when the budget was prepared. This additional Interfund wage transfer from Public Works requires a transfer in the amount of \$4,500 from available appropriations in Materials and Services of the 17th Street Dock Fund.

This transfer will increase the Personnel Services line from \$12,500 to \$17,000 for additional Interfund wages and will reduce appropriations for Materials and Services \$4,500 resulting in appropriations of \$14,000 which is sufficient for remaining anticipated expenses.

It is recommended that council adopt the attached resolution transferring appropriations within the 17th Street Dock Fund.

REGULAR CALENDAR

Item 8(a): Public Hearing and Resolution to Adopt the City of Astoria Budget for FYE June 30, 2018 (Finance)

Oregon Local Budget Law requires the City Council hold a public hearing on the budget, as recommended for approval by the Budget Committee. Notice of this hearing, scheduled for June 5, 2017, was published in the Daily Astorian on Wednesday, May 19, 2017. The budget for the City of Astoria, as discussed and recommended for approval by the Budget Committee, is ready for the City Council to consider for adoption. The changes from the proposed budget the Budget Committee considered was the Ending Fund Balance of the Capital Improvement Fund was reduced by \$40,000 and the Capital Outlay – Machinery and Equipment increased to recognize estimated cost associated with recycling containers for to be placed in City parks. The attached resolution will adopt resources and appropriations and authorize the collection of taxes at a rate of \$8.1738 per thousand for FYE June 30, 2018. It is recommended that the City Council hold a public hearing on the FYE June 30, 2018 budget as approved by the Budget Committee. After the hearing, it is recommended that the Council consider the resolution to adopt this budget.

Item 8(b): Resolution to Elect to Receive State Shared Revenues (Finance)

Oregon Revised Statute 221.770 requires the City to adopt a resolution to declare its intent to receive state revenue for each new fiscal year. State shared revenues include the state gas tax, alcohol tax, cigarette tax and state shared revenues. The attached resolution expresses the City's intention to receive state shared revenues for FY 2017-2018. It is recommended that the City Council consider this resolution for adoption.

Item 8(c): Resolution to Adopt 2017-2018 Water and Sewer Rates

The proposed Public Works Fund budget, as approved by the Astoria Budget Committee, provides for increase of 6% in the CSO surcharge rate. There will be no other increases for water and sewer services.

The surcharge services the debt on Department of Environmental Quality (DEQ) Clean Water State Revolving Fund and Business Oregon loans that are used to finance Combined Sewer Overflow (CSO) projects.

Two resolutions, Water and Sewer (see attached), have been prepared to implement Fiscal Year 2017-2018 Water & Sewer Rules and Regulations.

It is recommend the Astoria City Council adopt the proposed Water and Sewer Resolutions for the fiscal year 2017-18.

Item 8(d): Public Hearing and Ordinance to Vacate Portion of Alley Abutting 3115 Harrison (Public Works)

The City received a request from Larry Haskell, for the vacation of a 20 X 100 foot portion of the alley that abuts his property at 3115 Harrison (Tax Lot 8099CA10000) and also his undeveloped lot (Tax Lot 8099CA10100) on the south side of the alley, Lots 6 & 7, Block 63, Port of Upper Astoria. Mr. Haskell would like to obtain the square footage necessary to potentially construct a duplex on the property. Upon review of the site, it was determined that there are no public utilities on or adjacent to the proposed vacation area and that the City would have no future need for this particular portion of the alleyway

Per City Code 2.290 Authority to Make an Assessment staff calculated the real land value surrounding the portion of alleyway as \$6.87 per square foot. As has been the past practice of the City, staff is proposing an assessment of \$1,374.90 (10%) of the real land value (\$13,748.99) be considered for the vacation of 2000 square feet of the alleyway.

At their April 3, 2017 Council meeting, Council adopted a resolution to schedule a public hearing regarding the vacation request at the April 17, 2017 meeting. The City Attorney subsequently had some questions regarding the vacation; therefore the hearing was postponed and re-advertised for the June 5, 2017. The City Attorney's questions have since

been resolved. Attached are comments and concerns expressed by property owners within the vicinity of the alleyway.

It is recommended that the Astoria City Council conduct the public hearing and consider the first reading of the ordinance to vacate a portion of the alley that abuts 3115 Harrison.

Item 8(e): Resolution Establishing Rules, Regulations, Rate Changes and Conditions for Solid Waste Service

The City's franchise agreement with Recology requires them to render financial statements and rate review of the Solid Waste Collection Franchise no later than April 30 each year. The annual rate review was received April 3, 2017 and presented to Council at the May 15, 2017. It was noted an increase of 2% will be required for medical waste collection which is a pass through from the vendor contracted for this service and a reduction of 2.74% for the debris box and compactor ton rate for garbage collection was noted by Recology.

In addition Council considered four options for A) garbage collection in City parks, B) garbage and recycling collection in City parks, C) curbside glass collection and D) curbside yard debris collection (vegetable peels, rinds and trimming but no food waste). Council requested rate schedules for the new fiscal year to include Option A only. The rate schedules incorporating the medical waste collection, debris box and compactor ton rate changes and addition of garbage collection in City parks are contained in Exhibit A of the attached resolution to be effective July 1, 2017.

Item 8(f): Discussion to Implement a Parks and Recreation Fee (Parks)

At a prior City Council meeting it was proposed by Councilor Price to have a \$3 per water meter Parks and Recreation Fee for residential customers only. Mayor LaMear has added this item to the agenda for council discussion. Mayor LaMear has requested that staff work to develop the necessary ordinances/resolutions needed to implement this fee so that Council could potentially take action.

After review it has been determined that an amendment to the City Code as well as a resolution would need to be prepared. Staff is preparing draft language and will present this draft language for review at the City Council meeting. If Council wishes to take action on this it will be brought back at a subsequent meeting.

It is recommended that City Council provide direction on implementing a \$3 Parks and Recreation Fee.

Item 8(g): Resolution to Adopt Ocean View Cemetery and Library Fee Updates (Parks, Library)

To assist with providing excellent service to our community Library staff has reviewed fee charges and submit the changes annotated in Schedule E. The decision to adjust fees directly correlates to service provision with an overarching goal of removing barriers for all citizens of Astoria.

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 2016-2017 fiscal year is 55%. 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 fee increases, business practices, and innovations.

Currently the Astoria Aquatic Center and Astoria Recreation Center sells youth, senior, adult and family monthly passes for Aquatic Center services and group fitness classes at the Recreation Center. To attract new customers, increase revenue and support organizations and business increase employee's health, wellness and productivity. Parks and Recreation Department staff propose implementing a bulk buy discount of 20% to the monthly Aquatic Center, Recreation Center, and Land and Water Passes when sold in a quantity of 20 or more per transaction.

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. Fees were increased for fiscal year 2016-2017 which took place in July 2016 and were approved by council in December. The Parks and Recreation Department also proposed increasing the fees by 10% every fiscal year beginning 2016 to fiscal year ending 2022.

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 (at the current level of service) are greater than the fees charged for those services. This fee increase began closing the gap between fees charged for services vs the cost of services. It is proposed that fees be increased by an additional 10% effective July 5, 2017. The fee adjustments are shown in the following attachments.

It is recommended that City Council approve the resolution amending the fee schedule for Library and Parks Services.

Item 8(h): Adoption of McClure and Shively Park Site Master Plans (Parks)

The Parks and Recreation Department's Comprehensive Master Plan recommends completing site-specific park plans at several locations. The

process would allow the Department to plan for specific improvements and new development, as well as long term maintenance at each site.

During the community input process for the Parks and Recreation Comprehensive Master Plan, the public was asked to prioritize sites in need of master plans. Shively Park ranked as the community's highest priority and a need to balance the park's rich history with a low maintenance and accessible design that meets the community's needs. McClure Park ranked as the second highest priority for site master plans with the community. The Friends of McClure Park have been active in fundraising to make improvements and add amenities. A master plan for McClure Park would ensure that new development is supported by the community and Parks and Recreation Department, and that it can be cared for and adequately maintained into the future.

Attached to the memo are the completed draft master plans. On May 24th the City of Astoria's Parks, Recreation and Advisory Board reviewed the McClure Park and Shively Park Site-Specific Master Plan reports, including summary, community engagement, site analysis, master plan, implementation and appendix. Following this review the Advisory Board unanimously provided their recommendation for adoption and provided feedback, stating that the City needs to resolve the Parks and Recreation budgetary problems and create a sustainable department before pursuing other Parks and Recreation Department agendas.

It is recommended that the City Council accept the Shively Park and McClure Park Site-specific Park Master Plans.

Item 8(i): Slide Maintenance Agreement with Friends of McClure Park (Parks)

The City has been working with the Friends of McClure Park (FOMP) since 2013 to coordinate maintenance and site improvements in McClure Park located at 701 Franklin Avenue. FOMP has provided a tremendous service to the City by assisting in the Park's care and upkeep. FOMP members regularly pick up litter, mow grass, hold events to promote awareness about the park, and have sponsored and supported improvement projects; such as leveling and re-seeding the central grass area. FOMP has fundraised over \$30,000 to construct an embankment slide on the hillside along the south side of the Park. After construction and installation is finished, the City will inspect the project for compliance with all City requirements and approve the project as complete. FOMP will then dedicate ownership of the equipment to the City and provide a document accepting the improvements by the City will be presented to the City Council for approval at that time. The proposed Memorandum of Agreement states that FOMP will support the City to maintain the equipment and associated improvements for the life of the slide.

The attached Memorandum of Agreement has been reviewed with the Friends of McClure Park and is acceptable to them. City Attorney

Henningsgaard has reviewed the Agreement as to form. The Parks and Recreation Advisory Board reviewed an earlier iteration of the agreement and included more specificity as to maintenance to be provided by FOMP, however following Parks Board review the Friends of McClure Park board requested revisions to its current language. It is recommended that the Astoria City Council consider construction of the improvements within McClure Park by the Friends of McClure Park and subsequently consider authorizing the Mayor to sign the attached Memorandum of Agreement.

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

Councilors Present: Nemlowill, Jones, Price, Brownson, and Mayor LaMear.

Councilors Excused: None

Staff Present: City Manager Estes, Planner Ferber, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Police Chief Johnston, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

PROCLAMATIONS

Item 3(a): National Historic Preservation Month

Each year the National Trust for Historic Preservation dedicates May as Historic Preservation Month. For many years as part of this celebration, the City has recognized the importance of historic preservation in Astoria through the Dr. Edward Harvey Historic Preservation Award.

This year, the Community Development Department is collaborating with local partners to host a number of activities throughout the month. A list of events to share with the public will be available at the Council meeting. Events for 2017 include a 5th grade student exhibit in the Flag Room, and a dedication ceremony in honor of Art DeMuro at Mill Pond.

The City of Astoria would like to recognize one of our exemplary preservation partners. The Historic Preservation Program at Clatsop Community College, staff and students, has participated in local preservation projects throughout the City. Representatives from the college will be present to receive the Proclamation.

Over the past year, students in the Historic Preservation program have actively engaged in preservation projects including:

- Re-siding two sides of Alderbrook Hall
- Re-creating the monitor windows of the mausoleum which are now ready for installation
- Participating in tombstone cleaning and re-mounting at Oceanview Cemetery.
- Researching and documenting the architecture and history of the Tourist #2 Ferry and Masonic Temple
- In conjunction with a recently awarded grant, students will also be doing hands on restoration of the Doughboy statue in Uniontown

Mayor LaMear read the proclamation declaring May 2017 as National Historic Preservation Month. She presented Planner Nancy Ferber and students and staff participating in the Historic Preservation Program at Clatsop Community College with the proclamation.

Councilor Price said some of the students completed a survey of the Astoria Ferry last semester. The ferry is on the National Register of Historic Places. City Manager Estes added that the students have been re-siding Alderbrook Hall with cedar shakes over the last year. They will also be working with the Parks Department to restore the Doughboy Monument in Uniontown.

Mayor LaMear said she was impressed with the work done at the cemetery. Astoria is a historic city and the community appreciates all of the students' efforts.

Lucian Swerdlhoff noted that the students would be finishing the installation of the stained glass windows in the mausoleum at the cemetery over the weekend.

REPORTS OF COUNCILORS

Item 4(a): **Councilor Jones** reported that the Coast Guard has officially selected Astoria as the home for two new fast response cutters. Each ship will have a crew of a couple dozen people and another half dozen support people. He was in the Coast Guard a few years ago when he, former Mayor Van Dusen, and Senator Johnson unveiled the Coast Guard City monument. The relationship between the City, community, and Coast Guard led to the Coast Guard's acceptance of Astoria's package.

Item 4(b): **Councilor Price** had no reports.

Item 4(c): **Councilor Brownson** had no reports.

Item 4(d): **Councilor Nemlowill** had no reports.

Item 4(e): **Mayor LaMear** reported that the Budget Committee met for six hours last week and she hoped the City was being careful with the citizens' money. The City is doing the best it can with what it has. She was excited about the new Coast Guard cutters coming to Astoria. She reported that she attends the Columbia River Estuary Task Force (CREST) meetings to keep abreast of their projects on both sides of the bridge. CREST is working to promote salmon restoration in the area. She announced that Nicole Williams resigned from the Hospital Authority Board to work for the hospital and Jim Knight has been appointed to take her place.

CHANGES TO AGENDA

There were no changes.

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 6(a) City Council Work Session Minutes of 3/23/2017
- 6(b) City Council Minutes of 4/3/2017
- 6(c) Accept Grant for Doughboy Restoration (Parks)
- 6(d) Mutual Aid Agreement Provision of Emergency Services (Public Works)**
- 6(e) Agreements to Use City of Astoria Official Logo (City Manager)
- 6(f) Resolution – Parks Scholarships Update to Include Families Outside City Limits (Parks)

Councilor Brownson requested Item 6(d) be removed for further discussion.

City Council Action: Motion made by Councilor Price, seconded by Councilor Nemlowill, to approve Items 6(a), (b), (c), (e), and (f) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(d): Mutual Aid Agreement Provision of Emergency Services (Public Works)

Councilor Brownson said one of City Councils' goals is to improve emergency preparedness in the city and he wanted to publicly acknowledge this provision. He asked Staff to provide an overview of Staff's efforts.

City Manager Estes said this agreement would allow Astoria to participate in a group called the Oregon Water/Wastewater Agency Response Network (ORWARN), which is a group of utilities that provides assistance and mutual aid during emergencies. If Astoria needed assistance after a natural disaster, the City could contact other participating entities to take care of water and wastewater issues.

Director Cook added this agreement covers machinery, vehicles, heavy equipment, and personnel.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Price, to approve Item 6(d) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

REGULAR AGENDA ITEMS

Item 7(a): Resolution in Support of Port of Astoria Bond Measure

The Port of Astoria has placed a bond measure on the May 16, 2017 Special District Ballot. If approved, \$1,960,000 in bond money would be used in conjunction with the already received Connect Oregon grant, which anticipated a \$950,000 hangar project for Life Flight Network. The bond money will be used to construct infrastructure improvements to approximately 10 acres of property located within the Port's airport industrial area. Extending infrastructure improvements to the south end of the airport will provide additional expansion opportunities for the airport, which is not currently served by sewer and water services.

The Connect Oregon Grant provides funds to build the hangar while the bond monies project would extend the utilities and Flightline Drive to Airport Lane for Life Flight's hangar, adding an additional entrance to the airport. It is recommended that Council consider the resolution in support of the Life Flight Network Bond Measure.

Willis Van Dusen, 2314 Irving, Astoria, said he hoped City Council would pass the resolution in support of the bond measure. His daughter, a surgeon, and his daughter-in-law, an obstetrician and gynecologist, have convinced him that Life Flight is very important. Life Flight helicopters and airplanes are intensive care units that can provide medical care not available in an ambulance. When his mother-in-law had a heart attack in December, both Highways 26 and 30 were closed and the weather prevented a flight in a helicopter. Life Flight flew a fixed wing airplane to Astoria to take his mother-in-law to Oregon Health and Science University (OHSU) and she is still alive today. When his brother-in-law had a brain aneurism, the Life Flight helicopter took him to Providence Hospital. This is a grass roots effort. He and Senator Johnson each gave \$5,000 to this cause and no more financial contributions have been made.

Councilor Price said she had not started following this project until about a week ago when she learned the bond might come before Council. The only negative comment she has heard about the bond is that it would be for a private company. However, the package is good and she supported the bond measure after seeing what the Port plans to do with the money and how the air facilities would be expanded to include Life Flight. Her mother had an incident that required her to be transported to a burn center and without Life Flight, she would have died. The hospital continues to improve its services, but there are still many services that cannot be provided in Astoria.

Councilor Jones shared a story about a child who needed Life Flight after being injured in a farm accident. He appreciated that this effort would partner with the Connect Oregon grant, which will allow Life Flight to use money they would not otherwise be able to use. This bond measure will provide the opportunity for future growth at the airport by providing infrastructure that could be used by other commercial entities. The Port Authority will have a better chance at attracting commercial growth to the airport.

Mr. Van Dusen noted that Councilor Jones led the relief efforts in 2005 and he was one of the best helicopter pilots in the world. He added that the hangar would be operating and staffed 24 hours a day, seven days a week. He did not know until he became involved in this campaign that Life Flight was a non-profit organization owned by OHSU, Providence Hospital, Emmanuel Hospital, and a hospital in Idaho, all of which are non-profit hospitals. It is illegal for Life Flight or any of the hospitals to donate money to this campaign. Low funds are a result of the limitations on non-profits, not low support. Non-profits are not allowed to build infrastructure at airports, so he hoped Council would support the bond measure.

Mayor LaMear said the utilities to the Life Flight hangar and six to eight acres of adjacent land will be available for future development. This will open up opportunities for economic development. The new infrastructure will also eliminate the danger of intermingling airplanes and helicopters at the airport.

Mr. Van Dusen added that if the infrastructure had been in place as part of a former project, this bond measure would not be necessary.

Councilor Brownson added it would be good to get the airport out of the trailer. Many times, Clatsop County questions why it should support the Port because the Port is in Astoria. This will be a great example of how the Port will benefit all of Clatsop County. The payoff will be in three years and it is not too much to ask for a bond.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Nemlowill, to approve the resolution in support of the Life Flight Network Bond Measure. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 7(b): Public Hearing and Ordinance – Modify City Code Providing for Abandoned Vehicles and Seizure of Vehicles (Police)

In preparation of renewing the contract that Astoria Police Department uses to tow abandoned and impounded vehicles, the City Attorney determined that the City Code required changes to support the contract. The Department has worked with the City Attorney to bring the code into compliance with Oregon Law and the Department's current practices. The changes are detailed in a track changes document that accompanies the ordinance. It is recommended that Council hold a public hearing and consider holding a first reading of the ordinances amending City Code 6.400 and 6.530.

Mayor LaMear opened the public hearing at 7:25 pm and called for public testimony.

Fred Bohne, 824 35th Street, Astoria, said a Chevy Malibu station wagon is parked in his yard and it does not run. The car has been parked there for at least six months and his tenant claims he has been working to fix it. He asked if he could have the car towed.

Chief Johnston said the Oregon Revised Statutes sets specific guidelines for towing from private property. The Astoria Police Department is not involved with situations like Mr. Bohnes', but he believed the local towing companies could provide assistance.

Mayor LaMear confirmed there was no more public testimony and closed the public hearing at 7:26 pm.

City Council Action: Motion made by Councilor Price, seconded by Councilor Brownson, to conduct first reading of the ordinance amending City Codes 6.400 and 6.530. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Director Brooks conducted the first reading of the ordinance.

Item 7(c): Public Hearing and Resolution – Supplemental Budget (Finance)

ORS 294.473(1) (b) provides a procedure for a municipality to hold a public meeting for the adoption of a supplemental budget to adjust for changes, which are unforeseen, a pressing necessity and which could not reasonably be foreseen when preparing the original budget. The process requires advertisement of a supplemental budget not less than five days before a Council meeting. There will be a public hearing for consideration of the supplemental budget. Council may consider a resolution to adopt the supplemental budgets as advertised.

Staff is recommending a supplemental budget to increase resources recognizing \$88,000 of unanticipated Motel Tax revenues and a grant reimbursement for Shoreline Erosion work in the amount of \$36,000 for a total increase of \$124,000. Capital Outlay appropriations will increase \$245,500, contingency will decrease \$100,000, and ending fund balance will decrease \$21,500 for a net increase to appropriations of \$124,000. It is recommended that Council hold a public hearing and consider the attached resolution for the Promote Astoria Fund supplemental budget.

City Manager Estes stated a revised copy of the proposed resolution had been provided at the dais. After the agenda packet was published, Staff identified the need for additional language stating it was necessary to respond to an emergency situation to protect and repair the trestles and support the Riverwalk and trolley tracks.

Director Brooks explained the language referring to the emergency allows the City to use any Unappropriated Ending Fund Balance money.

Mayor LaMear opened the public hearing at 7:31 pm and called for public testimony. Seeing none, she closed the public hearing at 7:32 pm.

Councilor Price confirmed that Staff anticipated the hotel tax revenue would exceed budgeted estimates by \$88,000. She asked if the entire amount would be used. Director Brooks said \$88,000 was the best estimate she had at that time, but as an accountant, she always keeps her estimates conservative.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Brownson to adopt the resolution approving the Promote Astoria Fund supplemental budget. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 7(d): Resolution to Update City Service Fees – Update Parks Aquatic Center Fee Schedule Specific to Youth Swim Teams (Parks)

The Astoria Aquatic Center partners with the Astoria School District and the North Coast Swim Club (NCSC) to provide space within the lap pool for youth swim team members to practice. The Astoria Aquatic Center's current lane rental fee is \$25 per lane per hour, but neither the Astoria School District nor the North Coast Swim Club can afford the \$25 per lane per hour rate due to the length of their practices and amount of space they require. Following, City Council's direction that private youth swim teams, such as NCSC, should pay less than school district or government operated youth swim teams, numerous negotiations, and a 120-day moratorium on lap lane rentals for youth Swim Teams, City staff propose that in addition to our current \$25 per lane per hour rental fee, an additional reduced rental option specifically for youth swim teams to practice be added to the fee resolution at a reduced rate of \$1 per lane per hour for non-profit swim teams and \$2.50 per lane per hour for school district or government funded swim teams with a \$1.50 per lane per hour increase next year (which would take consideration of a new fee resolution). This rate would be contingent upon the rented space being used by youth swim teams for the purpose of practicing for a minimum of 100 hours per year and that all participants would be required to purchase a monthly or daily pass. Evaluating the North Coast Swim Clubs current practice schedule the additional cost of \$1 per lane per hour for practices is expected increase the clubs cost \$1,692 per year. Evaluating the Astoria School Districts current practice schedule the additional cost of \$2.50 per lane per hour is expected to increase the teams cost \$630.00 per year. It is recommended that City Council adopt the updated fee resolution to establish a reduced hourly lane rental fee for youth swim teams.

City Manager Estes stated that Staff preferred both private and government funded swim teams pay the same rates. With two tiers of fees, Aquatic Center Staff must track which swim team each student is on. If Council decides to charge the same fees to both types of teams, Staff recommends \$1 per lane per hour with a \$1.50 increase next year. The resolution proposed is per Council direction, but changes could still be made.

Mayor LaMear called for public comments.

Patrick Wingand, President, North Coast Swim Club (NCSC), 92015 Hagen Drive, Astoria, stated he appreciated Staff meeting with him and others to discuss this tough situation. The club agrees it should be paying something and has offered the City a guaranteed revenue stream of \$16,000 in the form of facility usage fees and facility rental fees. He did not believe this should be overlooked. The club knows that the biggest deterrent to growing the swim club is cost. People constantly tell him they would join the club if they could afford to. The swim club self-funds two scholarships and they are proud of their relationship with corporate sponsors. The club requires each swimmer to raise a minimum of \$350 in revenue per year, but they budget \$500 per year per swimmer. He asked Council to consider what NCSC should pay in addition to what they are already paying. When the facility usage fee increased a few years ago, the NCSC paid it. When the cost to rent the facility more than tripled for their swim meets, the event went from being a fundraiser to a break-even situation. The swim club wants to bring people to Astoria and one of their meets always coincides with the Sunday Market. He believed the club pays its fair share and as the club grows, revenue to the City grows. NCSC is looking for a partnership with the City. The club cannot pay any more than it is already paying. At some point, the club would price out the small proportion of Clatsop County residents that can afford to swim. Then, the club would no longer exist and revenue to the City would cease. The club has a good thing going and he hoped the City would continue to partner with them.

Brooke O'Conner, 81848 Fill Road, Astoria, said she understood the City wanted to raise fees, but did not know the circumstances of the Aquatic Center's finances. She believed that if swimmers could not afford to pay the fees, they would not be able to stay physically fit. Swimming helps people stay in shape and get healthy, so she believed the rates should be low.

Glen Admire, 372209 Christians Lane, Astoria, said he was the parent of a swimmer and vice president, meet director, and corporate sponsor for NCSC. As meet director, he is the first contact for the club. They host two

meets a year that bring over 100 families to Astoria for the weekend. Additionally, the club will host the championship meet in 2018, which will bring more than 200 families to town for the weekend. The weekends are in March and November. The club pays more than \$2,000 to rent the Aquatic Center for each weekend, when hundreds of families from outside of Astoria spend money at local hotels, restaurants, and other businesses. In addition to each swimmer purchasing a monthly swim pass, the kids are also raising hundreds of dollars to go towards pool rentals. He has had a family pass for eight years so that his daughter can swim. The sport is year-round and expensive. It is disheartening that Council is considering a shortsighted policy that could shut down the NCSC. The kids give back to Astoria much more than they take. He believed NCSC should be heralded as an exemplary youth organization and the Parks and Recreation Department should be encouraging swim lesson participants to join the club. This would further increase pool revenues in the future. He is at the pool from 5:00 pm to 7:00 pm Monday through Friday. There have been claims that the club hogs the lanes and he has seen lap swimmers leave. However, he believed the policy allowing cannon balls in lap lanes was more disruptive than kids swimming a mile a night with as many as eight swimmers sharing a lane, so this policy should be adjusted to facilitate the swimmers that choose not to share a lane. There are nights when the NCSC swimmers are the only people in the Aquatic Center. This seems to be a marketing issue and he hoped the Parks Department was looking into other options to increase revenue, other than putting the swim club at risk.

Mayor LaMear confirmed there were no more comments from the public and closed the public hearing at 7:46 pm.

Councilor Nemlowill believed Ms. O'Conner made a good point and asked why the City was considering the fee. She also wanted to know what the financial implications would be to the Aquatic Center. City Manager Estes explained that in the next fiscal year, the Parks Department would need an additional \$100,000 to maintain the same levels of service. To save money, Staff has already cancelled the annual Easter Egg Hunt, Monster Bash, and Movies in the Park. However, more savings will be needed to balance the budget. To address the greater needs of the Parks Department, the City needs to make the department's budget sustainable for the future, which will require a savings of \$400,000. City Council will discuss these budget issues in a work session later in the week. Staff is looking for direction from Council to prioritize the most important services. In 2008, the Aquatic Center was proposed for closure and this is being considered again as a way to keep the Parks Department within their budget if no additional monies are found. Staff does not want to recommend this. However, the department needs additional funding resources through a variety of measures.

Councilor Nemlowill stated the issue with lane rental fees came up several months ago because NCSC had not been paying any fees. Director Cosby added that the issue was brought up by Staff at the start of the high school's swim season. The City received several complaints that pool users were not paying the same amounts and certain groups were being given guaranteed lane space. Swimmers believed this was not fair. The fee resolution required a \$25 lane rental fee, per lane per hour. Staff knew it was unreasonable to ask the swim teams to pay \$25 per lane per hour, so Staff is now proposing a reduced rate.

Councilor Nemlowill asked why it was necessary for swim clubs with Aquatic Center passes to rent a lane. She wanted to know why the teams could not simply use the lanes like any other lap swimmer with a pool pass. Director Cosby said the swim teams have organized practices with a coach, so they need a designated space. With lap swimmers in their lane, the teams could not practice. People rent a park for a wedding for the same reason, to keep people from ending up in the middle of the event.

Councilor Nemlowill said reducing the rate from \$25 per hour to \$1 per hour might sound like a lot for the NCSC, but it does not seem like it would add up to much for the Parks Department. Director Cosby said assuming the NCSC maintained their current schedule, the reduced rate would bring \$1,692 per year into the Parks Department. The high school swim team would bring in less. This might not sound like a lot at first, but combining the revenue with program cuts would make a difference. She believed every dollar counts.

Councilor Jones thanked Mr. Wingard for what he does for the community. He congratulated the swimmers for participating in the best youth sport. He was a swim parent for 15 years and his kids were members of six different swim clubs in six states and with six different fee structures. He understood what a challenge it could be to stay in the sport. He believed \$1 per hour per lane was a reasonable compromise. He also understood that the fee would create a hardship and require additional fundraisers. However, the Parks Department cannot afford to charge no fee at all. He agreed with Staff that the fees should be the same for both swim teams.

Councilor Price asked how a fee of \$1 per lane per hour fee charged to both teams would impact the budget. Director Cosby said she did not have the numbers for the high school with her, but she estimated the rate would bring in about \$2,000 per year more. She confirmed that both teams are currently paying for monthly passes, but not lane rental fees.

City Manager Estes reminded that the memorandum states the \$1 rate would cost the NCSC about \$1,692 per year. The \$2.50 rate proposed for the school district would total \$630 per year because they have fewer practices and do not swim year-round.

Councilor Price asked if Council still wanted to have a two-tiered fee system.

Mayor LaMear said she wanted a one-tiered system. She hated to impose anything on the swim teams because the community contributes financially to the teams. However, the City is facing a very tough budget and no one wants to make cuts to the Parks Department. Council does not want to damage the swim programs and she offered to assist with fundraising. It is only prudent to charge a lane fee and to charge the same fee to both teams.

Councilor Nemlowill said she was upset that Council had to consider charging a lane rental fee for youth swimmers because she did not believe it was fair. However, she was afraid the City would have to close the pool. These fees will be a drop in the bucket and may not even help the situation. Considering the current finances of the Parks Department and Staff's recommendations, she did not see any alternative solutions. She hoped things would get better and would continue to support NCSC. The City is currently considering cutting youth sports because the City cannot afford to administer the programs. Astoria has an excellent organization coordinating a fabulous and well-used youth sport in the area, keeping kids healthy and fit. This City does not have to pay for any of it, so it does not seem fair that the swim teams have to pay to use the City's facilities. However, everyone needs to step up to help keep the Aquatic Center open.

Councilor Brownson said this situation is very difficult. He did not believe the City should bother with charging just a dollar because \$1,000 a year is not very much money. The City is looking for hundreds of thousands of dollars. This situation contains many contradictions. He believed the City should look for more money so it can support what it has. He believed the fees are punitive and he was opposed to charging the swim teams at this time. He would be happy to revisit this issue a year from now after the City has considered all of the alternatives for helping the Parks Department. NCSC is a year-round athletic program that wants to grow. He believed the team's growth would make up the revenue for the City.

Councilor Price stated that the Parks Department needs more revenue regardless of what happens and this fee resolution is just one contribution to the solution. She believed charging \$1.50 per lane per hour for all students, instead of \$1, would be a good start. This is a hard pill to swallow and does not do much for the budget. However, larger financial contributions are necessary and should be expected by those who use the Aquatic Center and other Park facilities. Otherwise, facilities will shut down. She did not want a two-tiered system and \$1.50 would split the difference between the two rates proposed by Staff.

Mayor LaMear clarified that Staff recommended \$1 for the first year and \$2.50 next year. City Manager Estes added that Staff had proposed \$1 for the first year in consideration of the NCSC's fundraising challenges. In November, City Council directed Staff to consider a two-tiered system, but Staff would prefer one tier.

Mayor LaMear recommended this discussion be tabled until after the work session on Thursday. City Manager Estes reminded that Council could also extend the moratorium on lane rental fees charged to youth swim teams.

Councilor Jones did not believe anything would change on Thursday. Mayor LaMear said the Thursday meeting would include a discussion about ways to raise money. The estimates presented for each proposed revenue stream would give Council an idea of how much money the City has to work with.

City Council Action: Motion made by Councilor Price, seconded by Councilor Jones to adopt the resolution to update the City's fee schedule and establish a reduced lane rental fee of \$1 per lane for hour for all youth swim teams.

Councilor Nemlowill said she supported the motion, but believed it should be reconsidered after a year. This is not an optimal situation, but updating the fee resolution seems necessary right now.

Councilor Price considered Councilor Nemlowill's suggestion to be a friendly amendment to her motion.

City Council Action: Motion made by Councilor Price, seconded by Councilor Jones to adopt the resolution to update the City's fee schedule, establish a reduced lane rental fee of \$1 per lane for hour for all youth swim teams, and reconsider the fee schedule within one year. [1:06:58] Motion carried 4 to 1. Ayes: Councilors Price, Jones, Nemlowill, and Mayor LaMear; Nays: Councilor Brownson.

Item 7(e): Award Trestle Repair Contract (Public Works)

The 2017 Trolley Trestle Repair Project will address critical repairs on the Columbia Avenue and 1st to 2nd Street trestles. The project has been structured to minimize disruption to the Astoria Riverfront Trolley's operational schedule.

In March, Council authorized bid advertisement of this project. Seven competitive bids were received on April 20, 2017. Bergerson Construction provided the lowest responsible bid for the project. The Engineer's Estimate prepared for the project is \$300,000.

OBEC Consulting Engineers will be providing construction support services for the project. The contract amendment for these services will be presented for consideration at a future Council meeting. Should Council approve the associated budget amendment on this City Council agenda, funds are available for this project in the Promote Astoria Fund.

It is recommended that City Council authorize staff to award a construction contract to Bergerson Construction for the 2017 Trolley Trestle Repair Project in the amount of \$174,500.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Brownson, to authorize staff to award a construction contract to Bergerson Construction for the 2017 Trolley Trestle Repair Project in the amount of \$174,500. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 7(f): Liquor License Application – Newport Pacific Corporation Doing Business as Mo's Restaurant located at 101 15th Street, Astoria, for a New Outlet for Full On-Premises Sales License (Finance)

A Liquor License Application has been filed by Bob Scull for Newport Pacific Corp doing business as Mo's Restaurant, located at 101 15th Street, for a New Outlet for a Full-On-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval of the application.

Councilor Nemlowill declared a direct conflict of interest as Mo's is a client of her husband's business, Cervecia Gratis, doing business as Fort George Brewery. She recused herself from participating.

City Council Action: Motion made by Councilor Price, seconded by Councilor Jones, to approve the liquor license application by Newport Pacific Corporation for a New Outlet located at 101 15th Street, Astoria, for Full On-Premises sales. Motion carried 4 to 0 to 1. Ayes: Councilors Price, Jones, Brownson, and Mayor LaMear; Nays: None.

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

Fred Bone, 824 35th Street, Astoria, explained a historic designation plaque is a burden to his friends, who just inherited a historic home, and it will continue to burden future property owners.

City Manager Estes explained that property owners are given the opportunity to object to the historic designation only during the designation process. State law prohibits any repeal of the designation after the designation has been approved and established. This ensures that buyers are aware they are purchasing a historic property.

Mr. Bone asked where Director Cronin was.

City Manager Estes said Director Cronin and Director Pearson were both sick.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:13 pm to convene the Astoria Development Commission meeting.

ATTEST:

APPROVED:

Finance Director

City Manager

DRAFT

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

Councilors Present: Nemlowill, Brownson, Price, Jones (via telephone), and Mayor LaMear.

Councilors Excused: None

Staff Present: City Manager Estes, Parks and Recreation Director Cosby, Finance Director Brooks, and Library Director Pearson. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

PARKS DEPARTMENT BUDGET DISCUSSION

City Manager Estes briefly reviewed discussions from the last two work sessions to discuss the Parks Department's current and future finances. Staff gave a brief follow up presentation that focused on the long-term needs of the department. Agenda packets for this work session included an opinion statement from the City Attorney on the use of Promote Astoria Funds at the Aquatic Center and estimated revenues from a flat utility fee on water and sewer rates. During the presentation, Staff answered Council's questions about utility bills, how Sunset Empire operates, and Attorney Henningsgaard's interpretation of the laws regulating the use of Promote Astoria Funds.

Council and Staff discussed the use of Promote Astoria Funds at the Aquatic Center in detail. State laws regulate how the money can be spent. The Aquatic Center is used by and being marketed to tourists, so there is justification for allowing the Aquatic Center to use Promote Astoria Funds.

Councilor Price believed the Parks Department has done an exceptional job over the last two years maintaining facilities with limited budgets and staff. She wanted the public to know that the department's deficiencies were due to City Council's decision not to provide the department with the resources to meet its needs over the years. She made complimentary comments about the department's effectiveness and said Parks deserved Council's support. She proposed a three percent increase to the hotel tax and a small utility fee of one or two percent on residential properties, with an exemption for people on the utility assistance program. She also proposed splitting revenue from the marijuana tax as follows: 25 percent to the Parks Department, 65 percent to the Police Department, and 10 percent to the General Fund. She supported cutting adult sports, selling Birch Field, delaying the Scandinavian park for a year, eliminating drop-in daycare, marketing the Recreation Center with the goal of combining it with the Aquatic Center, partnering with the Armory or one of the private fitness centers, and making the Parks Department part of the Advance Astoria Program.

Councilor Brownson wanted to focus on a combination of income streams. He agreed that tourists come to Astoria for recreation. Both tourists and the local community should help support the Parks Department. Deferred maintenance increases expenses and Council needs to find ways to help Staff fix the situation and maintain what the City has.

Councilor Nemlowill said the complexity of the issues make this situation difficult to resolve. She would not support a utility fee because she has received a lot of negative feedback about it. Astorians already support the department by paying some of the highest property taxes in the state. She supported an increase to transient room taxes because it relates directly to parks, unlike the rest of the funding options. She also supported a cemetery taxing district because Astoria is subsidizing a cemetery in Warrenton that is utilized by the entire county.

Councilor Jones said he was in favor of increasing the lodging tax because visitors impose significant costs on City facilities and infrastructure. He wanted to figure out how much of an increase the tourism industry could handle, but believed a three percent increase would be reasonable. He was not in favor of a utility fee increase because utilities are a necessity, but would consider a food and beverage tax and a cemetery taxing district.

Mayor LaMear wanted to find a way to support the Parks Department without making any cuts. She did not support a utility fee, but did support a three percent lodging tax increase. The next step should be a cemetery taxing district or a park district. She asked how soon the City could start receiving revenue from the lodging tax.

Staff believed it could take about three months, but the lodging tax would provide returns quicker than any of the other options. Council would need to discuss a lodging tax increase with several tourism industry entities. The Parks Department, Finance Department, and City Manager's Office would be responsible for implementing the tax increase. Staff noted that first quarter revenues from the new marijuana tax would be coming in to the City in May or June.

Council and Staff discussed a cemetery taxing district, which would require voter approval. Voters would support a higher level of maintenance at the cemetery, but Councilors questioned whether they would support a taxing district.

Councilor Price believed the City should ease into a parks district over three to five years while educating the public about the value of the Parks Department. She suggested a one or two percent utility fee. Mayor LaMear disagreed, saying the utility fees were already so high because of the CSO surcharge. Councilor Nemlowill agreed. City Manager Estes noted that such fees were common in other municipalities.

Council and Staff discussed transient room taxes charged in other area jurisdictions. Councilor Nemlowill wished Council would consider increasing the tax more than three percent and hoped the City continued to implement Parks Master Plan. Consolidating facilities is necessary and she wanted the feasibility study to be completed sooner than the timeline suggests. Staff explained how their recommended "life raft" scenario helped to implement the Plan. At the next City Council meeting, Council would consider changes to the City's contract with Recology so that Staff could spend more time on parks and facilities.

Councilor Price suggested moving \$75,000 or \$100,000 from the Ending Fund Balance of the General Fund to Parks. Staff asked if Council wanted to start deficit spending at the beginning of the year. Councilor Price disagreed that increasing the subsidy would be considered deficit spending. Director Brooks explained how moving \$75,000 or \$100,000 out of the General Fund's Ending Fund Balance would negatively impact the City's cash flow and how the City calculated its Ending Fund Balance needs.

Staff confirmed for Mayor LaMear the process for establishing a taxing district. Mayor LaMear supported the district because the taxes would be spread out beyond the city limits, which would lower the expense for each individual. She asked if a taxing district would affect compression. Staff said a tax rate would have to be determined in order to estimate revenue and this would affect compression.

Councilor Price understood there was consensus among Council to support a three percent increase in hotel taxes, use of the marijuana tax, and the life raft scenario. A year after implementing those three revenue streams, Staff should begin working on a special taxing district.

City Manager Estes said Staff would need to figure out the best way to apply tax increase revenues throughout the Parks Department.

Councilor Nemlowill said changing the contract with Recology would be imposing a utility fee on citizens. However, this fee directly relates to parks and the cost is low. Contamination in recycling containers can be a problem, so she no longer supports the use of Capital Improvement Funds to purchase the containers without an extensive educational campaign. She believed a Department of Environmental Quality (DEQ) Materials Management Grant would help fund a pilot project or education and outreach. When the contract with Recology is revised, Council needs to consider an agreement to reduce emissions.

Staff said this would be discussed in more detail at the next Council meeting. Recology has told Staff that they have educational programs for each level of service they provide. Before Council makes a decision, they need to consider what revenue would be provided to the Parks Department and how much of the Promote Astoria Funds could be connected to the Riverwalk. The Lower Columbia Tourism Committee (LCTC) needs to be included in these discussions. Council seemed to have come to a consensus, so Staff can move forward on this work.

Councilor Price was opposed to cutting the community events because they generate good will, which she believed would be necessary as fees and taxes are increased. Staff asked Councilor Price to reconsider this after Staff has determined how much revenue could be brought into the City. Staff confirmed the movie events held by the Parks Foundation, which charged a fee, would continue; however, movie rights, equipment, and staff time are too expensive for the Parks Department to provide the free movie events.

Mayor LaMear invited the public to comment.

Fred Bohne, 824 35th Street, Astoria, believed Council was on the right track. He did not want to pay more in sewage or property taxes because his taxes in Astoria are over \$4,000 a year. In Louisiana, he is only paying \$500 a year in taxes for property of a similar value. Astoria, the county, and the State have an economic opportunity in the container business. The river will not be dredged anytime in the near the future, so the container business will have to be moved to the coast. Lois Island, east of Tongue Point, would prevent any visual, noise, or smoke exposure to the city. He asked City Council to support State legislation to relocate the container business to the coast and mandate that all dredge spoils be deposited on Lois Island for a future container facility. He confirmed he had shared this idea with Bill Wyatt and all Port Commission candidates. Three are opposed to the idea, but Steven Fulton, Dick Helberg, and Pat O'Grady support the idea. Work on this needs to begin now so Astoria's children will have an economic backbone to support parks and other programs. This effort will create hundreds of high-paying jobs.

Councilor Price said Mr. Wyatt gave a presentation about the Port of Portland at the Barbey Center a few months ago. He indicated the Columbia River would never be dredged any deeper than it is now and the shipping companies are not interested in using ships that would fit in the river.

Mr. Bohne disagreed, noting ten years ago, the Port of Los Angeles shipped 20 unit trains a day and each train had 200 containers on it. The Port was getting \$800,000 a day just to unload containers. He hoped City Council would support legislation for a container port near Tongue Point because this would help pay for parks.

Mayor LaMear confirmed there were no other public comments.

Staff confirmed they would work as quickly and diligently as possible on Council's directives, but asked Council to keep Staff's limited capacity in mind. Staff anticipated some turnaround in the Parks Department over the next few months because Parks Staff has been burned out for several years now. Having Recology pick up trash in parks would help with capacity, but not for the employees who need it most. Recreation and Aquatic Center staffs are stretched the greatest.

Councilor Price suggested the General Fund's Ending Fund Balance be transferred to the Parks Department to cover one quarter, and then replace the funds once the transient room taxes start coming in.

Staff did not recommend hiring full-time staff without enough funds to pay for it. Full-time supervisory staff is part of the life raft scenario, but in the mean time, Staff tries to keep employees happy while diligently moving forward on these issues. Turnover has increased over the last year, and Director Cosby was worried turnover would continue to increase.

Councilor Price suggested the General Fund's Ending Fund Balance be used to hire temporary help.

Councilor Brownson said cutting programs has not been discussed. Staff is working way too hard and he wanted to know what cuts would relieve Staff even if the cuts were made for just one year. Director Cosby confirmed that Staff was moving forward with all of the cuts they have listed in the agenda packet. This will add capacity to the recreation division. She was most worried about the Aquatic Center and administration.

Mayor LaMear suggested the City sell Birch Field. City Manager Estes said the Parks and Finance Departments do not have the capacity to take on this work, so a contractor would be hired to manage the sale. However, moving forward with program cuts and Council's direction will make a positive impact over the next few months. Rosemary Johnson will be working on the Birch Field project and other property sales over the summer. Temporary help is not needed right now, so he suggested Staff work efficiently on the work discussed.

Councilor Brownson asked if Promote Astoria Funds could be used until hotel taxes started coming in. City Manager Estes explained those funds would only assist the maintenance division, which is not as overloaded as the recreation, aquatics, and administration divisions. Staff explained how Promote Astoria Funds had to be spent and why maintenance staff could not work in other divisions.

City Manager Estes believed the discussion had led to positive progress. Councilors expressed their support for the Parks Department and apologized that the City failed to act sooner. City Manager Estes stated that the support of Council and the community is well appreciated by Parks Staff and he was happy about the results of this meeting. Director Cosby added that moving forward with Council's direction will give Staff hope that issues will be resolved.

Mayor LaMear thanked Parks Board members for attending.

Staff confirmed they were prepared to move forward.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:35 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

A work session of the Astoria Common Council was held at the above place at the hour of 9:00 am.

Councilors Present: Nemlowill, Jones, Price, Brownson and Mayor LaMear.

Councilors Excused: None

Staff Present: City Manager Estes, Planner Ferber, Finance Director Brooks, and Police Chief Johnston. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

HOMESTAY LODGING

Home Stay Lodging (often referred to as "AirBnB") provides an opportunity for local residents to rent out 1-2 bedrooms in their owner occupied homes for less than 30 days. This form of transient lodging differs from long-term rental units, and requires regulations and enforcement to maintain a strong housing stock for permanent residents. Some residents state they operate home stay lodging units as they enjoy hosting guests, while others state they do it to generate additional income. Other residents have raised concerns about this type of use in residential zoning districts. There has been discussion at City Council meetings regarding this topic. The work session allows for a conversation so staff will be able to establish a policy that fits the needs of our community.

Staff's goal at this work session is to seek direction from Council on if they feel home stay lodging is appropriate for Astoria, and if so, how to best regulate and enforce home stay lodging with our given resources and staffing. Home Stay Lodging is currently regulated by the City's Development Code, City Code, and the Comprehensive Plan.

If Council wishes to prohibit home stay lodging in the future, staff will need to develop necessary code amendments to implement regulations. However, if Council wishes to continue to allow home stay lodging it is staff's recommendation that a permit process be developed.

Staff will be prepared to discuss potential permit process options if desired. The agenda packet included the following documentation to provide some background on home stay lodging issues:

- Existing homestay lodging unit data including zoning, business license, transient lodging tax data, and required steps for code enforcement
- FAQ flyer on current requirements for establishing home stay lodging
- Sample packet from the Finance Department for setting up Transient Lodging Taxes
- Current codes relevant to Home Stay Lodging
 - Definitions from Development Code
 - Taxing information from City Code
 - Neighborhood/Area visions from the Comprehensive Plan
- Article from American Planning Association on regulating home stay lodging

Staff reviewed data on existing home stay lodgings and explained how the Development and City Codes are applied. Staff also described compliance and finance issues with home stay lodgings. Staff displayed their recommendations on the screen and noted what the next steps would be, depending on whether Council chose to allow, restrict, or prohibit home stay lodgings.

Council and Staff discussed the benefits and issues pertaining to the collection of transient room taxes. Reports from companies like AirBnB could be helpful to Staff, but the reports would not provide Staff with enough details to enforce compliance. Staff recommended the City require a permit for home stay lodgings.

Councilors Brownson and Price debated the pros and cons of allowing home stay lodgings in Astoria. Councilor Brownson supported limiting home stay lodgings to units with shared facilities that could not be rented out long term.

Mayor LaMear shared why she believed home stays should be allowed with restrictions. She understood enforcement was an issue, but believed home stays could provide revenue for the City. Council and Staff briefly discussed technology the City could use to help enforce code compliance.

Councilors discussed the impact of home stay lodgings on the availability of affordable housing for permanent residents.

- Councilor Jones believed home stay lodging restrictions should be designed to promote affordable housing for permanent residents by making permits and penalties expensive. If the fees were high enough, the City could afford to hire a part-time code compliance officer. Council should also consider which restrictions would help maintain the character of Astoria's neighborhoods.
- Councilor Price believed most of the existing home stay lodgings were illegal and kept long-term rental units off the housing market. She was concerned that property owners who were not in compliance would convert their home stay lodgings into accessory dwelling units (ADUs). She believed the hoteliers and bed and breakfast owners in Astoria gave the same level of personal service that a home stay lodging owner would give and therefore, it would not be necessary to stay in a home stay lodging to experience the culture of the city.
 - City Manager Estes noted that short-term rentals in commercial zones were classified as hotels.
- Councilor Nemlowill believed the housing shortage was critical to the character of the community and the economy. She wanted Astoria to be a place where workers could live.
 - Mayor LaMear disagreed that local workers would want their permanent residence to be a bedroom in a home with a shared kitchen and bath. Councilor Brownson added that homeowners would not be interested in renting a bedroom on a long-term basis. Home stay lodgings provide homeowners with additional income, which makes Astoria more affordable for residents and allows some to maintain or renovate their homes.
- Councilor Nemlowill was concerned that home stay lodgings would increase to become large-scale commercial developments in neighborhoods.

Councilor Price believed the City's discussions over the last 10 months about regulating home stay lodgings has led to a rush to establish home stay lodgings before laws are changed. Therefore, she suggested a six-month moratorium, during which time the City can take public input and continue discussions about how to regulate home stay lodgings without gaining additional units. City Manager Estes said the City Attorney would need to advise Council on how to implement a development moratorium. Councilor Brownson agreed the City should establish a moratorium.

Staff presented their recommended solutions for allowing and regulating home stay lodgings.

Council and Staff discussed a variety of scenarios that make it very difficult for Staff to verify that a home stay lodging is owner-occupied and to enforce the owner-occupied requirement. They shared ideas for preventing and resolving enforcement issues. Staff has limited capacity and the City has limited funds. However, a retroactive permitting process and collecting transient room taxes could lead to increased income for the City and most of the home stay lodgings would be operating legally.

Mayor LaMear called for comments from the public.

Loretta Maxwell, Grandview Bed and Breakfast, 1574 Grand Avenue, Astoria, said her guests want to see what Astoria is really like. She employs local people who share information about where to go in town. She was concerned about people who work in Astoria and do not have a place to live. Three of the rooms in her bed and breakfast are being rented on a monthly basis to people who want to live in Astoria. There are times when she must rent these rooms to bed and breakfast guests. People are concerned about sharing their house with long-term renters, but one of her month-to-month renters has been a quiet tenant who always pays rent on the day it is due. This person would be an asset. Another one of her month-to-month renters will be moving into a room in a two-bedroom house with access to the kitchen and laundry. The bed and breakfast must maintain a certain health standard, so she is unable to allow guests to cook in her kitchen. She does not allow guests to use her laundry facilities either. Long-term renting would be advantageous for people who have an extra bedroom. Working people who cannot find a place to live are good people who are trying to make a good life and they would be an asset to people who want to make some extra money. Her monthly renters must be interviewed and

sign a contract. She does not allow people who cannot follow the rules. She appreciated that Council was considering these issues and she hoped the community would come to a solution that is good for everyone.

Jeffrey Oja, 1134 Grand Avenue, Astoria, said the City should be cautious when considering how much tax revenue would be needed to cover enforcement. Existing laws are not being enforced and parking is already an issue. He was opposed to grandfathering-in all of the home stay lodgings that have been operating outside of the restrictions because doing so would exacerbate the parking issues. Enforcing the rules will eliminate a tremendous number of historic homes that do not have off-street parking. He believed the City would have a difficult time raising enough tax revenue to pay someone to regulate the home stay lodgings. The City should find another way to fund a permanent code enforcement employee. As a police officer in Seaside, he has seen many ordinances put in place that Staff cannot afford to enforce. The community becomes upset with City Council and the Police Department when the laws do no good.

Diana Bartolotta, 3658 Franklin Avenue, Astoria, thanked City Council for discussing this topic and Staff for publishing a comprehensive agenda packet. She has had a shared house in Astoria for about five years. She has stopped advertising on AirBnB because she is waiting to see what the rules will be. She asked what City Council was trying to achieve. She understood Staff wanted a process that could be enforced and Council wanted more long-term permanent housing. She asked if Council had assumed that restricting or prohibiting home stay lodgings would lead to more housing. She has an empty room in her house that will remain empty because it is disruptive to have a person in her house all the time. She also wants the room to be available for her tenants' overnight guests. From time to time, she would like to rent the room for extra money. In the months that she has been following this discussion, she has heard a lot of talk about the idea that advertising a home stay lodging as having a full kitchen means the lodging is an entire house. This is incorrect. Her house is listed as having a full kitchen because her guests get to use her kitchen. Listing a property as having a full kitchen does not mean the kitchen is exclusively for guest use. She recommended the City look for AirBnB's "full house/apartment" designation. She confirmed with Staff that vacation home rentals were only allowed in commercial zones. Some people are opposed to home stay lodgings because they believe the lodgings benefit tourists instead of local residents and because there are no safety regulations. Long-term rentals are not inspected or required to have smoke detectors, so she questioned why people were concerned about the tourists' safety instead of local residents' safety. She did not believe that property owners would want the City inspecting their homes for short or long-term rental situations.

Chris Haefker, 687 12th Street, Astoria, stated that part of this discussion began because Astoria does not have enough workforce housing. A baker working at a brewery for \$14 an hour cannot afford a downtown apartment listed at \$800 a month. He believed \$800 is a reasonable amount for a decent apartment in downtown. He also believed that a room in a house would have to be rented for about \$600 a month because of home values in the area, financing costs at current market rates, insurance, and maintenance costs. Utilities would be an additional \$100 a month. Housing costs of \$700 a month are just below the cap of what is considered affordable housing for someone with a \$15 per hour job. It might not be a great strategy for Council to think that taking away from home stay lodgings would allow people to rent rooms in downtown homes that have just recently been purchased. If the City wants to look at affordable housing, especially for low-income people, Council should consider ways to funnel more money into the voucher system and partnering with Clatsop Community Housing. His vacancies are not being filled at a high rate, so he was hesitant to believe there was a housing crisis for people who were not low-income. Apartments for \$800 and \$900 are not renting and he believed the City should focus on helping the working class making less than \$14 an hour. The City needs to figure out how to give the working class a higher income instead of passing the buck on to landlords and people dealing with the historic inventory on a tight budget.

Misha Cameron-Lattek, 1820 SE 3rd Street, Astoria, thanked Council and Staff for taking this issue seriously because home stay lodgings are a serious issue in the community and beyond. Home stay lodgings are part of a bigger income and equality situation in the town. Some people can afford to buy houses in Astoria because they are so cheap while others have trouble finding housing. Affordable housing affects him indirectly because he employs people who try to make a living in this town. He thanked Mr. Haefker for doing the research to figure out what someone making \$15 an hour could afford. He was impressed with Staff's presentation and wished the presentation were a bigger part of the debate. He believed the conversation got off track quickly and many questions would have been answered in the presentation. Council can debate whether a spare bedroom is affordable housing to someone who might want to live in the room, given that the owner wants to rent it out. However, that will not address the overall housing shortage. Astoria must create more affordable housing by

adding houses or making the empty houses available. A good way to address homelessness would be to provide non-permanent dwellings on empty lots. This will not solve the problem, but it is a small solution for a serious problem. He was disappointed to hear that City Council decided to exclude tiny houses from the ADU ordinance. Tiny homes are a fast, cheap way to address a temporary problem.

Mayor LaMear confirmed there were no more public comments and asked Councilor to indicate whether they wanted to allow or prohibit home stay lodgings. Councilors' preferences were as follows:

- Councilor Price - impose a moratorium and allow home stay lodgings with restrictions.
- Councilor Jones – explore Staff's recommended options for allowing and regulating home stay lodgings.
- Councilor Brownson – impose a moratorium and discuss Staff's recommendations.
- Councilor Nemlowill – prohibit home stay lodgings
- Mayor LaMear – allow home stay lodgings and bring the currently illegal home stay lodgings into compliance

Council and Staff discussed the possibility of imposing a temporary moratorium on home stay lodgings. Mayor LaMear believed new ordinances were necessary despite enforcement issues and limited Staff capacity. Staff confirmed that code amendments take between six months and one year to complete. City Manager Estes suggested Council consider the City Attorney's comments on a moratorium at the first meeting in June.

Councilor Jones preferred the moratorium be lifted after a specified action had been completed, as opposed to setting an end date. Councilor Price believed a six-month moratorium would be appropriate. Councilor Brownson said if a moratorium was not possible, Council should consider a mechanism for bringing currently illegal home stay lodgings into compliance with any new rules that are implemented.

Councilor Nemlowill believed current lack of compliance was evidence that Staff does not have the capacity to enforce codes. She believed home stay lodgings took away from housing stock. Restrictions and permitting processes might help with enforcement a little bit, but she believed non-compliance would still be a problem. She asked why Director Cronin was not present to discuss such a big issue that will require the City to dig deep into the Development Code. City Manager Estes explained that Director Cronin was not working on this project because he has a home stay lodging unit in his home, so it would be a conflict of interest for Director Cronin to participate.

Councilor Nemlowill agreed that illegal home stay lodgings should be in compliance, but was concerned about the capacity of the Community Development Department to enforce current laws without Director Cronin. Councilor Brownson understood why Director Cronin recused himself, but did not believe it was necessary. He believed Director Cronin should work as directed by City Council and City Manager Estes. City Manager Estes explained that the Oregon Ethics Commission and City Attorney Henningsgaard determined it was necessary for Director Cronin to refrain from working on home stay lodging issues because he had a personal financial interest.

Mayor LaMear asked if third party inspectors would be certified. Staff confirmed they would recommend home inspectors that provide services to homebuyers. Staff would also have to develop inspection criteria. Other cities require inspectors to look at egresses, windows, and bedroom sizes. The property owners would be required to hire an inspector.

Mayor LaMear supported a moratorium so that Staff can work on code amendments and a permitting process without having more home stays added to the city. She believed the majority of Council wanted to allow home stay lodgings with restrictions that can be enforced.

City Manager Estes reminded that Staff needed to find out if a moratorium would be possible. Staff can discuss the possibility of a moratorium at City Council's first meeting in June. Councilors Jones and Nemlowill believed a moratorium would incentivize non-compliance. Staff confirmed that the Community Development Department's workload was already full. Additional resources will need to be brought in so that Staff can work on home stay lodging issues. City Manager Estes said he has been talking with Director Cronin about Staff's capacity for projects like implementing Phase 4 of the Riverfront Vision Plan, Advance Astoria, and the west end streetscape project. The Community Development Department is currently developing a site plan review process and there are other development review process issues that need to be resolved.

Councilor Price believed Staff's limited capacity was a good reason to refrain from changing home stay lodging requirements at this time. City Manager Estes confirmed that Staff could get the work done, but it would take about a year and the Community Development Department would need additional resources. He explained that lack of personnel and increased workloads have required all departments to look for additional resources.

Councilor Price said she has done a lot of research and found that every city that has allowed vacation rentals has ended up in some very bad situations. These cities are all now in the process of trying to make new regulations and having horrible enforcement issues. Vacation rentals are not good for Astoria just as they have not been good for any other city. Vacation rentals destroy communities.

Mayor LaMear noted that vacation rentals are classified as hotels and motels and the buildings are not owner or manager occupied. She reminded that this conversation was not about vacation rentals. Councilor Price disagreed and said the difference between a vacation rental and a home stay lodging was irrelevant because enforcement was the issue.

Councilor Jones said people are already doing illegal things in town and banning an activity will not fix the enforcement problems. He believed the City should move forward with home stay lodging requirements even though it will take some time. The priority should be to implement a retroactive permitting process. City Council should focus on increasing the number of permanent residential housing units in the community. Home stay lodgings will not make a huge difference to the housing issues. Staff and Council have a lot more work to do over the next year to increase housing and home stay lodgings will not get the City very far. The City needs to focus on the recommendations in the Affordable Housing Study that will make a big difference.

Mayor LaMear asked the community to come forward with any ideas to help the affordable housing crisis. She would love for a developer to buy the Clatsop Care building and turn it into affordable housing. However, she understood why renovating buildings like that were cost prohibitive. She thanked the public for their interest and their comments.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:09 am.

ATTEST:

APPROVED:

Finance Director

City Manager

Parks Advisory Board Meeting Minutes

April 26, 2017

Chairperson Norma Hernandez called meeting to Order at 6:47am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Jim Holen, Aaron Crockett, Jessica Schleif, and Michele Tompkins.

Absent - Eric Halverson

Staff- Angela Cosby, Laura Gillum, and Genesee Dennis.

Public comments

1. There were none.

President Hernandez

- A. What do you hear- Jessica Schleif said she had heard from several people that it was important to keep Shively Hall intact and as is. President Hernandez heard that many people are aware of and concerned about the situation in the Parks Department, but do not know how to help. Andrew Fick had received many questions about potential cuts to programs, facilities, and services. He and Ms. Schleif shared details about difficulties accessing presentations, agenda packets, and meeting minutes on the City's website. Director Cosby noted the online documents should be current through December 2016 unless a glitch has occurred. President Hernandez apologized that the agenda was sent out last minute. Andrew Fick expressed the importance of receiving the agenda packet in a timely manner. Big decisions need to be made and he did not want the Board rushing through the information they need to consider. Michele Tompkins thanked Director Cosby for giving a presentation to City Council in March. Jim Holen heard comments suggesting the youth sports be managed by a partner organization instead of Parks staff.

Employee Recognition

- A. Genesee Dennis recognized Laura Gillum as the April employee of the month.
- B. Director Cosby recognized Genesee Dennis as March employee of the month.

Old Business

- A. Jim Holen gave an update on the Parks Foundation's upcoming fundraisers, Run on the River and Parks After Dark. Volunteers and sponsors are still needed for Run on the River. Director Cosby noted the route would include the 36th Street Pier instead of the hill to Alderbrook this year and volunteers could sign up online.
- B. Director Cosby updated the Board on implementation of the Parks and Recreation Master Plan. The Capital Improvement and Maintenance Plans will be complete by the end of the year. The Parks Department has almost \$200,000 in Capital Improvement funds, but about \$3 million in capital improvement project needs.

New Business

- A. Director Cosby presented an update on the scholarship program. The Parks Foundation voted to change the area of eligibility from the Astoria city limits to the Astoria School District

boundaries. She asked the Parks Board to recommend that City Council adopt the change to the program.

Andrew Fick believed approving the new boundaries for scholarships would help promote a parks and recreation district with the same boundaries. Director Cosby added that a district could bring an additional \$12,000 per year into the Parks Department. The Parks Board unanimously voted to recommend that City Council adopt the Astoria School District boundaries as the area eligible for Parks Foundation scholarships.

- B. Director Cosby provided an update on the site-specific plans for Shively and McClure Parks. The consultant is developing concept plans and cost estimates. The concept plans will be published and public input will be used to refine the plans. The Parks Board will review the plans at their May 24th meeting. She confirmed the site plans were meant to reduce maintenance needs and costs at both parks and any new projects at the parks would be grant funded.
- C. Director Cosby updated the Board on efforts to resolve the issues related to youth swim team lane rental fees. On May 1, 2017, Staff will recommend that City Council approve a rental fee for the Northcoast Swim Club of \$1.00 per lane/per hour for the first year, and \$2.50 per lane/per hour for the second year. The Parks Foundation is assisting the swim club with scholarships and Staff has helped the club receive donations. Staff will also recommend Council approve the \$2.50 rate for the Astoria School District swim team. She answered questions about Council's direction to charge the school district higher rates than parent-led youth athletic teams and the impact of the rate increases.
- D. Director Cosby gave a brief update on the grant to restore the Doughboy Monument and said the restoration work would begin in the fall.
- E. Director Cosby provided updates on work sessions with City Council to discuss current issues and sustainability of the Parks Department. Staff is gathering data to facilitate the sale of some park properties, per Council's direction. The Board and Staff discussed the situation with the following key comments:
 - Revenue from land sales would be deposited into the City's General Fund, but the money could be earmarked for specific items.
 - Staff is responsible for generating revenue and has been directed by Council to recommend solutions to the budget issues. Additionally, the Parks Board cannot make budget related recommendations, but can support Staff. Director Cosby said she would continue to keep the Board updated.
 - Staff answered questions about cutting programs, which would only benefit the budget minimally. Adding additional resources would make a bigger difference than making cuts, so Staff would recommend that Council consider some new revenue streams.
 - Staff played a draft video that would be released to the public the following week
 - Staff answered questions about selling properties, budget issues, Staff's capacity, Staff's recommended solutions, and City Council's timeline. Director Cosby noted she was concerned that Staff turnover would result in program cancellations and facility closures before Council comes to a decision. Some of the recommendations would need to be approved by voters.

Staff Reports

President Hernandez noted that the Staff reports were not included in the agenda packet. Director Cosby said she would send the reports via email. She announced that Jennifer Benoit was now Executive Assistant to the City Manager's Office, so the Parks Department contracted with former employee Janice O'Malley Galizio to do the marketing.

Upcoming Events

- City Council Work Session, Thursday, May 4th at 6:00 pm at City Hall
- Parents' Night Out, every Saturday from 6:00 pm to 9:00 pm at Port of Play
- Youth Softball Practices Begin, May 2nd at Tapiola Park
- New Swimming Lesson Session, April 25th at Astoria Aquatic Center
- Lil' Sprouts Pre-K Graduation, May 26th at 6:00 pm at Port of Play
- Astoria Recreation Center, Port of Play, and Lil' Sprouts will be closed on Memorial Day, May 29th
- Adult Softball League Games Begin, May 30th

Future Meetings

- May 24, 2017 at 6:45 am in City Hall, Council Chambers
- June 28, 2017 at 6:45 am in City Hall, Council Chambers

Next meeting will be held Wednesday, May 24, 2017 at 6:45am at Astoria City Hall in Council Chambers.

Astoria Library Board Meeting

Astoria Public Library

April 25, 2017

5:30 pm.

Present: Library Board members Kate Summers, David Oser, Susan Stein, Kimberley Chaput, and Chris Womack. Staff Library Director Jimmy Pearson and ALFA Representative Steve Emmons.

Excused: None.

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

Approval of Agenda: The agenda was approved as presented.

Approval of Minutes: The minutes of April 4, 2017 were approved with the following corrections:

- Remove in the second line of Board Reports on Page 1.
- Removal of the apostrophes in the second bullet under Library Programs on Page 1.

Board Reports: There were none.

Library Director's Report:

Director Pearson presented several items from the 1800s that were recently discovered in the library's collection. These items are part of what makes Astoria unique and he wanted to ensure they are preserved and made accessible. He has been working with John Goodenberger and two students from Clatsop Community College to research grant opportunities for this preservation project.

Director Pearson's report was as follows:

- Library Facilities:
 - The automatic door opener would be installed on the south entrance on May 15th. Placement of the button would affect the mural, so he will coordinate with the woman who made the mural.
 - Terry's Plumbing has been asked to submit a cost estimate for the water fountain by Friday. If a water line needs to be replaced, the cost might be so high that the work would have to wait until the renovation.
- Library Programs:
 - The Saturday Poetry Reading is being done in coordination with Rick's Poetry Night to celebrate April as Poetry Month. The event will begin at 6:00 pm.
 - Staff is visiting schools to spread the word about Summer Reading.
 - The first Teen Advisory Council information meeting would be on May 20th at 3:00 pm.
 - The City Council/Library work session has been scheduled for May 30th at 6:00 pm at City Hall in Council Chambers.
- IT Update:
 - The email server has been updated.
 - The library is now using Baker & Taylor as their supplier instead of Amazon.
- Director's Activities:
 - Director Pearson attended the Oregon Library Association (OLA) meeting, where he networked with colleagues and spoke to the library's Baker & Taylor representative about costs for the levels of service they offer.
 - The Board and Staff discussed the pros and cons of using date due slips, which are appreciated by library users but cost extra. Director Pearson said he would continue to think about the best ways to improve library services.

Director Pearson updated the Board on the following:

- Efforts to redecorate the teen area: extra shelving and unnecessary display items would be donated to Warrenton's library. Funding from the Endowment Fund has already been approved, so the Teen

Advisory Committee can choose colors at its May meeting. He noted that since the teen area has been off limits, it has been easy to monitor.

- Cleaning up the workroom: Staff is considering how to best use the space as they work to clean up several areas of the library and make spaces more efficient.

Update on ALFA Activities:

Steve Emmons reported that Dave Ambrose has been elected as treasurer for 2017/2018. First quarter income was \$1,475.18 and the current balance is \$3,273.65.

Update on Foundation:

Chair Summers announced that Willis Van Dusen has been elected as president. The Foundation would give a presentation to City Council at the work session on May 30th. Their fundraising goal is \$3.5 million.

David Oser noted he hopes the City Council approves funding for architectural drawings and he believed the drawings would help the Foundation raise funds. He also noted that the Foundation was working on creating a logo. He encouraged all Board and ALFA members to attend the work session to demonstrate support for the library.

New Business:

David Oser reminded that officers would be elected in May or June.

Old Business: There was none.

Public Comments: There were none.

Items for Next Meeting's Agenda: Review of the foundation's presentation to Council and possibly Election of Officers. The next meeting will be May 23, 2017.

Adjournment: There being no further business, the meeting was adjourned at 6:02 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, Inc.

HISTORIC LANDMARKS COMMISSION MEETING

City Council Chambers
February 21, 2017

CALL TO ORDER – ITEM 1:

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

INTRODUCTION OF NEW MEMBER – ITEM 2:

President Gunderson welcomed Katie Rathmell to the Commission. Commissioner Rathmell briefly introduced herself, noting her professional background and expertise.

ELECTION OF OFFICERS – ITEM 3:

This Item was addressed immediately following Item 6: Public Hearings.

In accordance with Sections 1.110 and 1.115 of the Astoria Development Code, the HLC needs to elect officers for 2017. The 2016 officers were President LJ Gunderson, Vice President Michelle Dieffenbach, and Secretary Sherri Williams.

Commissioner Burns moved to re-elect President LJ Gunderson, Vice President Michelle Dieffenbach, and Secretary Sherri Williams as the officers for 2017, seconded by Commissioner Caruana. Motion approved unanimously.

Staff confirmed that after Ms. Williams retired, her replacement would serve as HLC Secretary.

The HLC proceeded to Item 7: Reports of Officers at this time.

ROLL CALL – ITEM 4:

Commissioners Present: President LJ Gunderson, Vice President Michelle Dieffenbach, Commissioners Jack Osterberg, Paul Caruana, Mac Burns, and Katie Rathmell.

Commissioners Excused: Kevin McHone

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

Director Kevin Cronin

APPROVAL OF MINUTES – ITEM 5:

President Gunderson asked if there were any changes to the minutes of December 20, 2016. There were none.

Commissioner Burns moved to approve the minutes of December 20, 2016 as presented; seconded by Vice President Dieffenbach. Motion passed 4 to 0 to 2. Ayes: Vice President Dieffenbach, Commissioners Caruana, Osterberg, and Burns. Nays: None. Abstentions: President Gunderson and Commissioner Rathmell.

PUBLIC HEARINGS:

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

ITEM 6(a):

EX16-13 Exterior Alteration EX16-13 by Jeff Schwietert to expand the staircase and door entry on the north elevation of an existing commercial building, and add an awning and trash enclosure at 1210 Marine in the S-2A, Tourist Oriented Shorelands zone.

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

President Gunderson declared that she works in real estate and property management and her business is located on the backside of and facing the Applicant's property. She did not believe this would affect her decision. She requested a presentation of the Staff report.

Planner Ferber presented the Staff report and distributed notes from the Public Works Department. The notes recommended design improvements and cited issues with rights-of-ways and the License to Occupy. The conditions of approval reflected the recommendations made by Public Works. Last week, Staff learned the Applicant was considering changes, but Staff did not have any details. No correspondence had been received and Staff recommended approval with conditions.

Commissioner Osterberg clarified that the Applicant would give more details about the trash enclosure and confirmed that the HLC may or may not need to review the trash enclosure depending on what the Applicant proposes during his testimony. Planner Ferber stated she was only able to lay out the information she received from the Applicant, and any new information could change the way the project must be reviewed. After the Applicant provides more design details, Staff will determine what level of review is necessary.

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

Jeff Schwietert, PO Box 189, Cannon Beach, said he owns Schwietert's Cones and Candy. The company is purchasing the building and renovating the first floor for a candy store. The second floor will be used for candy production. He wants to change the door on the back side of the building. The garbage containers are sitting out in the open, so he is open to suggestions as long as the enclosure is easy to use.

David Vonada, P.O. Box 648, Tolovana Park, Tolovana Architects, provided several copies of a revised design of the garbage enclosure to the Commission and Staff. He confirmed Staff had not yet seen the new design being proposed. He explained that the original design was for a stacked 4 X 12-inch pressure treated surround for the refuse and cardboard containers. The new design uses landscaping to create the refuse enclosure. He presented cut sheets of native grasses that could be planted in whiskey barrel planters that would surround the refuse enclosure. Bollards and bumper rails would still need to be installed. This design would allow the refuse company to service the containers while softening the appearance. The area where the garbage containers are located is not very wide, which limits the type of gate they can install. If they installed a sliding gate, like Baked Alaska's, it would slide out into the right-of-way. Therefore, the gates are negotiable. He spoke with Planner Ferber, who was not crazy about vinyl slats in a cyclone fence. The design could call for no gates at all or they could fabricate some swinging gates made of galvanized steel with expanded metal, similar to the design of the stairs on the building.

Commissioner Osterberg understood the landscaping was being proposed as screening and confirmed the grasses would grow tall. If Staff agreed that the HLC should review the enclosure made of landscaping, then he wanted more details about the types of grasses. Planner Ferber stated the proposed design requires a Type 2 review because the enclosure would be detached, less than 200 square feet, and visible from 12th Street. Type 2 reviews require public notice, but do not require review by the HLC. However, the HLC could still amend the conditions of approval requiring Staff to review the newly submitted garbage enclosure design.

President Gunderson noted her office is across the street and she looks at the garbage containers every day. She did not want a cyclone fence and believed the natural screening should not be left open. The wind has blown the garbage containers down the Riverwalk and into parked vehicles. Having been in the wine business, she knows that a whiskey or wine barrel will not last long in the weather. And if the dumpsters are banging against the barrels, they will fall apart. She proposed an enclosure with doors because that would hide the garbage and prevent people from digging through the garbage. The garbage enclosure for her office has hinged doors and the garbage company has keys to the locks.

Mr. Vonada replied he would be fine with that.

Mr. Schwietert confirmed President Gunderson would be okay with an enclosure like Baked Alaska's.

President Gunderson noted that an enclosure with hinged doors and locks would require a Type 3 review by the HLC. Planner Ferber added that if the Applicant submitted the design by Friday, Staff would have enough time to publish the public notice and schedule the review for March.

Vice President Dieffenbach agreed the dumpsters should be enclosed and not visible from the streets. She liked the proposal to make the enclosure match the metal on the stairs.

Mr. Vonada said the gates and stairs could be fabricated at the same time and by the same company. He could submit a drawing by Friday.

Commissioner Osterberg stated the newly proposed design addressed every one of his concerns and more. He viewed landscaping in whiskey barrels as a temporary improvement.

All of the Commissioners agreed to allow the Applicant to submit the new garbage enclosure design for HLC review at the March 21st meeting.

Commissioner Osterberg confirmed the Applicant proposed to remove the transom windows above the door and install a door with frosted glass.

President Gunderson stated the door could not have frosted glass, but clear or tinted glass would be allowed.

Mr. Schwietert confirmed this would not be a problem.

Mr. Vonada stated the original design submitted showed the elevation of the rear entry. The original door, side lite, and transom would be cut out and replaced with a new assembly. He believed it would be problematic to try to save the original transom when installing the new door.

President Gunderson called for any presentations by persons in favor of, impartial to or against the application. Seeing none, she called for closing remarks of Staff.

Planner Ferber confirmed the following changes to the Staff report:

- Conditions of Approval 6 and 7 - Delete
- Condition of Approval 8
- Condition of Approval 9 – The Applicant shall remove the transom window above the existing door.

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

Commissioner Caruana stated he supported the request because the improvements to the back of the building would outweigh the loss of the original transom above the door.

Commissioner Rathmell said she was fine with the clear glass door. She confirmed the new door assembly would be framed with metal sashes.

Vice President Dieffenbach said she supported the proposal.

Commissioner Burns stated the project met the criteria and he believed it would make the building look nicer.

Commissioner Osterberg and President Gunderson agreed the project would meet the criteria with the revised conditions of approval.

Commissioner Osterberg moved that the Historic Landmarks Commission (HLC) adopt the Findings and Conclusions contained in the Staff report and approve Exterior Alteration EX16-13 by Jeff Schwietert with the following changes to the Staff report:

- Delete Conditions of Approval 6 and 7
- Amend Condition of Approval 8 to include a statement indicating that the enclosure, as referenced in the Staff report, is not approved.
- Amend Condition of Approval 9 to approve the new transom window, as proposed.

Motion seconded by Commissioner Burns. Motion passed unanimously.

President Gunderson read the rules of appeal into the record.

REPORTS OF OFFICERS – ITEM 7:

There were none.

STATUS REPORTS – ITEM 8:

This Item was addressed immediately following Item 3: Election of Officers.

Item 8(a): CLG Restoration Grant Roll-Out

Planner Ferber updated the Commission on implementation of the \$11,000 CLG Restoration Grant from the State Historic Preservation Office (SHPO), noting eligibility and project completion requirements. She showed before and after photographs of restoration projects in Astoria that were completed with grant funds in previous years. Staff added that while the CLG grant is only for residential properties, the Storefront Improvement Program is for commercial properties. These funds have been targeted for the Uniontown neighborhood, but any funds not used by Uniontown property owners would be made available to the rest of the City. The City would not be awarding the Dr. Edward Harvey Historic Preservation award this year, but hoped these funds would spur projects that could be nominated for the award next year. Staff would be working with the *Daily Astorian* to promote events and contests for Historic Preservation Month in May.

Director Cronin noted Staff would participate in the ribbon cutting for the new sign at Mill Pond, which will recognize Art DeMuro's work. He asked Commissioners to forward their ideas for celebrating Historic Preservation Month.

Item 8(b): City Projects Update

Director Cronin updated the Commission on the following projects:

- City Council Goals for FY2017-18 and Annual Reports for each Department – Published on the City's website
- Affordable Housing Strategy – Public Hearing on March 20th
- Fee Schedule Amendments – To be reviewed by City Council in March
- Flavel Buildings – The north building is being cleaned up for reoccupancy and the north building will be sold.
- J P Plumbing Building – Staff spoke to Paul about removing the stone that was recently applied to the bottom of the building, but he may appeal to the HLC.
- Sherri Williams Retirement – Her last day will be February 28th, with a party from 4:30 pm to 6:00 pm. Staff expects to receive over 100 applications for her position by the time the application period closes on Friday, February 24th.

Item 8(c): Advance Astoria Update

Director Cronin updated the Commission on the Advance Astoria project, noting work done to date and next steps. He invited Commissioners to share their ideas for promoting growth at upcoming events. He explained that the project would lead to the creation of a 5-year economic development strategy.

Commissioner Osterberg said he recently read an article stressing the economic benefits of and need for training and apprenticeship programs in small manufacturing. Director Cronin noted that Advance Astoria is working with the college and intends to complement the college's new strategic plan. He described the new trend towards maker spaces, which helps to fill the need for technical training.

MISCELLANEOUS – ITEM 9:

New HLC Member List – The updated Member List is attached to the Agenda Packet. It is suggested this be included in Commissioner training notebooks. This is included for Commissioner information only. No action required.

PUBLIC COMMENTS – ITEM 10:

There were none.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:11 p.m.

APPROVED:



Community Development Director

HISTORIC LANDMARKS COMMISSION MEETING

City Council Chambers

March 21, 2017

CALL TO ORDER – ITEM 1:

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

INTRODUCTION OF NEW STAFF – ITEM 2:

Commissioners welcomed Anna Stamper, the Community Development Department's new Administrative Assistant. Anna Stamper said she was excited to be of service to the HLC and the City.

ELECTION OF OFFICERS – ITEM 3:

In accordance with Sections 1.110 and 1.115 of the Astoria Development Code, the HLC needs to elect officers for 2017. The 2016 officers were President LJ Gunderson, Vice President Michelle Dieffenbach, and Secretary Sherri Williams.

Planner Ferber noted for the record that elections were conducted at the previous meeting and Administrative Assistant Stamper had been elected the Secretary for 2017.

ROLL CALL – ITEM 4:

Commissioners Present: President LJ Gunderson, Vice President Michelle Dieffenbach, Commissioners Jack Osterberg, Kevin McHone, and Katie Rathmell.

Commissioners Excused: Mac Burns.

Commissioners Absent: Paul Caruana.

Staff Present: Planner Nancy Ferber and Administrative Assistant Anna Stamper. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

APPROVAL OF MINUTES – ITEM 5(a):

President Gunderson said the minutes of February 21, 2017 would be approved at the next meeting.

PUBLIC HEARINGS:

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

ITEM 6(a):

NC17-01 New Construction NC17-01 by Jeff Schwietert to construct a trash enclosure at existing commercial building at 1210 Marine Drive in the S-2A, Tourist Oriented Shorelands zone.

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

President Gunderson declared that she and her husband own a real estate property management company located across from the back door of the Applicant's property, but this would not affect her decision.

President Gunderson requested a presentation of the Staff report.

Planner Ferber presented the Staff report and recommended approval with conditions. No correspondence has been received.

Commissioner Osterberg asked for clarification on Conditional of Approval 5 on Page 8 of the Staff report. Planner Ferber explained that Staff recommended any visible wood be painted to match the stucco on the building or something else on the building so it would blend in. However, the HLC could change the requirement.

Commissioner Osterberg and President Gunderson briefly discussed other wood applications along the Riverwalk, noting that some are painted and some are not painted. Commissioner Osterberg said he wanted to hear from the Applicant and other Commissioners on this topic.

Commissioner Rathmell confirmed the timbers would be four inches thick by 12 inches high.

Commissioner McHone asked if the City required that a parking space be reserved for the building. Planner Ferber said she would have to check, but noted the use is changing from a vacant building to a retail sales building, which does require parking. She believed the Applicant would be leasing the space from the City.

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

Jeff Schwieter, P.O. Box 189, Cannon Beach, said he preferred natural wood instead of painted because he wanted to keep the enclosure as simple and straight forward as possible. He wished there was a more appropriate location than just out in the middle, but there are not many options. He believed natural wood would be in keeping with the rest of the area. He confirmed the enclosure would be built with large timbers, not slats.

President Gunderson noted for the record that the only people in the audience were the Applicant and his guests. She closed the public testimony portion of the hearing and called for Commission discussion and deliberation.

President Gunderson said all of her concerns had been addressed and she supported the request.

Commissioner Osterberg said he did not have any issues with the proposal, but he believed it would be unfortunate for the Riverwalk pedestrian experience to have visual exposure of the enclosure, which extrudes out past the end of the sidewalk. It would be awesome if there was any way to mitigate this. The visuals would be greatly improved if only parking space could be consumed so that the enclosure could be oriented southwest to northeast at the same angle of the parked cars.

Vice President Dieffenbach noted that a garbage truck could not access the enclosure in that situation. She was fine with the proposal and did not have any issue with painted or natural wood. However, natural wood weathers better than paint, which looks distressed.

Commissioners Rathmell and Osterberg said they were fine with the application. Commissioner Osterberg said he had a slight preference towards non- painted wood.

Planner Ferber confirmed Condition of Approval 5 would be amended by striking the second sentence.

Commissioner Osterberg moved that the Historic Landmarks Commission (HLC) adopt the Findings and Conclusions contained in the Staff report and approve New Construction NC17-01 by Jeff Schwieter, amending Condition of Approval 5 as follows, "Any visible wood shall be free of pressure treatment incision marks ~~and painted to match the building or garbage enclosure structure.~~" The motion was seconded by Commissioner McHone and passed unanimously.

President Gunderson read the rules of appeal into the record.

REPORT OF OFFICERS/COMMISSIONERS – ITEM 7:

Vice President Dieffenbach reported that she attended the City Council meeting to hear the discussion about accessory dwelling units (ADUs). The hearing was continued and she believed the ordinance would pass. She was surprised to learn that tiny houses would not be included in the ordinance and would be addressed as a separate issue. Tiny houses are not currently required to comply with the same fire safety codes as houses and the legislature is currently deciding on State requirements. Many people support ADUs because they could help provide affordable housing.

STAFF UPDATES – ITEM 8:

Planner Ferber updated the Commission on the following:

- Projects approved previously approved by the HLC:
 - 435 Exchange – Almost complete
 - Buoy Beer – Almost complete
 - 500 Duane – Applicant decided not to move forward but will likely return with amendments to the project.
- State Historic Preservation Office (SHPO) representatives will be in Astoria on April 5th at 6:30 pm in Council Chambers to gather input on a statewide historic preservation plan.
- Accessory Dwelling Units will be reviewed again by City Council on April 3rd. Staff is integrating changes recommended by the Lower Columbia Preservation Society (LCPS).
- No HLC meeting in April. The next meeting is scheduled for May 16th.
- Advance Astoria's next community forum will be on April 13th at Hampton Inn. Updates on the cluster analysis and next steps for the economic development plan will be presented.

President Gunderson reminded the Commissioners that the 2016 Ethics Commission Report's deadline is April 15th. The report can be completed online.

Planner Ferber said the Astoria Downtown Historic District Association (ADHDA) has applied for grant funding to do preservation work on the Merwyn and Columbian Theatre.

MISCELLANEOUS – ITEM 9:

PUBLIC COMMENT – ITEM 10:

ADJOURNMENT:

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

APPROVED:



Community Development Director

ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall
February 28, 2017

CALL TO ORDER:

Vice President Easom called the meeting to order at 6:35 pm.

INTRODUCTION OF NEW MEMBER:

Vice President Easom welcomed Jennifer Cameron-Lattek to the Planning Commission.

ELECTION OF OFFICERS:

In accordance with Sections 1.110 and 1.115 of the Astoria Development Code, the APC needs to elect officers for 2017. The 2016 officers were President David Pearson, Vice President Kent Easom, and Secretary Sherri Williams.

Vice President Easom stated the election of 2017 officers would be postponed to March when the Planning Department would have a secretary.

ROLL CALL:

Commissioners Present: Vice President Kent Easom, Jennifer Cameron-Lattek, Sean Fitzpatrick, Daryl Moore, Jan Mitchell and Frank Spence

Commissioners Excused: President David Pearson

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

APPROVAL OF MINUTES:

Commissioner Fitzpatrick moved that the Astoria Planning Commission approve the minutes of December 6, 2016 as presented; seconded by Commissioner Moore. Motion passed 5 to 0 to 1 with Commissioner Cameron-Lattek abstaining.

PUBLIC HEARINGS:

Vice President Easom 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.

ITEM 6(a):

CU17-01 Conditional Use CU17-01 by Steel and Timber Construction to locate light manufacturing (with shop space and storage) in approximately 1,000 square feet of an existing building at 1820 SE Front in the S-2, General Development Shorelands zone.

Vice President Easom 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.

Vice President Easom declared that he worked with Steel and Timber, but he did not believe this would affect his decision.

Vice President Easom asked Staff to present the Staff report.

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

Commissioner Mitchell asked if Staff was concerned about possible runoff into the bay from manufacturing done in the parking lot. Planner Ferber understood the manufacturing would not produce a lot of runoff or debris and recommended asking the Applicant for more details.

Vice President Easom opened the public hearing and called for a presentation by the Applicant.

Shaun Catlin, 1661 SE 2nd Street, Astoria, said he wanted to use the building to store tools and building materials. Occasionally, some light manufacturing would be done in the building, but with the doors open, not in the parking lot. The light manufacturing would include sawing, welding, and cutting steel. The doors would need to be open since welding creates smoke and steel would extend out into the parking while going through the machine. He had not seen any runoff from the area into the bay. The company does not produce much debris and they regularly sweep outside if there is sawdust. The building will mostly be used by his employees to drop off and pick up tools.

Vice President Easom called for any testimony in favor of, impartial to, or opposed to the application. Hearing none, he called for closing comments of Staff.

Planner Ferber noted the Commission could add conditions of approval if they were concerned about mitigating runoff.

Commissioner Mitchell suggested that perhaps the Applicant should be required to sweep or vacuum because the site is so close to the estuary. Planner Ferber stated new Condition 9 could require the Applicant to mitigate any potential runoff by doing daily cleaning or anything the Commission deemed appropriate if actively working outside. Commissioner Mitchell agreed that was appropriate.

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

Commissioner Fitzpatrick said the application seemed straightforward. Commissioners Moore, Cameron-Lattek, Spence, and Mitchell said they supported the application.

Commissioner Fitzpatrick moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and approve Conditional Use CU17-01 by Steel and Timber Construction with the addition of Condition 9; seconded by Commissioner Spence. Motion passed unanimously.

Vice President Easom read the rules of appeal into the record.

ITEM 6(b):

CU17-02 Conditional Use CU17-02 by Lacy Brown to use two bedrooms in an existing single-family dwelling for homestay lodging at 409 2nd Street in the R-1, Low Density Residential zone.

Vice President Easom 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 Mitchell stated she lived down the hill from the property, but had not had any contact.

Vice President Easom asked Staff to present the Staff report.

Planner Ferber reviewed the written Staff report, which included a letter of support. Staff recommended approval of the request with the conditions listed in the Staff report.

Commissioner Moore asked how the Planning Department interprets the clause "availability of similar existing uses." Planner Ferber said in this case, there is no availability of a similar use because the dwelling is a single-family home. There could be other similar uses in single-family dwellings in the area, but they might not have adequate parking, enough bedrooms, or have an owner on site while guests are present.

Commissioner Moore confirmed there have been five homestay lodging conditional use permit requests in R-1 zones since 2010. He asked how many homestays were currently permitted throughout all residential zones in the city. Planner Ferber said she was currently doing this research for City Council and she would have the information shortly.

Commissioner Mitchell noted the condition requiring the Applicant to give guests directions because getting to the property will not be easy in that neighborhood. She had no objection to the application. People regularly end up in the neighborhood on their way to the Column only to find that many of the streets come to a dead end. The topography is difficult and GPS does not give accurate directions.

Commissioner Cameron-Latteck understood the Comprehensive Plan stated a neighborhood should be protected from unnecessary intrusions of incompatible uses. She believed it would be difficult to predict how homestay lodgings will affect the neighbors because it depends on what kind of people come in and how they would behave in a homestay situation. She asked what recourse the City or neighborhood had if problems arise. As stated at a recent City Council meeting, once the permit is granted, it cannot be revoked easily. Planner Ferber clarified the comment made at the City Council meeting was not in reference to conditional use permits. Conditions can be added to conditional use permits, like requiring a six-month review to determine if there are any issues or negative impacts. This added level of review is specific to R-1 zones per the Comprehensive Plan and Development Code. It is up to the Planning Commission to determine if Staff's recommended conditions are adequate. She added the normal Code enforcement process would be implemented if the Applicant did not comply with the conditions of approval, if the City received a significant number of complaints, if transient lodging taxes were not paid, or if the Applicant failed to obtain a business license.

Commissioner Mitchell said the photograph makes the entry look longer than it is, but there would be enough space if the owners use the garage. She believed the use should be reviewed in six months or a year because the property is in an R-1 zone.

Vice President Easom opened the public hearing and called for a presentation by the Applicant.

Lacy Brown, 409 2nd Street, Astoria, said when she and her husband were looking to buy this house, they had trouble finding it, so she is very aware of the need to give specific directions. Her friends have tried to find the house via GPS, but get lost, so she has learned how to give good directions. She would email directions to guests and make sure their questions were answered prior to their stay. She and her husband live in Astoria year-round and they promise to be in the house when guests are staying with them. She did not want anyone in her house without her there because the house is her long-term home. She is a teacher and plans to rent the rooms in the summer and occasionally on weekends during the school year. She promised to obtain a business license and collect transient lodging taxes. The garage looks small, but she has two cars in the garage. The listing of the house and the directions to the house will include a picture and note that guests must park in the driveway, not the street. She loves to host people. She has lived in several states and hoped to call Astoria home because she is finally done with school. She and her husband love to entertain and want to welcome people from all over the country and all over the world to this beautiful city.

Commissioner Moore asked why Ms. Brown wanted to rent rooms periodically instead of on a permanent basis to local people. Ms. Brown said she and her husband really enjoy entertaining people, but did not want roommates. They are okay with hosting people temporarily but did not want someone long-term.

Commissioner Mitchell asked if Ms. Brown had kitchen facilities. Ms. Brown said there is space downstairs with a refrigerator and a microwave. There is also a bathroom. The upstairs has a shared bathroom for the guest bedrooms and a shared kitchen for the guests to use.

Commissioner Cameron-Latteck asked if Ms. Brown had ever had homestay lodging in her residence before. Ms. Brown replied yes, when she lived in Arizona prior to moving to Astoria. After staying in several apartment-like Airbnb rentals, she finally stayed in one that allowed her to meet the owners and stay in their house. She had not known this was possible, but the experience triggered her desire to do the homestay lodging. It felt like she was staying with family and that she belonged in the community.

Vice President Easom called for any testimony in favor of the application.

Katrina Gasser, 774 Alameda Ave., Astoria, said she is an Airbnb host and had her first guest in August. She is in zoning similar to the Applicant. Her homestay business is going well and has improved her family's life. The income has also been helpful. She confirmed for Commissioner Mitchell that she had not received any

complaints from neighbors. She has checked in with her neighbors because the concept is new for the neighborhood.

Lois Dupet, P.O. Box 1282, Astoria, stated she supported the request and admired the Browns for taking this on. Homestay lodgings are a good thing for Astoria. There is an affordable housing emergency in the county and in the city and she believed homestay lodgings could be part of the solution. Two-month long homestays could solve problems for people who are in transition. The fact that the City has only had five applications since 2010 suggests that this is not currently a solution, but it could be. She believed the requirement for the owner to reside at the dwelling on the same days as the guests could be an impediment to this scenario. An owner could not go to Portland for the weekend while renting to guests for 30 days, which seems excessive.

Vice President Easom called for any testimony impartial to the application.

LJ Gunderson, 413 Franklin Ave., Astoria, said she used to own a vacation rental company. Renting for 30 days is very different from one or two days. She recommended the City implement a three strikes and you are out rule; this worked well in Seaside. This allows the City to take the permit away from someone who does not follow the rules. She disagreed that homestays could be a solution to affordable housing issues. The Applicant wants to invite people into her home for a couple of days and she likes it when they leave. She also wants to be present because her things are in the house. Homestays are a completely different market. If homestays are allowed, she believed the City should have a way to take the license back from people who are breaking the rules. She preferred that homestays be licensed and regulated.

Vice President Easom called for any testimony opposed to the application.

Loretta Maxwell, Grandview Bed and Breakfast, 1574 Grand Ave., Astoria, agreed that the City needs to monitor what goes on in homestays and have the ability to take permits away if necessary. She wanted to know if guests would be using a kitchen. Her bed and breakfast is regulated by the health department and must maintain certain temperatures in her refrigerator and cleanliness. Her guests are not allowed in the kitchen. She is subject to inspections of her entire house to ensure safety and cleanliness standards. Such regulations are not part of this homestay. Homestays will not help the affordable housing situation. She rents rooms on a monthly basis to people who cannot find a place to live. She is asked regularly if she knows of any place to rent. People who work here are waitresses, cooks, and bartenders who cannot afford a place to live unless they all rent a house together. She was concerned about keeping track of how many rooms are available in Astoria for overnight stays because the town could become overloaded. She mentioned at the last City Council meeting that she believes her business has been affected by an overabundance of rooms in town. More regulation needs to be implemented and the community needs to think more about the impact to existing businesses. The Applicant seems like a nice person and she believed her heart was in the right place, but having people stay is not a whimsical decision. People tell her all the time that having a bed and breakfast would be cool. However, it is a lot of hard work and not always rewarding.

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

Commissioner Mitchell suggested an additional condition of approval be added requiring a review in one year to make sure the homestay is not causing problems for adjacent neighbors. She understood the housing issues in Astoria because she knows people who have had a difficult time finding housing. However, the Applicant does not want to convert their basement into a rental unit. Housing problems and homestays are two different issues, but she was positive homestays impact the bed and breakfast business. About 16 or 17 years ago, Astoria tried to get the State Tourism Conference to town, but there were not enough quality rooms in Astoria to accommodate a conference of 300 people. Astoria has come a long way, but not all of the changes have been good for existing businesses. This application seems to be in order and it would be nice to review the business again later. She suggested a one-year review for future applications as well.

Commissioner Spence agreed that enforcement would be important. He heard about the number of advertisements in the *Oregonian* for places in Astoria that are not licensed. The overall subject of what is permissible will be decided by City Council. However, this Applicant is entitled to the permit. The neighborhood is isolated and he had quite a time finding it. He did not believe the use would be a disturbance to the neighborhood. He liked the owner occupied aspect of homestays and bed and breakfasts. City Council is concerned about absentee ownership. About a year ago, the Planning Commission reviewed a request by an

applicant who owned two houses side by side and was required to occupy one of the homes. However, in this case, he believed the Applicant was entitled to the permit.

Commissioner Fitzpatrick was concerned about the kitchen, but appreciated that the Applicant would occupy the home the entire time. Use of the kitchen is more like a vacation rental rather than a homestay and he did not want to see this situation morph into a vacation rental. Vacation rentals are not legal in residential zones in Astoria.

Commissioner Moore believed all of the review criteria had been met. It is important to review the request against the Comprehensive Plan, which indicates uses should "maintain attractive and liveable residential neighborhoods for all types of housing." He did not believe this homestay would impact the neighborhood negatively. Another review criterion is to prevent home occupations that generate minimal impacts as an outright use in most cases. This homestay is a home occupation as much as it is a vacation or transient rental. The owners will generate a few dollars for operating the rooms for visitors. He did not believe homestays negatively impacted the housing issues that Astoria is facing. The Applicant is not willing to rent long term, so her home is not a housing option. He believed this was common among the homestay lodgings in Astoria. He supported the application, but did not support adding additional conditions of approval. New conditions would be a policy decision that City Council should discuss. Astoria has plenty of nuisance ordinances that can be used to enforce good behavior in the neighborhoods, so a one-year review is unnecessary.

Commissioner Cameron-Lattek believed it would be good for the City to have a review process and clear recourse. However, she was satisfied that this application met the criteria. She was sympathetic to Ms. Maxwell's position and appreciated that Ms. Maxwell continued to bring up her situation. City Council is very concerned with her issues and there are many important points to be made on all sides. She agreed that many homestays are not taking housing off the market as long as they are owner occupied. Homestays put more people in a single dwelling, which gives the city a sense of what it is like to have more people in Astoria's neighborhoods. She hoped the experience of having a homestay would encourage people to partition a part of their homes and create small apartments. Homestays could have a positive effect on the housing problems.

Vice President Easom stated he was in favor of the application. He believed the Commission should have a way to revisit these permits after a year to make sure everything is going okay and police the properties. Right now, the Commission does not have any way of saying no. Therefore, he favored the addition of a one-year review.

Commissioner Fitzpatrick advised the Applicant to be very clear when giving directions to guests and make sure to tell them not to use mobile applications for directions.

Planner Ferber asked for clarification on the proposed condition of approval to require a one-year review. She confirmed that the Planning Commission can recommend City Council add the requirement as part of an ordinance or Code amendment. Commissioner Moore stated he did not want to add any additional conditions to this application. Commissioner Mitchell preferred to make a recommendation to City Council.

Commissioner Moore moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and approve Conditional Use CU17-02 by Lacy Brown, with the conditions listed in the Staff report; seconded by Commissioner Mitchell. Motion passed unanimously.

Vice President Easom read the rules of appeal into the record.

REPORTS OF OFFICERS/COMMISSIONERS:

Commissioner Moore believed vacation rentals in residential areas should be shut down since they are illegal in Astoria. He requested that City Council direct the City Manager to ensure proper enforcement. Vacation rentals in residential areas have a direct impact on the housing problem. Astoria does not know how big the problem is because there is no inventory of how many properties are available. He understood City Staff was short handed, so he believed Council should hire Staff or make Staff time available for enforcement.

Commissioner Mitchell reported she just happened to be in the vicinity of a small group that was meeting to discuss co-housing. The group had about 18 people and included a young couple and a long-time Astoria

resident. Co-housing is not a solution to the housing problem, but it is another option that could work in some situations.

Commissioner Cameron-Lattek said she was happy to be on the Planning Commission. She is interested in the housing challenges in Astoria. She has lived in two neighborhoods that experienced a lot of gentrification while she was there and she has seen some of the challenges that neighborhoods can go through as cities change quickly. She is excited to be part of the process in Astoria. She noted that some of the listings on Airbnb state the entire unit is for rent. That situation might look like it is in violation of City Code, but those units could just be a separate space in a home and are not necessarily in a house not occupied by the owner.

Vice President Easom believed there were illegal vacation rentals and until City Council provides Staff to regulate and investigate them, the Planning Commission is up against a wall.

STAFF UPDATES:

Planner Ferber updated the Commission on the following:

- Staff Retirements - Sherri Williams and Julie Yuill
- Accessory Dwelling Unit ordinance – City Council review on Monday, March 20th
- Advance Astoria – Upcoming Events
 - March 9th - Advisory Committee Meeting, 6:30 pm to 8:30 pm at Reachbreak Brewery, RSVP
 - March 11th – Pop up during Art Walk, 5:00 pm to 8:00 pm at the former Curious Caterpillar
 - April 13th – Community Forum 6:30 pm to 8:30 pm at Hampton Inn
 - April 25th and May 2nd – tentative dates for APC work sessions to review economic development
 - May 23rd– Planning Commission hearing
 - CEDR Awards – Still taking nominations
 - Community Survey – Still available on the City website and has been incentivized with an option to win gift cards to local breweries
- Commissioner Training – Staff is working on scheduling refresher training for the Commission
- CLG Restoration Grant - \$11,000 available to homeowners in Uniontown for façade improvements completed by July

Commissioner Spence commented on Ms. Williams' tenure with the City and said she would be missed.

MISCELLANEOUS:

New APC Member List – The updated Member List is attached. It is suggested this be included in Commissioner training notebooks. This is included for Commissioner information only. No action required.

PUBLIC COMMENTS:

Unidentified Male Speaker asked when CLG funds would be made available to other areas of the city. Planner Ferber explained she already had a waiting list and she would know within the next month or two if funds would be available to neighborhoods other than Uniontown.

Rick Culver, 3506 Harrison, Astoria, said he moved to his current home in 1979 and the neighborhood is turning into a short-term rental and vacation home neighborhood, especially during tourist season. The neighborhood is very congested with traffic. Buoy 10 guides have purchased homes and bring their clients into the area. They park their boats on the streets and sidewalks along Franklin. The neighborhood is now a non-resident neighborhood. He raised three children who no longer live in Astoria and he plans to tell his grandson not to stay because the neighborhood is not for residents any more. He has lived on the coast his entire life and has seen this situation in Newport, Lincoln City, Seaside, Gearhart, and now Astoria. If the Commission wants to keep the neighborhood residential, he suggested short-term rentals be limited. The number of short-term rentals could be expanded later on, but Astoria is no longer a residential town. He owns a vacant lot that is buildable, but he does not plan to build a house on it to maintain his view. He allows his neighbors to have access through the lot, but now that there are short term rentals he must pick up hypodermic needles and dog waste is thrown into is flower beds. He confirmed that he lives one block from the *Free Willy* house, two blocks from the *Kindergarten Cop* house, and four blocks from the *Goonies* house. Maps of the neighborhood are bad, so people are always asking him for directions to the *Goonies* house. He lives on a flat street and has a few neighbors with small

children that play basketball, but the area is not safe anymore. Astoria will grow, but the City should keep the growth slow.

Commissioner Mitchell asked Mr. Culver how many short-term rentals he believed were in his neighborhood. Mr. Culver said a vacant house just sold and he believed there were a small number of short-term rentals right now. However, homes that used to be residential are now second homes and rentals. He recently had people walk into his house and he had to call the police.

Commissioner Mitchell said she found it difficult to park on the street when visiting someone in that neighborhood. The street is narrow, so people will park on the sidewalk. Mr. Culver noted the streets of Astoria were not built for many types of vehicles and it is common to park on sidewalks. This means residents have to walk on the streets. He asked that short-term rentals be limited. A lot of houses in the area have been sold and turned into rentals.

Commissioner Moore asked Mr. Culver what he meant by short-term rental. Mr. Culver confirmed the rentals could be weekly or daily, especially during the summer time and during events. Many people from Portland and Seattle own the homes and they come to Astoria with their guests for events. The neighborhood gets congested. Commissioner Moore asked Mr. Culver to repeat these comments at a City Council meeting.

Luanne Farrar, 3520 Harrison, Astoria, said she has lived in her current home for 10 years. She believed the neighborhood was very quiet and peaceful and did not seem to notice the problems Mr. Culver mentioned. She has considered Airbnb because she has many guests that come to stay in her home. Last year, she hosted two groups of people who were in transition; they stayed in her home for six weeks. She is in an R-2 zone, her home and driveway would qualify, and she wanted regulations to apply to her visitors. Her guests are very quiet and sharing her home with people short term has been a lovely experience. She would like to have a license and be regulated, so she planned to apply. People always come to stay with her and sometimes they give her money. She is never sure what to ask for. She empathized with Mr. Culver, but said she has never experienced the problems in her neighborhood. She is okay with people staying all night, she works at home, and she enjoyed having people stay with her for six weeks.

Katrina Gasser, 774 Alameda Ave., Astoria, said this was her first time hearing about how Airbnb impacted people, so she took a few notes. Hosting on Airbnb has had a significant financial impact on her family. She would not normally rent out her space and it was difficult to get her husband to rent out the basement until he learned more about Airbnb. The guests have a separate entrance and she does not want guests in her kitchen. She did not think about food safety and just wanted her own space. Maybe later she would put in a kitchen and rent the space out, but currently, hosting on Airbnb has been an adjustment for her family. Airbnb has been a good fit for her family and none of the neighbors have been disrupted. She has three children who run around the yard and her guests are quieter than her children are. Staying at a bed and breakfast offers an experience different from staying in her basement. She might offer a microwaveable sausage for her guests, but guests at a bed and breakfast might get waffles with strawberries and someone to talk with in the morning. She does not want to take away from anyone else's income, but her business is viable, too. Her business brings people to the area and she can encourage guests to stay in different places. She is a fifth generation Astorian and loves her community. All of her reviews reflect that love because she brags about her hometown. She would look for ways to support other businesses in the industry because she wanted to make sure there is room for everyone who offers these services.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:52 pm.

APPROVED:



Community Development Director

ASTORIA PLANNING COMMISSION MEETING

Astoria Library – Flag Room

April 25, 2017

CALL TO ORDER:

President Pearson called the meeting to order at 7:35 pm.

ELECTION OF OFFICERS:

In accordance with Sections 1.110 and 1.115 of the Astoria Development Code, the APC needs to elect officers for 2017. The 2016 officers were President David Pearson, Vice President Kent Easom, and Secretary Sherri Williams.

Commissioner Moore nominated President Pearson and Vice President Easom for another term and Anna Stamper as the new Secretary. Motion was unanimously approved.

ROLL CALL:

Commissioners Present: President David Pearson, Vice President Kent Easom, Jennifer Cameron-Lattek, Sean Fitzpatrick, Daryl Moore, and Jan Mitchell

Commissioners Excused: Frank Spence

Staff Present: Community Development Director Kevin A Cronin. The meeting was transcribed by city staff.

APPROVAL OF MINUTES:

Commissioner Cameron-Lattek noted to strike "prevented" and change to "encouraged" on page 5. Commissioner Fitzpatrick moved that the Astoria Planning Commission approve the minutes of February 28, 2017 as amended; seconded by Commissioner Moore. Motion passed 6 to 0.

PUBLIC HEARINGS:

President Pearson explained the procedures governing the conduct of public hearings to the audience.

ITEM 6(a):

CU17-03 Conditional Use CU17-03 by David Sundquist to operate a two bedroom homestay lodging in an existing single family dwelling at 66 W. Grand Avenue in a R-1 – Low Density Residential Zone.

President Pearson 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. Director Cronin declared a conflict of interest and did not participate in the proceedings.

President Pearson opened the public hearing and called for a presentation by the Applicant.

David Sundquist, 66 W Grand Ave, Astoria, said he and his wife are recent empty nesters and wanted to use the extra two bedrooms for short term rentals. He likes the flexibility of having family stay as well as hosting visitors. Mr. Sundquist believes he meets all of the criteria.

President Pearson called for any testimony in favor of, impartial to, or opposed to the application. Hearing none, he closed the public hearing and called for Commission discussion and deliberation.

Commissioner Cameron-Lattek noted the compatibility of the site for off street parking, the owner will live on site, use it as a home based business, and believed it was appropriate based on the criteria.

Commissioner Fitzpatrick asked the applicant if he knew the difference between vacation rental and homestay lodging. Mr. Sundquist responded that he did and plans to continue to live in his home and manage the lodging business. Commissioners Easom, Moore, Cameron-Latteck, and Mitchell said they support the application.

Commissioner Moore moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and approve Conditional Use CU17-03 by David Sundquist; seconded by Commissioner Easom. Motion passed unanimously.

President Pearson read the rules of appeal into the record.

REPORTS OF OFFICERS/COMMISSIONERS:

No reports.

STAFF UPDATES:

- City Council Goals FY 17-18: Director Cronin noted that the Council approved a new slate of goals for next fiscal year. These are in addition to other goals that have not been completed from FY 15-16, including housing and Uniontown streetscape project. The new goals related to Community Development are as follows:
 - Implement final phase of the Riverfront Vision Plan – Urban Core
 - Heritage Square
 - Library Renovation
 - Downtown parking study
- In addition to Council goals, Director Cronin presented a work program to Council in January that also included adding a site plan review section to the Development Code and updating the landscaping sector as well. The Geologic Hazards Ordinance is also still a holdover to do list item.
- CLG Restoration Grant - \$11,000 available to homeowners in Uniontown for façade improvements completed by July. Staff has received 6 applications which total more in requests than available funding. Staff is busy preparing applications that take a lot of staff time and paperwork. Staff expects at least 4 projects to be funded.

Director Cronin thanked the Commission for their flexibility in the meeting location change to the Library due to Budget Committee meetings in Council Chambers.

PUBLIC COMMENTS:

None

WORK SESSION: Advance Astoria

Director Cronin provided a summary of the project to date. This work session is an opportunity to brief the Commission and get them up to speed on project developments. Staff requested comments on the Draft Economic Opportunities Analysis, existing Comprehensive Plan Economic Element, and Draft economic development strategies that were presented at the Community Forum on April 13.

Commissioner Moore asked why high tech businesses were not included in the list of preferred businesses. Director Cronin responded that there wasn't any evidence to suggest that this sector is active in Astoria or if it could grow in the future. Absent any trends or other evidence, the Committee did not recommend it.

Commissioner Moore noted that the Comprehensive Plan Goal CP 200 lacks any clarity or direction and is a broad statement.

Director Cronin mentioned the status of the existing Comprehensive Plan lacks any strategy, has disparate goals, some of which have not been addressed through Advance Astoria, and is disorganized since it's been amended many times since adoption in 1981. Staff will work with the consultant to develop policy amendments which could be a wholesale change, specific amendments, or new additions. The economic development strategy will be adopted as a reference similar to the Parks Master Plan that was adopted in 2016.

The next work session will be a joint session with the Advance Party advisory committee on May 2 at 6:30 in Council Chambers.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:31 pm.

APPROVED:



Community Development Director



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date MAY 18, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION: TRANSFER APPROPRIATIONS WITHIN 17th STREET DOCK FUND BUDGET FOR FY 2016-17

DISCUSSION/ANALYSIS


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

At the time the budget was originally appropriated, the Personal Services included appropriations for Public Works department to conduct routine repair and maintenance for the 17th Street Dock. In anticipation of future dredging survey requirements preliminary work began which was unanticipated when the budget was prepared. This additional Interfund wage transfer from Public Works requires a transfer in the amount of \$ 4,500 from available appropriations in Materials and Services of the 17th Street Dock Fund.

This transfer will increase the Personnel Services line from \$ 12,500 to \$ 17,000 for additional Interfund wages and will reduce appropriations for Materials and Services \$ 4,500 resulting in appropriations of \$ 41,000 which is sufficient for remaining anticipated expenses.

RECOMMENDATION

It is recommended that Council approve the attached resolution which transfers appropriation of \$ 4,500 from Materials and Services to Personnel Services, within the 17th Street Dock Fund.

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

Resolution No. 17-

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

WHEREAS, ORS 294.463 provides guidance for the transfer of appropriations within a fund by action of the governing body, and

WHEREAS, a resolution authorizing the transfer of appropriations within the 17th Street Dock Fund for the FY 2016-17 budget is required after adoption of the FY 2016-2017 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:

Adjusting \$ 4,500 from Materials and Services to Personnel Services to recognize requirement for unanticipated work associated with future dredging survey. The total requirements remain the same for this fund.

<u>17th Street Dock Fund # 330</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Personnel Services	\$ 12,500	\$ 4,500	\$ 17,000
Materials and Services	45,500	(4,500)	41,000
Capital Outlay	294,000	0	294,000
Debt Service	135,540	0	135,540
Transfer to Other Funds	146,500	0	146,500
Contingency	60,000	0	60,000
Ending Fund Balance	<u>209,360</u>	<u>0</u>	<u>209,360</u>
Total Expenditures	\$ 903,400	\$ 0	\$ 903,400

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2017.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2017.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION YEA NAY ABSENT

Councilor Nemlowill
 Brownson
 Price
 Jones

Mayor LaMear



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date May 22, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: PUBLIC HEARING AND RESOLUTION TO ADOPT THE CITY OF
ASTORIA BUDGET FOR FYE JUNE 30, 2018

Discussion & Analysis

Oregon Local Budget Law requires the City Council hold a public hearing on the budget, as recommended for approval by the Budget Committee. Notice of this hearing, scheduled for June 5, 2017, was published in the Daily Astorian on Friday, May 19, 2017.

The budget for the City of Astoria, as discussed and recommended for approval by the Budget Committee, is ready for the City Council to consider for adoption. Copies of the approved budget were previously distributed to the Council. The budget was also posted on the City's website and is available in hard copy at the Finance Department and the Astoria Public Library.

Changes from the proposed budget, approved by the Budget Committee are reflected in the attached resolution as follows:

The Ending Fund Balance of the Capital Improvement Fund is reduced by \$ 40,000 and the Capital Outlay - Machinery and Equipment is increased to recognize estimated cost associated with recycling containers for to be placed in City parks.

The attached resolution will adopt resources and appropriations and authorize the collection of taxes at a rate of \$8.1738 per thousand for FYE June 30, 2018.

It should be noted the resolution has been modified from prior year presentation format in two key elements: The ending and reserved fund balances are no longer presented in the resolution and the fund appropriations are presented by organization unit rather than object classification. The organization unit is the department responsible for the expenditures. Object classifications include personnel services, materials and services, capital outlay and debt service. The object classification breakdowns are detailed in the budget document.



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Recommendation

It is recommended City Council hold a public hearing on the FYE June 30, 2018 budget as approved by the Budget Committee. After the hearing, it is recommended that the Council consider the resolution to adopt the budget.

By:

Susan Brooks CPA

Director of Finance and Administrative Services

**A RESOLUTION TO ADOPT BUDGET, MAKE APPROPRIATIONS, DECLARE TAX LEVIES AND
CATEGORIZE TAXES FOR THE CITY OF ASTORIA BEGINNING JULY 1, 2017**

WHEREAS, in accordance with ORS 294.456, the City Council is required to adopt the budget, make appropriations, declare tax levies and categorize taxes by resolution; now, therefore,

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

Section 1. That the City Council of the City of Astoria hereby adopts the budget as approved by the Budget Committee for 2017-18 in the total sum of **\$ 32,760,559.00**, now on file at City Hall.

Section 2. That the expenditures for the fiscal year beginning July 1, 2017, and for the purposes shown below, are hereby appropriated as

General Fund

City Council	13,260
City Manager	279,880
Municipal Court	170,220
Finance	683,845
City Attorney	88,050
Community Development	368,735
City Hall	63,570
Fire	1,919,755
Police	2,602,640
Library	495,525
Contingency	2,267,580
Transfers to Other Funds	1,504,050
Nondepartmental-Unallocated	698,740
FUND TOTAL	11,155,850

Capital Improvement Fund

City Manager	1,000
Finance	25,500
Community Development	89,500
Fire	23,650
Police	57,300
Library	158,000
Parks-Recreation/Administration	250,000
Parks-Maintenance	14,000
Public Works-Engineering	83,500
Public Works-Shop and Yard	37,500
Public Works-Water	48,500
Materials & Services-Unallocated	55,200
Capital Outlay-Unallocated	107,200
Debt Service	170,600
Contingency	110,000
FUND TOTAL	1,231,450

Unemployment Fund

Finance	11,000
Contingency	1,650
FUND TOTAL	12,650

Trails Reserve Fund

Streets	40,820
FUND TOTAL	40,820

Public Works Improvement Fund

Shop and Yard	141,900
Streets	23,100
Sewer	500,400
Stormwater	75,000
Water	544,000
Transfer to Other Funds	234,390
Debt Service	691,780
Contingency	129,350
FUND TOTAL	2,339,920

Public Works Capital Reserve Fund

Water	1,206,000
FUND TOTAL	1,206,000

Local Impr. Debt Service Fund

Transfer to Other Funds	22,000
FUND TOTAL	22,000

East Astoria Waterline Debt Service Fund

Debt Service	69,410
FUND TOTAL	69,410

7th Street Dock LID Debt Svc Fund

Debt Service	81,760
FUND TOTAL	81,760

Combined Sewer Overflow (CSO) Debt Service Fund

Sewer	52,500
Debt Service	1,713,630
Transfers to Other Funds	150,000
Contingency	50,000
FUND TOTAL	1,966,130

Revolving Loan Fund

Finance	130,000
Contingency	42,410
FUND TOTAL	<u>172,410</u>

Building Inspection Fund

Community Development	228,645
Transfers to Other Funds	20,800
Contingency	75,000
FUND TOTAL	<u>324,445</u>

Emergency Communications Fund

Emergency Communications	1,457,780
Transfers to Other Funds	25,000
Contingency	150,000
FUND TOTAL	<u>1,632,780</u>

Special Police Projects Fund

Police	15,730
Contingency	6,400
FUND TOTAL	<u>22,130</u>

Parks Project Fund

Parks-Maintenance	74,380
FUND TOTAL	<u>74,380</u>

Maritime Memorial Fund

Parks-Maintenance	112,150
FUND TOTAL	<u>112,150</u>

Parks Operation Fund

Aquatics	639,090
Recreation/Administration	995,374
Maintenance	570,520
FUND TOTAL	<u>2,204,984</u>

Astoria Road District Fund

Streets	645,000
Contingency	100,000
FUND TOTAL	<u>745,000</u>

State Tax Street Fund

Streets	775,000
Contingency	63,930
FUND TOTAL	<u>838,930</u>

Public Works Fund

Engineering	1,082,620
Shop & Yard	541,000
Streets	600,615
Sanitation	84,180
Sewer	1,116,900
Stormwater	212,210
Water	1,505,105
Transfers to Other Funds	414,600
Contingency	181,770
FUND TOTAL	<u>5,739,000</u>

Cemetery Fund

Parks-Maintenance	38,320
FUND TOTAL	<u>38,320</u>

17th Street Dock Fund

Public Works-Engineering	267,500
Public Works-Shop and Yard	76,000
Transfer to Other Funds	146,500
Debt Service	135,540
Contingency	60,000
FUND TOTAL	<u>685,540</u>

Aquatic Facility Trust

Parks-Aquatics	1,210
FUND TOTAL	<u>1,210</u>

Astoria Public Library Endowment Fund

Library	37,500
FUND TOTAL	<u>37,500</u>

Promote Astoria Fund

City Manager	25,000
Finance	390,750
Police	22,000
Parks-Maintenance	165,550
Public Works-Engineering	363,000
Contingency	150,000
FUND TOTAL	<u>1,116,300</u>

Logan Memorial Library Fund

Library	881,920
FUND TOTAL	<u>881,920</u>

Library Renovation Fund

Library	7,570
FUND TOTAL	<u>7,570</u>

TOTAL	
APPROPRIATIONS	<u>32,760,559</u>

Section 3. That the City Council of the City of Astoria hereby imposes taxes provided for in the adopted budget at the rate of \$8.1738 per \$1,000 of assessed value for operations.

Section 4. That, in accordance with ORS 310.060(2), the taxes imposed in Section 3 are categorized as General Government taxes subject to the limits of Section 2, Article XI of the Oregon Constitution.

Section 5. That the Finance Director will file this resolution with the Clatsop County Clerk and the County Assessor on or before July 15, 2017.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2017.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2017.

Mayor

ATTEST:

City Manager

		YEA	NAY	ABSENT
ROLL CALL ON ADOPTION Councilor	Nemlowill			
	Brownson			
	Price			
	Jones			
	LaMear			
Mayor				



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date May 31, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER


SUBJECT: RESOLUTION TO ELECT TO RECEIVE STATE SHARED REVENUES

DISCUSSION/ANALYSIS

Oregon Revised Statute 221.770 requires the City to adopt a resolution to declare its intent to receive state revenue for each new fiscal year. State shared revenues include the state gas tax, alcohol tax, cigarette tax and state shared revenues. The attached resolution expresses the City's intention to receive state shared revenues for FY 2017 - 18.

RECOMMENDATION

It is recommended that the City Council consider this resolution for adoption.

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

Resolution No. 17-

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

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

Section 1. That, in accordance with ORS 221.770, the City of Astoria hereby elects to receive state revenues for fiscal year 2017-2018.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2017.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2017.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
-----------------------	-----	-----	--------

Councilor -	Nemlowill		
	Brownson		
	Price		
	Jones		
Mayor	LaMear		



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

May 16, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: **ADOPTION OF 2017-18 WATER AND SEWER RESOLUTIONS**

DISCUSSION/ANALYSIS

The proposed Public Works Fund budget, as approved by the Astoria Budget Committee, provides for increase of 6% in the CSO surcharge rate. There will be no other increases for water and sewer services.

The surcharge is designed to service the debt on Department of Environmental Quality (DEQ) Clean Water State Revolving Fund and Business Oregon loans that are used to finance the design and construction of Federal and State mandated Combined Sewer Overflow (CSO) projects.

Two resolutions, Water and Sewer (see attached), have been prepared to implement Fiscal Year 2017-2018 Water & Sewer Rules and Regulations. While there are no changes to the rates in the water resolution, the following modification was made:

The framework used to size water meters has been modified from an Equivalent Dwelling Unit (EDU) based process to a Water Supply Fixture Unit (WSFU) process to be more consistent with the Uniform Plumbing Code.

RECOMMENDATION

Recommend the Astoria City Council adopt the proposed Water and Sewer Resolutions for the fiscal year 2017-18.

By: _____

Ken P. Cook, Public Works Director

RESOLUTION NO. 17 –

A RESOLUTION ESTABLISHING RULES, REGULATIONS, RATE CHARGES AND CONDITIONS FOR WATER SERVICE

WHEREAS, the City of Astoria provides a valuable public service by providing a waterworks and water distribution system inside and outside of the City limits. These water facilities constitute a public utility owned and operated by the City of Astoria. The utility exists for the benefit of persons within the city who want to have the system available for supplying domestic, commercial, industrial, fire protection, public or other water service. Although owned by and operated primarily for the citizens of Astoria, the system provides water as available to water districts and customers outside the Astoria City limits.

WHEREAS, users of the water system must be charged rates that reflect costs of ownership and the operation of the water system as a public utility in the city. Property owners who do not use the water utility generally should not pay utility rates. However, some use of the water system occurs when the water service to improved property is sized to provide water for fire suppression on the property, even though no water is being consumed by such service.

WHEREAS, the rate structure of the water utility should be based upon a fee for service consistent with the above findings. Although this rate structure is intended to constitute a service charge, even if it is viewed as a charge against property or against a property owner as a direct consequence of ownership of that property, the utility's rate structure should nonetheless, endeavor to allow the owner the ability to control the amount of the charge. Similarly, the utility's rate structure should reflect the full actual direct and indirect costs of providing the service.

WHEREAS, under sections 3.025 and 3.100 of the Astoria Code, the City Manager is authorized to enforce water rules and regulations and the city council hereby approves these rules and regulations and sets rates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA, THAT THE FOLLOWING RULES AND REGULATIONS SHALL BECOME EFFECTIVE UPON PASSAGE.

Definitions

Access/Demand Charge: Means the charge made to each user to cover direct and indirect costs attributable to sizing and maintenance of the water system so that water is available for a customer's requirements upon demand.

After Hours: Means any time other than that covered by "normal working hours" in the definitions section.

Applicant: Means any person, corporation, association or agency applying for water service as defined below under Property Owner or Non Owner Applicant

Auxiliary Water Supply: Means any supply of water used to augment the supply obtained from the City water system which serves the premises in question.

Backflow Prevention Assembly: Means a backflow prevention assembly such as a Pressure Vacuum Breaker Backsiphonage Prevention Assembly, Spill-Resistant Pressure Vacuum Breaker Backsiphonage Prevention Assembly, Double Check Valve Backflow Prevention Assembly, Double Check-Detector Backflow Prevention Assembly, Reduced Pressure Principle Backflow Prevention Assembly, or Reduced Pressure Principle-Detector Backflow Prevention Assembly and the attached shutoff valves on the inlet and outlet end of the assembly, assembled as a complete unit, and a model approved by the Oregon Department of Human Services.

City: Means the City of Astoria, its staff and/or designee (authorized representative).

City Service Line: Means any pipe and fittings which connect a water main to a water meter or "customer service line".

Cross-Connection: Means any actual or potential unprotected connection or structural arrangement between the public or user's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substances other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel, or change-over devices, and other temporary or permanent devices through which, or because of which, backflow can occur are considered to be cross connections.

Customer: Means a person, corporation, association or agency that has requested and is receiving water service.

Customer Service Line: Means any pipe, valves, and fittings leading from the water meter or City service line into the premises served or the point of ultimate use

Fire Service: Means service installed for the specific purpose of fire protection (hose connection or sprinklers).

Water Supply Fixture Unit (WSFU) : A unit of measure for the probable demand on a water supply by a particular type of plumbing fixture. The value depends on the volume of water supplied, the duration of a single use, and the number of uses per unit time.

Multiple Service Connection: Means a property with a single meter water service serving multiple customers.

Normal Working Hours: Means any normal workday (Monday-Friday except holidays) between the hours of 8:00 a.m. and 4:00 p.m.

Property Owner: Means an individual or organization that has legal ownership as evidenced by a deed filed with the County for the service address. It is understood that an agent can be appointed to act on behalf of the legal owners. It is further understood that any individual or organization that is listed on the deed (no matter the percentage ownership) is authorized to conduct business for the service address and to incur charges accordingly.

Service: Means that combined facility made up of both a "City service line", and a "customer service line".

Single Service Connection: Means a property with a water service serving a single customer.

Tenant: A person, including a vendee under a land sales agreement, lawfully occupying a property to which utility serves are provided pursuant to an agreement with the owner.

User: Means any person, corporation, or other entity using water through an established service line.

Water Main: Means any pipe owned by the City of Astoria laid in a street, alley, or easement, and used or intended to be used for the distribution of water to customers through service lines.

Water Meter: Means any device used for the measurement of water delivered to an individual location or user (service).

Water System: Means the water supply source including treatment facilities, storage, distribution facilities under the City's control, and ending at the point of delivery to the water user's premise.

Application for Service

Section 1.01. Application for Water Service

- (1) An application for the installation of a new meter service shall be made to the Engineering Department. The applicant must be a Property Owner as defined. Upon completion of the new meter application process and prior to the physical installation of the meter, the applicant shall apply for water service with the Finance Department as outlined in the steps below.
- (2) An application for an existing water service shall be made to the Finance Department in person. All applicants must provide acceptable photo identification sufficient to meet the guidelines of the Cities Identity Theft Protection Program.
- (3) An applicant shall state fully and truly all the purposes for which the water may be required and shall agree as a condition for such use, to conform to the provisions of the Astoria Code and the rules and regulations of the City concerning water use.
- (4) If the applicant has outstanding unpaid amounts from a previous utility service with the City, those balance must be paid in full to either the City or it's assigned collection agent if applicable prior to the granting of service.
- (5) If the applicant is the Property Owner for which service is to be provided, they shall provide sufficient proof of ownership. Possible sources of proof can be a property deed, property tax statement, escrow documents or other documentation as agreed to by the Finance Director.
- (6) If the applicant is a Tenant, the Property Owner shall complete an Application For Non Owner Utility Service form as provided by the City. This form must be signed by the Property Owner for each new Tenant for service.
- (7) In the event that the City is unable to grant service to a Tenant, the property owner can agree to accept direct billing for the service in lieu of the Tenants application.

Section 1.02. Property Owner Responsibility

The Property Owner shall be considered ultimately responsible for service charges incurred on their property whether incurred directly or indirectly through a Tenant.

- (1) For Single Service Connections only, the Property Owner can choose at the time of application to be billed directly for service or for the bill to be directed to a Tenant.
- (2) For Multiple Service Connections, the Property Owner will be billed directly for all service provided.
- (3) Charges incurred shall include routine charges for service, past due amounts and late, shutoff and turn on fees as well as other reasonable charges that may occur as determined by the Finance Director.
- (4) The City shall notify the Property Owner in writing, at the last known address of the Property Owner at the time of initial notification of an unpaid bill to the Tenant.
- (5) Once a water service is discontinued for nonpayment, the service will not be reconnected until all outstanding amounts for the service address have been satisfied and in the case of a Tenant the account will be switched over into the Property Owners name until the account is brought current.

- (6) In the event that a service has unpaid balances from either a Property Owner or a Tenant, no new Tenant applications will be considered for that service and the account will remain in the Property Owners name until such time as the account is brought current. Upon the account being brought current, the account can be switched into the Tenant's name upon the completion of the application process.
- (7) By accepting service, the Property Owner is granting consent for the City to lien the service property in the event that a billing remains unpaid for greater than 60 days from the date of the original due date.

Section 1.03. Deposit for Water Service

The City can require a deposit in the amount of \$150 to be paid prior to granting a water service. The determination for a deposit requirement shall be made on the following:

- (1) An account in good standings is defined as an account that has had no more than 2 late payments in the 12 months of prior service. A late payment is defined as the sending out of a late notice commonly referred to as a Gold Notice. Any shutoffs in the previous 12 months of prior service will cause an account to be considered to not be in good standing.
- (2) If the applicant has had a previous utility service with the City within the previous 24 months, and the applicant maintained an account in good standings, then the deposit will be waived.
- (3) If the applicant can provide either a letter of good standing or an account history from a previous municipality showing/demonstrating an account in good standing, then the deposit will be waived.
- (4) An applicant with an outstanding balance owed to the City from a previous service will be not be considered to be an account in good standing.
- (5) For the purposes of this section married individuals will be considered to be one applicant with consideration of the deposit requirements applied to both jointly.
- (6) Upon 12 months of an account being in good standings, the deposit will automatically be applied to the following billing cycle. When an account is closed with an outstanding deposit, the deposit will be applied to the final balance.
- (7) The Tenant agrees that in the event that the account is unpaid and is charged against the Property Owner, the City can apply their deposit against the outstanding balance in partial or full satisfaction of the outstanding amount.
- (8) When an account is in arrears, the deposit cannot be used to bring the account current.

Section 1.04. Closing a Service

An account can be closed over the phone if the individual is able to properly identify themselves as the applicant. Otherwise the applicant must come in to the Finance Department in person to close the account.

Regulations of Service Facilities

Section 2.01. Customer Service Line

- (1) Customer service lines used from the meter to the property line and within the bounds of the premises shall meet the standards of the current edition of the Oregon Plumbing Specialty Code. Pipe used between the main and the meter is installed and maintained by the City, except where the

meter is located at a distance from the main further than the street property line, in which event special arrangements shall be made by the owner, lessee or agent of the premises to pay for the cost of the extra length of line.

- (2) If pressure reducers or devices which restrict backflow are installed on a customer's service line, they shall be the owner's responsibility and meet the standards of the current edition of the Oregon Plumbing Specialty Code.
- (3) Customer service lines between the main and the wall of the building shall be laid not less than two feet below the grade of the street and the surface of the ground.

Section 2.02. Unlawful Water Connections

- (1) No person may connect to or disconnect from the City water system unless previously authorized by the City.
- (2) A customer shall obtain permission from the City before a customer service line is connected to a water meter. Such work shall be performed at the expense of the owner, lessee or agent of the premises. All water rates and charges owed by the applicant shall be paid in full before permission to connect with the City water system is granted.

Section 2.03. Water Service

- (1) Water Service, including a meter of suitable size, shall be furnished by the City upon application to the Finance Department and the Engineering Division for new installations and prepayment of the charge or estimate therefor. The City shall furnish all labor and materials necessary for construction, of service to the customer's property line, including meter adapter for customer's service line. The fee to be charged for a water service where the main is within 50 feet of the meter location shall be as given in the Fee Schedule, Section 5.01.
- (2) The City maintains city service lines within the City limits, from the main to and including the water meter without further cost to the property owner. Maintenance of the customer service line beyond the water meter is the sole responsibility of the customer.
- (3) The access/demand charges are based on water meter size as determined by the total Water Supply Fixture Units (WSFU) per the Uniform Plumbing Code, and on the volume of water required to be available as standby service. New water meter size shall not be less than indicated in Appendix A, based on total WSFUs. Alternative sizes designed and specified by a Professional Engineer or Architect and specifically reviewed and approved by the City Engineer will be considered.
- (4) Temporary suspension of service (for periods of less than 12 months) will be provided upon request at no fee. Reinstatement of service will be subject to a reinstatement fee as provided in Section 5.01, Fees and Rates.

Section 2.04. Repair and Protection of Service Lines

All customer service lines shall be kept in repair and protected from freezing at the expense of the owner, lessee, or agent of the premises, who is responsible for all damages resulting from leaks or breaks.

The customer shall be liable for any damage to a meter or other equipment or property owned by the City which is caused by an act of the customer or the customer's agents. Such damage includes breaking or destruction of locks on or near a meter, and any damage to a meter that may result from hot water or steam

from a boiler or heater on the customer's premises. The City shall be reimbursed by the customer for any such damage promptly upon presentation of a bill.

Section 2.05. Service Disconnection

Temporary disconnection for repairs. Water will be turned off and on without charge during "normal working hours" for customer originated system or equipment repairs or replacements, which are scheduled with the City. Temporary disconnection outside normal working hours shall be subject to fees as prescribed in Section 5.01, below.

Section 2.06. Separate Control of Service

When more than one residence or premises is connected to one water meter, customer service lines shall be arranged so that the supply to each separate residence or premises may be controlled by a separate valve.

Section 2.07. Joint Use (Inside or Outside the City)

Where water is supplied through one service line to more than one user, the City may decline to furnish water until separate customer service lines are provided. The charge for water consumed shall be based on the access/demand charge and the amount of water used (see Fee Schedule, Section 5.01, for amount). Meter size will be determined by the total Water Supply Fixture Units (WSFU) as established by the Uniform Plumbing code and City Engineer (See Appendix A).

Section 2.08. Shut Off Due to Waste

Water shall not be knowingly furnished to premises where there is a defective or leaking faucet, closet, or other fixture, or where there is a water closet or urinal without self-closing valves, or a tank without a self-acting flap valve. When there is a defective or leaking fixture or when there is no shut off device, and the customer fails to take prompt corrective action, the City may at its option, secure the water service.

Section 2.09. Interruption of Service

- (1) While the City will endeavor to provide advance notice of scheduled service interruptions, water may be turned off at the mains without notice for emergency repair or other necessary purposes. The City will not assume responsibility for any damages as a consequence of interruption in service.
- (2) Water for steam boilers shall not be furnished by direct pressure from the City mains.
- (3) Any damage to the City water system or service line as a result of faulty customer equipment or backflow shall be the responsibility of the customer or user.

Section 2.10. Access to Premises for Inspection

Persons designated by the City may inspect, at reasonable hours of the day, all parts of any building or premises to which water is delivered from the City mains to determine the condition of the pipes and fixtures and the manner in which the water is being used.

Section 2.11. Service Outside the City

The City may furnish water to a user or water district outside of the City limits, if such service does not adversely affect the City supply, and shall charge the water rates as specified below in Section 5.01 (4). Such water shall be furnished based upon the conditions set forth in a contract to be made in each case of

water being supplied outside the City. As a practice, the City will not accept new applications for users outside the city limits.

Section 2.12. Fire Hydrants - Fire Service Lines

- (1) No person may cut, change, remove, disconnect, repair, interfere or tamper in any manner with a fire hydrant owned by the City. Permits may be issued for the temporary connection to and operation of fire hydrants for construction sites and other approved uses. Contact Public Works Operations at (503) 325-3524 for more information.
- (2) Any person obtaining a permit for use of a fire hydrant shall pay a fee for such permit in addition to metered usage as listed in the Fee Schedule, Section 5.01.
- (3) "Fire service lines" may be installed at the expense of user-owner. No use or connection other than fire protection is permitted on "fire service lines". If any connection or use other than fire protection is discovered, the entire service will be disconnected and the appropriate insurance company notified. No further service shall be permitted until necessary correction measures are performed and approved by the City.

Section 2.13. Cross-Connections Prohibited

Cross-connections shall be prohibited, and protection must be provided against such cross-connection, as specified in Oregon Administrative Rules (OAR), Chapter 333.

Approved backflow prevention devices for protecting community water systems shall be installed on the service connection to premises where there is an auxiliary water supply, or premises listed in Appendix B, which is or can be connected to the water piping.

No person shall connect, unless an approved backflow prevention device is used, any pump or other apparatus to any water main or service connection connected to the City of Astoria water system which is capable of introducing any foreign liquid or material into said system.

The City, must comply with cross-connection control requirements set forth in the Oregon Administrative Rules, Chapter 333, "Public Water Systems". All approved backflow prevention devices installed must be tested annually, in an approved manner by an Oregon Certified Tester to assure proper operation.

The City requires that all backflow assemblies installed on fire protection services be tested annually as provided for in OAR, Chapter 333.

In the event of the following conditions, the City's Public Works Director or his agent has the authority to discontinue water service to said premises until condition(s) is remedied:

- (a) Failure to remove or eliminate an existing unprotected or potential cross connection;
- (b) Failure to install a required approved backflow prevention assembly;
- (c) Failure to maintain an approved backflow prevention assembly; or
- (d) Failure to conduct the required testing of an approved backflow prevention assembly.

If water service is discontinued due to one or more of the above conditions, a turn-on fee as outlined in Section 4.02 will be required to resume service.

Water Meters

Section 3.01. Requirements

No person may use City water, except through an approved water meter. If a water meter fails to register accurately, as determined by city staff, charges for water shall be based upon the average quantity of water used daily as shown by the water meter when in order.

Section 3.02. Changes

Unless authorized by the City, no person may cut, change, remove, disconnect, connect, repair, interfere, meddle or tamper in any manner with any installed water meter.

Section 3.03. Accessibility

The occupant of a building or premises where a water meter is located shall keep the water meter free from obstructions and accessible at all reasonable times for reading, inspecting, or repairing.

Section 3.04. Water Meter Checks

Water meter checks requested by the user shall be provided as work schedules permit.

Enforcement Provisions

Section 4.01. Water Turn Off

If a customer fails to comply with rules, regulations, or conditions described herein or otherwise established for the use of water, or fails to pay charges for water service in the time and manner provided, the water supply may be turned off and administrative charges applied to cover the City's costs.

Section 4.02. Turn On Fee

When activation of a new or existing service is requested, during and after normal working hours a fee must be paid, as indicated in the Fee Schedule, Section 5.01.

Section 4.03. Penalty for Delinquent Payment

All water bills are due and payable upon receipt of the bill. If a water bill is not paid by the fifteenth (15th) day of the month following the month of billing, the account shall be considered delinquent.

- (1) When deemed delinquent, the account holder will be notified by mail (Gold Card) of this delinquency. A fee of \$9.85 and one (1) % of the current bill, will be applied to cover the administrative costs of processing the notice and administering the delinquency
- (2) If an account remains delinquent more than 7 days past the due date and after being notified by mail (Gold Card), a hand-delivered final notice of delinquency (Green Card) will be issued and hung at the premises of the meter location. A fee of \$18.66 will be applied to cover the costs of delivery and processing of the Green Card.
- (3) If an account remains delinquent more than 5 days after delivery of a final notice (Green Card) the service will be turned off. Fees and charges as specified in Section 5.01 will be applied for turning off, turning on and processing the termination of service. All charges, fees and past due amounts must be paid in full before service is resumed.

Section 4.04. City May Restrict Use of Water

If a shortage of water exists, the City may elect to impose restrictions on the use of water as determined by the City Council or City Manager.

Section 4.05. Irrigation Adjustment

- (1) All properties in the City of Astoria that have at least 500 square feet of space used for lawn and/or garden area are hereby given the privilege (option) of using City water for the purpose of irrigation. As meters are read on a two month cycle, the adjustment will be calculated according to the following schedule:
 - (a) Meter Reading Cycle 01
 - April/May billed in June
 - June/July billed in August
 - August/September billed in October
 - (b) Meter Reading Cycle 02
 - May/June billed in July
 - July/August billed in September
 - September/October billed in November

An application may be made to the City Utility Clerk to receive this irrigation adjustment. Once an application is accepted by the Finance Department, it will remain in effect until either the property owner requests to have the adjustment removed or the account is closed.

- (2) The charge for irrigation water used shall be the same as other water; however, there will be no sewer fee charged for the water used for irrigation.
- (3) Such water to be used for irrigation purposes shall be determined in the following manner: An average shall be taken of the amount of water used by the premises during the three bi-monthly billing periods proceeding the irrigation period. Any water used during the irrigation period in excess of this average shall not be assessed a sewer fee.

Section 4.06 Commercial Adjustment

Per Resolution 95-10 Application may be made to the City of Astoria for a Commercial or industrial Business rate adjustment based on the following criteria:

- (1) The bi-monthly water consumption must be greater than 150,000 gallons each period, and
- (2) The account operators must make application to the City on forms supplied by the City, for relief, and
- (3) The account operators or businesses must have a current City business license stating the number of employees, and
- (4) The water must be consumed for or used in an industrial process (other than for personnel or personal use) for the business or industry, and
- (5) Consideration will be given only to the consumption in excess of 150,000 gallons for each bi-month period.

Relief will be allowed on the following basis:

- (6) Water charges will be reduced by 10,000 gallons per billing period, per employee, on the amount in excess of 150,000 gallons.
- (7) The amount of relief will be credited to the business.

Section 5.01. Fees and Rates for Water Service

- (1) City Council, by this resolution, sets the fees and rates for water service and related activities as described in this resolution in accordance with the following requirements:
- A. Water service rates shall be based on the combination of a demand charge on open customer accounts plus a consumption charge for the volume of water consumed.
 - B. Water service revenues may also be used for payment or repayment of indebtedness incurred for capital improvements to the water system. Rates may be adjusted for this purpose system-wide or with reference to specifically benefited properties. Rates shall be reviewed by the Finance Director during each fiscal year.
 - C. Account fees, administrative fees, and charges for other water service activities, including service connection charges, shall be based on direct and indirect costs to the utility providing the service
- (2) The access/demand charge is based on meter size as determined by the total Water Supply Fixture Units (WSFU) assigned to each service. This charge represents the proportionate share of cost each service requires to build and maintain the water system. The total WSFU shall be used to determine meter size and access/demand charges.

The City supports and encourages the installation of residential fire sprinkler systems that provide significant protection and greatly reduces the potential for major property damage from residential fires. Therefore, a special access/demand charge category has been created for residential fire sprinkler installations.

- (3) All water customers connected to the City water system shall pay an access/demand charge for each two-month billing period as follows effective July 1, 2017:

Water Meter Size	Base Charge / Bill Period
5/8"x3/4"	\$36.13
1" Residential Sprinkler	\$39.11
1"	\$108.72
1.5"	\$250.96
2"	\$410.38
3"	\$908.76
4"	\$1,644.70
6"	\$3,650.16
8"	\$6,252.87
10"	\$9,635.88

In addition to the above base charge, each customer shall pay the following additional consumption charge based upon the amount of water consumed by each customer per each billing period: \$3.87 per 1,000 gallons - effective July 1, 2017.

- (4) Charges - Outside City. All users and Water Districts outside Astoria City Limits shall be charged as listed in Section 5.01 (1) and (2), and an additional (10%) for providing out-of-city service.

(5) Service Installation (City service line and meter) Charges are as follows:

5/8" X 3/4" City Service Line and Water Meter	\$2520.00
1" City Service Line and Water Meter	\$2780.00
1" Residential Sprinkler Service and Meter	\$2780.00

An advance deposit of the estimated cost for labor, materials and administration will be required prior to installation of meters greater than 1" in size, or meters that are more than 50 feet from the water main.

Meter Reduction Fee: When a customer requests a reduction in meter size from 1" to a 5/8" - 3/4", a \$150 service fee will be charged. Reduction fees for any other size meter will be determined by an estimate prepared by Public Works Operations staff.

New Developments: When a developer's contractor installs water mains, services lines and vaults or meter boxes, a meter installation fee will be assessed rather than the service installation charge. This fee pays for meter installation and administrative expenses associated with new meters, including plan review, inspection, mapping and account setup. Meter Installation Fees are as follows:

5/8" x 3/4"	\$366.04
1"	\$463.18
1½" & Larger	Installation Cost + \$746.14

The Public Works Department will provide a cost estimate for supply and installation of meters larger than 1". All meters 3" or larger require the installation of a bypass line in accordance with City standards. If meter box and service line is not constructed in accordance with City standards, the City will not install the meter until corrections are made –or- will assess additional charges for work necessary to bring the installation to City standards.

If, in the event, the Public Works Operations Division work schedule conflicts with a customer's water service installation schedule, the customer, at their cost, may hire a prequalified (as determined by the City Engineer) contractor to perform the installation. Work to install said improvements shall be allowed upon issuance of a permit by the City, which obligates permittee to construct improvements which meet all City requirements and specifications. Improvements shall be inspected by the City Engineer or his designated representative before backfilled and accepted. A cost estimate will be prepared by the Public Works Department that will include anticipated costs for inspection or assistance by Public Works personnel. The estimated cost for the City's participation will be paid prior to a permit being issued. An adjustment will be made for actual costs incurred after the work is accepted by the City.

(6) Other Fees

Fire hydrant permit	\$23.93 for first day
\$10.56 for each additional day for the first five days, plus metered water.	
For longer-term projects, the hydrant meter permit fee is \$1.40 per day after the first five days, plus metered water.	
Activation of new service or account (normal working hours).....	\$ 33.08
Turn on/off (because of delinquent bill).....	\$ 49.98 (normal working hours)
Turn on/off (because of delinquent bill).....	\$ 99.95 (after hours)
Reactivation of a dormant account	\$125.30
(including reinstallation of a removed meter)	

Hand delivery of delinquency notice (Green Card).....	\$ 18.66
Mail delivery of delinquency notice (Gold Card).....	\$ 9.85
Reinstatement of suspended service	\$ 33.08

(7) Bills and Payment

A. Rendering of Bills.

1. Meter Readings. Meters will be read at regular intervals for the preparation of bimonthly bills and as required for the preparation of opening, closing and special bills.
2. Bills for water service shall be rendered bimonthly or upon closing, unless otherwise provided in the rate schedule.

B. Payment of Bills.

1. All bills are due and payable upon receipt. Payment may be made at the City's Finance Department office or at an authorized deposit location.
2. Closing bills will be forwarded to customer after service is discontinued.
3. Delinquent bills will be processed according to procedures outlined in Section 4.03 of this resolution.

C. Billings of Separate Meters Not Combined.

Each meter on a customer's premises will be considered separately, and the readings of two or more meters will not be combined.

(8) Leak Adjustment

When a leak occurs on a metered account, it is the responsibility of the owner to see that repairs are made as quickly as possible. If the leak has caused the bi-monthly charge to be excessive, the responsible person may request an adjustment in writing with said request attesting that the leak has been repaired. The formula for the adjustment is 1/6 the bi-monthly yearly average plus 20% of the excessive charge, using the nearest rounded figure. Only two separate adjustments may be made per account per calendar year. The sewer billing adjustment (for usage over 4,000 gallons) will be based on the adjusted average water billing.

Section 6.01. Penalties

Any violation of these regulations may subject violator to water turn off, \$140.78 fine, or both, in addition to any other legal remedies available to the City.

Section 6.02. Repeal

Resolution No. 16-13, adopted by the City Council on July 5, 2016, is hereby repealed and superseded by this resolution.

Section 6.03. Effective Date

The provisions of this resolution shall be effective July 1, 2017

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2017.

APPROVED BY THE MAYOR THIS THIS _____ DAY OF _____, 2017.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
-----------------------	-----	-----	--------

Councilor Nemlowill
Brownson
Price
Jones
Mayor LaMear



PUBLIC WORKS WATER RULES AND REGULATIONS

APPENDIX A

The City of Astoria uses American Waterworks Association (AWWA), Uniform Plumbing Code (UPC) and City of Astoria Engineering Design Standards to establish meter size. The water meter sizing chart below is based on total Water Supply Fixture Units (WSFU) as established in the UPC.

Water Meter & Service Size	Total WSFU
5/8"x3/4"	0-20
1"	20.5-40
1.5"	40.5-160
2"	160.5-365

Water Meter and Service Size Notes:

1. Water meters and service lines larger than 2" must be sized by Oregon Registered Professional Engineer. The calculations must be submitted to the Engineering Division for review and approval.
2. The table above represents WSFU totals for systems with flush tanks only. Systems that utilize flushometer valves will require sizing calculations to be submitted to the Engineering Division.
3. The water service piping from the distribution main to the water meter will be the same size as the water meter unless requested otherwise.
4. If the structure requires a fire sprinkler system that is served through the water meter, the Engineering Division the application for water service may require additional review.
5. For services with less than 46 psi static pressure or over 100 feet of supply and branch piping, the water meter or service size may need to be increased to adequately meet the buildings water service needs.
6. Any application for water/sewer service will be classified relative to total WSFU and the indicated meter size will be required as a minimum.



PUBLIC WORKS WATER RULES AND REGULATIONS

APPENDIX B

PREMISES REQUIRING ISOLATION BY AN APPROVED AIR GAP OR REDUCED PRESSURE PRINCIPLE TYPE OF ASSEMBLY HEALTH HAZARD	
1.	Agricultural (e.g. farms, dairies)
2.	Beverage bottling plants*
3.	Car Washes
4.	Chemical plants
5.	Commercial laundries and dry cleaners
6.	Premises where both reclaimed and potable water are used
7.	Film processing plants
8.	Food processing plants
9.	Medical centers (e.g. hospitals, medical clinics, nursing homes, veterinary clinics, dental clinics, blood plasma centers)
10.	Premises with irrigation systems that use the water supplier's water with chemical additions (e.g., parks, playgrounds, golf courses, cemeteries, housing estates)
11.	Laboratories
12.	Metal plating industries
13.	Mortuaries
14.	Petroleum processing or storage plants
15.	Piers and docks
16.	Radioactive material processing plants and nuclear reactors
17.	Wastewater lift stations and pumping stations
18.	Wastewater treatment plants
19.	Premises with piping under pressure for conveying liquids other than potable water and the piping is installed in proximity to potable water piping
20.	Premises with an auxiliary water supply that is connected to a potable water supply
21.	Premises where water supplier is denied access or restricted access for survey
22.	Premises where water is being treated by the addition of chemical or other additives

* A Double Check Valve Backflow Prevention Assembly could be used if the water supplier determines there is only a non-health hazard at a beverage bottling plant.

RESOLUTION NO. 17-____

A RESOLUTION ESTABLISHING RULES, REGULATIONS, RATE CHARGES AND
CONDITIONS FOR SEWER SERVICE

WHEREAS, the City of Astoria provides a valuable public service by providing a sewer system inside the City limits. These sewer facilities constitute a public utility owned and operated by the City of Astoria. The utility exists for the benefit of persons within the City who want to have the system available for disposing of sewage.

WHEREAS, users of the sewer system should be charged rates that reflect the operation of this system as a public utility in the City, persons who do not use the sewer utility should not be required to pay monthly utility rates. Use of the sewer system occurs when the water service to improved property is requested to provide water for the property, because water is the medium for carrying sewage through the system.

WHEREAS, the rate structure of the sewer utility should be based upon a fee for service consistent with the above findings. Although this rate structure is intended to constitute a service charge, even if it is viewed as a charge against property or against a property as a direct consequence of ownership of that property, the utility's rate structure should, nonetheless, endeavor to allow the owner the ability to control the amount of the charge. Similarly, the utility's rate structure should reflect the full actual direct and indirect costs of providing the service.

WHEREAS, under Section 3.040 of the Astoria Code, the City Manager is authorized to enforce sewer rules and regulations and the City Council hereby approves the following rules and regulations and sets the sewer rates.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASTORIA, THAT THE FOLLOWING RULES AND REGULATIONS SHALL BECOME EFFECTIVE UPON PASSAGE:

SEWER REGULATIONS

Section 1.01. Definitions

- (1) "City" shall mean City of Astoria, or its authorized designee or representative.
- (2) "BOD" (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees C, expressed in milligrams per liter.
- (3) "Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five (5) feet (1.5 meters) outside the inner face of the building wall.
- (4) "Building Sewer" shall mean the extension from the building drain to the public sewer or other place of disposal.
- (5) "Combined Sewer" shall mean a sewer that is designed as a sanitary sewer and a storm sewer.
- (6) "Customer" shall mean a person, corporation, association or agency who has requested and is receiving water and sewer service.
- (7) "Garbage" shall mean solid waste from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
- (8) "Industrial Waste" shall mean the liquid waste from industrial manufacturing processes, trade, or

business as distinct from domestic-type sewage.

- (9) "Natural Outlet" shall mean any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.
- (10) "Person" shall mean any individual, firm, company, association, society, corporation or group.
- (11) "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- (12) "Properly Shredded Garbage" shall mean the waste from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27centimeters) in any dimension .
- (13) "Public Sewer" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by public authority.
- (14) "Sanitary Sewer" shall mean a conduit intended to carry liquid and water-carried waste from residences, commercial buildings, industrial plants and institutions together with minor quantities of ground, storm and surface water that are not intentionally admitted.
- (15) "Sewage" shall mean a combination of the water-carried waste from residences, business buildings, institutions and industrial establishments, together with such ground, surface and storm water as may be present.
- (16) "Sewage Treatment Plant" shall mean any arrangement of devices and structures used for treating sewage.
- (17) "Collection Systems" shall mean all facilities for collecting, pumping, treating and disposing of sewage.
- (18) "Sewer" shall mean a pipe or conduit for carrying sewage.
- (19) "Shall" is mandatory; "may" is permissive.
- (20) "Slug" shall mean any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.
- (21) "Storm Sewer" (sometimes termed "storm drain") shall mean a sewer designed to carry only storm water, surface run-off, street wash water and drainage.
- (22) "Suspended Solids" shall mean solids that are either floating on the surface of, or are in suspension in water, sewage, or other liquids and which are removable by laboratory filtering.
- (23) "Watercourse" shall mean a channel in which a flow of water occurs either continuously or intermittently.

Section 1.02. Use of Public Sewer Required

- (1) No person shall deposit or permit to be deposited in an unsanitary manner any human or animal excrement, garbage or other objectionable waste upon public or private property within the City of Astoria, or in any area under the jurisdiction of said City.

- (2) No person shall discharge any sanitary sewage, industrial waste, or other polluted waters to any natural outlet within the City of Astoria, or in any area under the jurisdiction of said City.
- (3) The owners of residences, buildings or properties used for human occupancy, employment, recreation or other purposes, within the City and abutting any street, alley or right-of-way in which a public sanitary or combined sewer of the City, is located or may be located in the future, are hereby required to install suitable toilet facilities therein, at their own expense, and to connect such facilities directly to the proper public sewer in accordance with the provisions of these rules and regulations within 90 days from the date of official notice to do so, provided that said public sewer is within 500 feet of the property line. If the owner fails to connect to the sewer as required, or fails to pay the connection and tapping charge when due, the City may discontinue water service until the connection is made and the charge is paid.
- (4) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage.

Section 1.03. Building Sewers and Connections

- (1) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the City.
- (2) There shall be two (2) classes of building sewer permits: (1) for residential and commercial services, and (2) for service to establishments producing industrial waste. In either case, the owner or his agent shall make application for service on a special form provided by the City. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the City. Fees are set forth in Section 1.08.
- (3) All costs and expenses incidental to the installation and connection of a building sewer shall be borne by the owner. The owner shall indemnify the City from any loss or damage incurred, directly or indirectly by the installation of the building sewer.
- (4) A separate and independent building sewer shall be provided for each residential unit within a condominium and for each residential building. Each commercial or industrial building shall have a separate and independent building sewer.
- (5) An old building sewer may be used in connection with new buildings only when it, upon examination and testing by the City, to meet all requirements of this resolution.
- (6) The connection of the building sewer to the public sewer shall be made at a "Y" branch or "T" if such fitting is available at a suitable location. If no fitting is available, a tap will be made using an approved tapping saddle or insert a tee. Where no properly located "Y" branch or "T" is available, the tap will be made by a State Licensed Plumbing Contractor and the contractor shall have the connection inspected by the Engineering Division prior to backfilling.
- (7) All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Public property disturbed in the course of the work shall be restored in a manner satisfactory to the City within a reasonable time.
- (8) The user/owner of any private or building sewer shall be responsible for maintenance to the point of connection with the public sewer.
- (9) The size, slope, alignment, materials or construction of a building sewer, and the methods to be used in excavating, placing of pipe, jointing, testing, and trench backfilling, shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the City. In the absence of code provisions or in amplification thereof, the material and procedures set forth in appropriate specifications of the American Society for Testing and Materials (ASTM) and Water Pollution Control

Facility (WPCF) Manual of Practice No. 9 shall apply.

- (10) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
- (11) The connection of the building sewer to the public sewer shall conform to requirements of the building code, Oregon Plumbing Specialty Code and City of Astoria Design Standard Detail S-8. All connections shall be made gastight and watertight. Any deviation from the prescribed procedures or materials must be approved by the City Engineer prior to installation.
- (12) The applicant for a building sewer permit shall notify the Public Works Engineering office when the building sewer is ready for inspection and connection to the public sewer. Connections made by a contractor must be inspected by the City prior to backfilling.

Section 1.04. Use of Public Sewers

- (1) No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water or unpolluted industrial process water to any sanitary sewer where there is a storm sewer system available. New construction or extensive remodeling in areas where separate City sewers are not available will be piped separately to the street right-of-way line, and joined into a combined sewer line to the City main.
- (2) Storm water and all other unpolluted drainage shall be discharged to such sewers specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the City. Upon approval by the City, industrial cooling water or unpolluted process water may be discharged to a storm sewer, combined sewer, or natural outlet.
- (3) No person shall discharge or cause to be discharged any of the following described water or waste to any public sewers:
 - (a) Gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.
 - (b) Water or waste containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other waste that may injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving water of the sewage treatment plant, including but not limited to cyanides in excess of two (2) mg/l as cyanide ion in the waste as discharged to the public sewer.
 - (c) Water or waste having a pH lower than 6.2 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the collection systems.
 - (d) Solid or viscous substances in quantities or size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the collection systems such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
- (4) No person shall discharge or cause to be discharged the following described substances, materials, water or waste if it appears likely in the opinion of the City that such waste can harm either the sewers, sewage treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming an opinion as to the acceptability of these waste, the City will consider such factors as to quantities of subject waste in relation to flows and velocities in the sewers, construction materials of the sewers, nature

of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of waste in the sewage treatment plant and other pertinent factors. The substances prohibited are:

- (a) Liquid or vapor having a temperature higher than 150 degrees F (65 degree C).
 - (b) Water or waste containing fats, wax , grease or oils , whether emulsified or not, in excess of 100 mg/L or containing substances which may solidify or become viscous at temperatures between 32 degrees and 150 degrees F (0 and 65 degrees C).
 - (c) Garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 hp metric) or greater shall be subject to the review and approval by the City.
 - (d) Water or waste containing strong acid iron pickling waste, or concentrated plating solutions whether neutralized or not.
 - (e) Water or waste containing iron, chromium , copper, zinc and similar objectionable or toxic substances ; or waste exerting an excessive chlorine requirement , to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the City for such materials.
 - (f) Water or waste containing phenols or other taste-or-odor-producing substances , in such concentrations exceeding limits which may be established by the City as necessary, after treatment of the composite sewage, to meet the requirements of the State, Federal, or other public agencies of jurisdiction for such discharge to the receiving water .
 - (g) Radioactive waste or isotopes of such half-life or concentration that may exceed limits established by the City in compliance with applicable State or Federal regulations.
 - (h) Water or waste having a pH less than 6.2 or greater than 8.5.
 - (i) Materials which exert or cause:
 - 1. Unusual concentrations of inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limitedto, sodium chloride and sodium sulfate) .
 - 2. Excessive discoloration (such as, but not limited to, dye waste and vegetable tanning solutions).
 - 3. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works.
 - 4. Unusual volume of low or concentration of waste constituting "slugs" as defined herein.
 - (j) Water or waste containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving water.
- (5) If any water or waste is discharged or are proposed to be discharged to the public sewers, which water contain the substances or possess the characteristics enumerated in paragraphs 3 and 4 of this section, or which in the judgment of the City may have a deleterious effect upon the collection systems, processes, equipment, or receiving water, or which otherwise create a hazard to life or constitute a public nuisance, the City may:

- (a) Reject the waste;
- (b) Require pretreatment to an acceptable condition for discharge to the public sewers;
- (c) Require control over the quantities and rates of discharge; and/or
- (d) Require payment according to Section 1.09.

If the City permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to review and approval by the City and subject to the requirements of all applicable codes, ordinances and laws.

- (6) Grease, oil and sand interceptors shall be installed and maintained by the customer when, in the opinion of the City, interceptors are necessary for the proper handling of liquid waste containing grease in excessive amounts, or any flammable waste, sand or other harmful ingredients; except that such interceptors shall not normally be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City and shall be placed in a location that is readily accessible for cleaning and inspection.
- (7) Where preliminary treatment or flow-equalizing facilities are provided for any water or waste, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
- (8) When required by the City, the owner of any property serviced by a building sewer carrying industrial waste shall install a suitable control manhole together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the waste. Such manhole, when required, shall be accessible and safely located and shall be constructed in accordance with plans approved by the City. The manhole shall be installed by the owner at his expense, and shall be maintained by the owner so as to be safe and accessible at all times.
- (9) All measurements, tests, and analyses of the characteristics of water and waste to which reference is made in this resolution shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater", published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable sample taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the collection systems and to determine the existence of hazards to life, limb, and property. (The particular analyses involved will determine whether a 24-hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from 24-hour composites of all outfalls whereas pHs are determined from periodic grab samples or continuous pH recorder.)

Section 1.05. Protection from Damage

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the municipal collection systems. Any person violating this provision shall be subject to immediate arrest. The utility shall be reimbursed by the offender for any such damage promptly, upon presentation of a bill, along with any other compensation due.

Section 1.06. Powers and Authority of inspectors'

Duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling, and testing, in accordance with the provisions of these rules and regulations.

Section 1.07. Penalties

- (1) Any person found in violation of any provisions of these rules and regulations, excluding Section 1.05 shall be served by the City with written notice stating the nature of the violation and a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

Any person who continues any violation beyond the time limit provided for in Section 1.07, subsection (1), shall be guilty of a misdemeanor. Each day in which any such violation continues shall be deemed a separate offense.

Any person violating any of the provisions of these rules and regulations shall become liable to the City for any expense, loss or damage occasioned the City by reason of such violation.

Section 1.08. Connection and Tapping Charges

- (1) Each permit application shall be accompanied by the payment in full of the connection charge determined according to the schedule below. The amount of the connection charge is determined on a basis of the water meter size required to meet the occupancy requirements.

The connection charges shall be as follows:

<u>Size of Water Meter</u>	<u>Connection Charge</u>
5/8" or 3/4"	798.36
1"	1,589.76
1-1/2"	2,268.87
2"	3,641.28
3"	7,499.58
4"	10,447.8
6"	20,783.45
8"	36,665.17
10"	47,504.79

Connection charges for meters larger than 10" shall be determined by the City Council. A final billing for connection charges is based upon the actual cost of labor, materials and administration.

- (2) Actual taps of the City sewer will be performed by an authorized contractor.
- (3) The applicant shall make the excavation, with proper shoring, to the City sewer. The Engineering Division shall inspect the final connection before backfilling. Notify the Engineering Division 24 hours prior to needing an inspection.
- (4) Storm Water Connection Fee. The service fee for storm water connection to property that is of average lot size (5,000 square feet) is \$500.00. Fees for property larger than 5,000 square feet and commercial properties will be calculated at \$0.10 per square foot.

Section 1.09. Sewer Service Charge

- (1) The owner, lessee, or agent of any premises connected to the City sewer system, except those producing waste as described in Section 1.04, shall pay a sewer service charge as follows:
- (a) The bi-monthly minimum sewer service charge for dwelling units shall be \$42.28 effective July 1, 2017.
- (b) For bi-monthly water use in excess of 4,000 gallons for each installed meter, the sewer service

charges shall be the bi-monthly minimum sewer service charge plus \$4.71 per each thousand gallons in excess of 4,000 gallons, effective July 1, 2017. In any case, the charge shall not be less than the minimum sewer service charge.

- (2) Those premises producing waste as described in Section 1.04, which the City is willing to accept, shall pay the rates set forth in subsection (1) above, plus any added costs of handling and treating the waste not covered by existing sewer charges.
- (3) All properties in the City of Astoria with a minimum of 500 square feet of space used for lawn and/or garden area are hereby given the privilege (option) of using City water for the purpose of irrigation. As meters are read on a two month cycle, the adjustment will be calculated according to the following schedule:
 - (a) Meter Reading Cycle 01
 - April/May billed in June
 - June/July billed in August
 - August/September billed in October
 - (b) Meter Reading Cycle 02
 - May/June billed in July
 - July/August billed in September
 - September/October billed in November

An application may be made to the City Utility Clerk to receive this adjustment. Once an application is accepted by the Finance Department, it will remain in effect until either the property owner requests to have the adjustment removed or the account is closed.

- (4) Charges for irrigation water used shall be the same as other water; however, there will be no sewer fee assessed for the water used for irrigation.
- (5) Water used for irrigation purposes shall be determined in the following manner: An average shall be taken of the amount of water used at the premises during the three bi-monthly billing periods preceding the irrigation period. Any water used during the irrigation period in excess of this average shall not be assessed a sewer fee.

The bill shall be prorated equitably for less than a one-month period in case of occupancy change.

Section 1.10. Surcharge for Combined Sewer Overflow

- (1) The Finance Director shall bill and collect a 97% surcharge on all sewer billings to be applied to the correction of Combined Sewer Overflows (CSO) in Astoria.
- (2) The CSO surcharge shall be billed as part of the sewer item on the municipal water bill for every customer and it is due and collectable at the same time and in the same manner as the water bill. All monies collected as CSO surcharges will be placed in a CSO Fund and will be used exclusively for the correction of combined sewer overflows in Astoria.
- (3) If a CSO surcharge is not paid when due, the City may shut off water service until all delinquent utility charges are fully paid. Procedures and fees for processing of delinquent accounts are as provided in the current resolution establishing rules and regulations for water service.

Section 1.11. Billing Procedures

- (1) Procedures and rules governing the billing, collection, credit extension and shut off for past due accounts are contained in the Water Resolution sections 1.01.
- (2) The sewer service charge shall be billed as a separate item on the municipal water bill for the same

customer and is due and collectible at the same time and in the same manner as the water bill. All funds collected as sewer charges will be placed in the sewer department of the Public Works Fund.

Section 1.12. Private Sewage Disposal

- (1) When a public sanitary sewer is not available under the provisions of Section 1.02, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this resolution.
- (2) Before commencement of construction of a private sewage disposal system, the owner shall first obtain a written permit from the Oregon State Department of Environmental Quality.
- (3) At such time as a public sewer becomes available to a property served by a private sewage disposal system as provided in Section 1.02, a direct connection shall be made to the public sewer in compliance with this resolution, and any septic tanks, cesspools, and similar private sewage disposal facility shall be abandoned in accordance with State law at no expense to the City.
- (4) The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times at no expense to the City.
- (5) No statement contained in this resolution shall be construed to interfere with any additional requirements that may be imposed by the Oregon State Department of Environmental Quality.

Section 1.13. Non Use of Sewer

If a sewer which connects a building with the City sewer system is not to be used due to the fact that the water has been turned off at the premises, and the Finance Director has received a written notice that there will be no use of the sewer or water, the owner or occupant shall not be charged for sewer use during the period of discontinuance or until the water is turned on.

Section 1.14. Private Water Supply

Where a private source of water is used and then discharged into the sewer system, the private source shall be metered and the sewer service charge determined as provided in Section 1.09.

Section 1.15. Penalties

Any violation of these regulations may subject violator to water turn off, a \$284.07 fine, or both, in addition to any other legal remedies available to the City.

Section 1.16. Review and Revision of Rates

Sewer service charges established in Section 1.09 of this resolution shall, at a minimum, be reviewed annually and revised periodically to reflect actual costs of operation, maintenance, and replacement of the treatment works and to maintain the equitability of the user charge with respect to proportional distribution of the cost of operation and maintenance in proportion to each user's contribution to the total wastewater loading of the treatment works.

Section 1.17. Notification

Each user will be notified, at least annually, in conjunction with a regular bill, of the rate and that portion of the user charges, which are attributable to wastewater treatment services.

Section 1.18. Repeal of Resolution

Resolution No. 16-14, adopted by the City Council on July 5, 2016, is hereby repealed and superseded by this resolution.

Section 1.19. Effective Date

The provisions of this resolution shall be effective July 1, 2017

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION

YEA

NAY

ABSENT

Councilor Nemlowill
Brownson
Price
Jones
Mayor LaMear



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

May 22, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **VACATION OF A PORTION OF THE ALLEY ABUTTING 3115 HARRISON AND THE ADJACENT UNDEVELOPED LOT**

DISCUSSION/ANALYSIS

The City has received a request from Larry Haskell, for the vacation of a 20 X 100 foot portion of the alley that abuts his property at 3115 Harrison (Tax Lot 8099CA10000) and also his undeveloped lot (Tax Lot 8099CA10100) on the south side of the alley, Lots 6 & 7, Block 63, Port of Upper Astoria. Mr. Haskell would like to obtain the square footage necessary to potentially construct a duplex on the property (see attached drawing).

Upon review of the site, it was determined that there are no public utilities on or adjacent to the proposed vacation area and that the City would have no future need for this particular portion of the alleyway. There is also a four-foot sliver of City property adjacent to these lots that Mr. Haskell may be interested in purchasing in the future. If Mr. Haskell pursues the sale, Staff will bring a recommendation for the sale to Council at a later date.

Per City Code 2.290 Authority to Make an Assessment staff calculated the real land value using the County Assessor's land value for properties surrounding the portion of alleyway and calculating an average per square foot value of properties as \$6.87. As has been the past practice of the City, staff is proposing that an assessment of \$1,374.90 (10%) of the real land value (\$13,748.99) be considered for the vacation of 2000 square feet of the alleyway.

At their April 3, 2017 Council meeting, Council adopted a resolution to schedule a public hearing regarding the vacation request at the April 17, 2017 meeting. A Public Hearing Notice was published in the local newspaper and property owners within a 250' radius of the alleyway were notified. The City Attorney subsequently had some questions regarding the vacation, therefore the hearing was postponed and re-advertised for the June 5, 2017 City Council meeting. The City Attorney's questions have since been resolved. Attached are comments and concerns expressed by property owners within the vicinity of the alleyway.

RECOMMENDATION

It is recommended that the Astoria City Council conduct the public hearing and consider the first reading of the ordinance to vacate a portion of the alley that abuts 3115 Harrison.

Submitted By 

Ken Cook, Public Works Director

Prepared By: 

Cindy Maynard, PW Administrative Assistant

Proposed 20'x100' Vacation
of Alley Adjacent to 3115
Harrison Ave
Block 63, Port of Upper Astoria

Date: 3-27-2017



Scale: 1"=50'





CITY OF ASTORIA
Founded 1811 • Incorporated 1856

CITY OF ASTORIA NOTICE OF PUBLIC HEARING

Notice is hereby given that the Common Council of the City of Astoria has received a request to vacate portions of the unimproved alley-ways in the vicinity of 3115 Harrison. The alley-ways are described as follows:

10 X 100 foot portion of the alley that abuts 3115 Harrison, Lot 6 Block 63, Upper Astoria (Tax Lot 8099CA10000) and a 10 X 100 foot portion of the alley that abuts undeveloped Lot 7, Block 63, Upper Astoria (Tax Lot 8099CA10100) on the south side of the alley.

A hearing for interested persons on the vacation is scheduled to be held on **April 17, 2017**, at **7:00 P.M.**, in the Council Chambers at City Hall, at which time any and all concerns shall be heard. All concerns to the proposed sale can be made orally at said public hearing or in writing and filed with the Finance Director at or prior to the time of said hearing.

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 Jennifer Benoit, City Manager's Office, 503-325-5824.

THE CITY OF ASTORIA

Publication Date: April 6, 2017

FINANCE DIRECTOR

APRIL 16, 2017

PLEASE NOTE THAT I HAVE
NO OBJECTION TO THE PROPOSED
VACATION OF 100' OF THE CITY
OWNED ALLEY AS SHOWN HEREIN.

Mary J. Cvetanovich

MARY J. CVETANOVICH - ADJACENT HOME OWNER

April 17, 2017

I, Michelle L. Waller, owner and resident of 3088 Harrison Ave. in Astoria. Do hereby support the sale of the unimproved alley way in the vicinity of 3115 Harrison to Larry Has Kell.

I regretablely cannot attend the hearing, however if you have any questions for me. Feel free to contact me at 503 791-9669.

Michelle Waller

ASH GROVE CEMENT COMPANY

ASH GROVE

WESTERN DIVISION

4-17-17

Astoria City Council,

I reside at 3141 Harrison.

I approve vacating the 20' x 100' right
of way south of 3115 Harrison.

Thank you,

Michael Benesh

Michael R. Benesh

Sunday, April 16, 2017

I, Nicholas A. Carrier, Owner and resident of 3171 Harrison Ave, do hereby support the vacating of the unimproved alley-way in the vicinity of 3115 Harrison. I feel that by doing so, thus enabling the construction of a multi-family home, shall result in the reduction of our current housing crisis, however big or small. If I didn't have to be out of Astoria on the 17th of April, I would have appeared in person to make a statement.

Feel free to contact me any time at 206.409.6112 if you have any questions.



From: jansea2 . [<mailto:jansea2@gmail.com>]

Sent: Monday, April 17, 2017 12:41 PM

To: Arline LaMear; Cindy Price; Tom Brownson; Zetty Nemlowill; Bruce Jones; Brett Estes

Subject: Opposition to Request for vacating alley way near 3115 Harrison

April 17, 2017

Astoria City Council
1095 Duane Street
Astoria Oregon 97103

RE:

Public Comment regarding Agenda Item 7C, April 17, 2017 Astoria City Council meeting:

Vacation of a portion of the alley abutting 3115 Harrison and adjacent undeveloped lot

We oppose the request for the above vacating of what is now green space near our property, and we join the reasons presented by Christopher Farrar.

A further reason for our opposition is that our bedroom overlooks the subject property. The applicant for this "vacating" already has one rental in that area. Occupants of that rental in the past have been noisy late into the night which greatly affects the enjoyment of our home. We would not like to see two more rentals added to this space.

Thank you for your consideration,

Jan Faber and Vicki Baker
3015 Harrison Ave
Astoria, OR 97103

From: Christopher Farrar [<mailto:farrfarr.away@yahoo.com>]

Sent: Monday, April 17, 2017 12:16 PM

To: Arline LaMear; Cindy Price; Tom Brownson; Zetty Nemlowill; Bruce Jones; Brett Estes

Subject: Public Comment -- Astoria City Council Meeting, April 17, 2017, agenda item 7c

Astoria City Council
1095 Duane Street
Astoria Oregon 97103

17 April 2017

Public Comment regarding Agenda Item 7C, April 17, 2017 Astoria City Council meeting:
Vacation of a portion of the alley abutting 3115 Harrison and adjacent undeveloped lot.

This is a request for the City Council to deny the request for vacation of the 20 x 100 ft portion of the alley for the following reasons:

This vacation is proposed so that the adjacent land area will be enlarged sufficiently to allow building a duplex structure on Lot 7 (tax lot 8099CA10100). Such development on this parcel would pose a high risk for activating renewed land instability and downslope movement above the recently activated (2003) part of a much larger prehistoric landslide mass. The City of Astoria Geologic Hazards Map, 2015, clearly shows the area of land movement in 2003 and locations of several scarps and other geomorphic features of the slide area. The map also shows that the area of movement in 2003 was just a small part of a bigger slide mass that moved in recent prehistoric times. Lidar was used by DOGGAMI to map the locations of head scarps for the older slides. The parcel (Lot 7) is located on a sump block below a slide scarp a few feet south of the property and is underlain by Templeton-Ecola silt loam as shown on the Natural Resources Conservation Services soils map website. The engineering properties of these soils are described in a custom soil resource report from the NRCS website as having very limited potential for building dwellings or small commercial buildings. A larger landslide scarp lies uphill and south of Irving Street, if this slide were triggered into reactivated movement, the Irving Street Bridge would be jeopardized.

Within the neighborhood numerous homes, streets, sidewalks, and walls plus sewer lines and water pipes have been adversely affected by ground movement, many properties only a few lots away have been damaged and reduced in value. The home for sale at 33rd and Harrison has a sale price reduced by \$50-75K because it is within the area of the big slide that moved in 2003. In that area, data from boreholes showed the land movement to extend down as much as 45 ft. This type of deep-seated movement impacts much larger geographical areas than shallow slides. In a report to Astoria Public Works, 2003, from Landslide Technology sums it up this way "The City of Astoria has a long history of creeping ground and slow earth movement related to ancient landslide terrain and instability of the Astoria Formation. Ancient landslide terrain is marginally stable. Relatively minor changes can reactivate movement."

2. Enlarging Lot 7 by allowing the alley vacation and permitting a duplex or other dwelling on a lot with no adjacent street promotes a crowded unappealing neighborhood. The idea of combining the lots to suggest that there is an adjacent street is just a ploy to get around the requirement that every home have a minimum of 20 ft directly adjacent to a street. My driveway is not a street and I do not wish to have it used as one to provide access to a new dwelling placed on an unstable parcel that had long been an open green space for good reason. The direct access to the street is needed for emergency vehicles, utility trucks, Postal Service, and delivery trucks. My driveway is not designed for that load of traffic in weight or numbers of vehicles.

The City of Astoria is said to have a housing crisis, let's not try solving the housing shortage by allowing development in unstable areas of the city or by overcrowding dwellings into unsuitable locations that disrupt existing neighborhoods. There are a large number of under-utilized or dilapidated homes and buildings that could be renovated and re-occupied around our city. These buildings are already there and fit into the street layout and won't require dangerous land excavations on unstable ground. Within the Harrison neighborhood, here considered, there have recently been several examples of renovation that have had the double benefit of cleaning up run-down deteriorating buildings and recreating good affordable housing. Examples include: a renovated home at 33rd and Harrison, another one at 30th near

Grand completed last year and a second home next door in progress now. Near 29th and Grand – renovation started, and a new home was built last year at 30th and Grand. So our Harrison neighborhood is adding to Astoria's housing inventory in a very positive way – without causing dangerous and expensive land instability and sliding nor causing overcrowding in our neighborhood. Two additional properties with buildings ripe for renovation are close by, one for sale at 34th and Harrison – large home, long unoccupied, needs repair and another home in rough shape, unoccupied for at least 4 years is on Irving near 30th. So we've been adding residential space in our neighborhood and there are still properties to continue with.

Please deny the request for alley vacation.

Sincerely,
Christopher Farrar
3023 Harrison Av
Astoria, OR 97103

Ordinance No. 17- _____

AN ORDINANCE GRANTING THE PETITION FOR THE VACATION OF THE ALLEYWAY ADJACENT TO 3115 HARRISON AND THE UNDEVELOPED LOT SOUTH OF THE ALLEYWAY

The City of Astoria does ordain as follows:

Section 1. Vacation Allowed. That the petition for vacation of the alleyway is described as follows is hereby granted:

10 X 100 foot portion of the alley that abuts his property at 3115 Harrison, Lot 6 Block 63, Upper Astoria (Tax Lot 8099CA10000) and a 10 X 100 foot portion of the alley that abuts his undeveloped lot, Lot 7, Block 63, Upper Astoria (Tax Lot 8099CA10100) on the south side of the alley.

Section 2. Combining Lots. The above described portions of vacated alleyway and properties are hereby combined into one lot and may not be separated except in compliance with Astoria Development Code and other applicable land use regulations.

SECTION 3. Reservations. Nothing in this ordinance or in the action to vacate that portion of the alleyway or alley described in Section 1 shall cause or require the removal or abandonment of any City or Franchise Utility of any kind, wire, pole, or object used or intended to be used for any public service, and the right hereby is reserved for the owner of any such utility or object to maintain, continue, repair, reconstruct, renew, replace, rebuild or enlarge all utilities and objects. The City also reserves the right to construct, maintain, continue, repair, reconstruct, renew, replace, rebuild or enlarge any future utility or object deemed necessary by the City.

Section 5. Effective Date. The provisions of this ordinance shall take effect 30 days after its passage.

The vacation of that portion of the alleyway as described in Section 1 of this ordinance is ordered and allowed, subject to the provisions and restrictions contained in Section 2.250 and 2.310 of the Astoria Code.

ADOPTED BY THE COMMON COUNCIL THIS _____ DAY OF _____ 2017.

APPROVED BY THE MAYOR THIS THIS _____ DAY OF _____ 2017.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION YEA NAY ABSENT

Councilor Nemlowill

Brownson

Price

Jones

Mayor LaMear



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date May 31, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION ESTABLISHING RULES, REGULATIONS, RATE CHANGES AND CONDITIONS FOR SOLID WASTE SERVICE

DISCUSSION/ANALYSIS

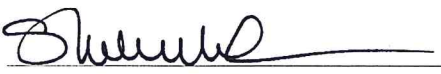
The City's franchise agreement with Recology requires them to render financial statements and rate review of the Solid Waste Collection Franchise no later than April 30 each year. The annual rate review was received April 3, 2017 and presented to Council May 15, 2017 noting need to increase medical waste collection by 2% and a reduction of 2.74% for the debris box and compactor ton rate for garbage collection.

In addition Council considered four options for A) garbage collection in City parks, B) garbage and recycling collection in City parks, C) curbside glass collection and D) curbside yard debris collection (including items such as vegetable peels, rinds and trimming but no food waste). Council requested rate schedules to include Option A only. The rate schedules incorporating the medical waste collection, debris box and compactor ton rate and addition of garbage collection in City parks are contained in Exhibit A of the attached resolution to be effective July 1, 2017.

In addition staff was directed to work with Recology to develop "pilot recycling" in designated City parks.

RECOMMENDATION

It is recommended that Council consider the attached resolution with rate changes as indicated.

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

A RESOLUTION ESTABLISHING RULES, REGULATIONS, RATE CHARGES AND
CONDITIONS FOR SOLID WASTE SERVICE

WHEREAS, under Sections 4.020 and 4.060 of the Astoria Code, the City Council is authorized to contract for Solid Waste service and approve and enforce rules and regulations prepared by the City Manager and govern such service by resolution;

WHEREAS, pursuant to Ordinance No. 91-17, Section 1, the charges for service set by this resolution are intended to be neither a tax on property or on a property owner as a direct consequence of ownership of property within the meaning of Section 11b, Article XI of the Oregon Constitution or the legislation implementing that section, nor an unincurred charge within the meaning of that section; now, therefore,

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

SECTION 1. Rules, Regulations and Rates. That the following Rules and Regulations governing solid waste service, including rates and conditions, are hereby adopted.

ARTICLE I
GENERAL

Section 1.01 Public Works Director. Solid Waste service shall be under the control and supervision of the City's Public Works Director or the Director's designee. However, this rule shall not alter the responsibility of the Franchisee in providing Solid Waste service as provided by the Astoria Code and by these Rules and Regulations.

Section 1.02 Solid Waste Collection Charges. It is the policy of the City that each Customer will be charged in accordance with the existing schedule of fees. Charges for all Solid Waste service performed within the Astoria city limits by the Franchisee or its representative will be billed through the records of the City's Franchisee. Such billing shall include charges for all container rentals within the city limits.

ARTICLE II
CUSTOMER'S RESPONSIBILITIES

Section 2.01 Containers not to be Overloaded. A customer shall not overload any container with earth, rocks or other heavy Solid Waste beyond the point where one (1) man can reasonably lift the container to the pickup vehicle. The maximum gross weight of a thirty-two (32) gallon container and material shall not exceed sixty-five (65) pounds. A customer shall not overload any container beyond the point where a cover can be securely replaced.

Section 2.02 Responsibility to Place Garbage in Containers. It shall be the responsibility of the customer to place Solid Waste in a container and to keep the area

around the container in a neat and sanitary condition. Customers are required to place containers at curbside, unless other arrangements are made with the Franchisee.

Section 2.03 Explosive, Hazardous and Toxic Materials Prohibited. A customer shall not place explosive, hazardous, toxic or inflammable materials in any container used for Solid Waste service.

Section 2.04 Location of Special Pickup Material. Special pickup materials shall be placed, by the customer, at a container or as near thereto as possible.

Section 2.05 Customers to Restrain Vicious Animals. Each customer must restrain vicious animals beyond the reach of each Solid Waste container and must take all steps to prevent any interference with the Franchisee in the performance of Solid Waste service. The Franchisee may refuse to remove Solid Waste if vicious animals present a dangerous situation.

Section 2.06 Certain Solid Waste Prohibited. No customer shall fill containers with dishwater or other liquid or semi-liquid wastes which are properly disposable down the sanitary drains.

Section 2.07 Containers to be Kept Clean. From time to time, a customer shall thoroughly clean each Solid Waste container which is thirty-two (32) gallons or smaller, or is a ninety (90) gallon curbside tote, to prevent any odor nuisance and to keep each container free from accumulative grease and decomposing material.

Section 2.08 Common Containers Prohibited. Customers shall not use a common Solid Waste container except at an apartment house, industrial and commercial building, and at other buildings where Solid Waste service is provided and included in the rent or lease price as a building service.

ARTICLE III RATE SCHEDULES

Section 3.01 Rates Authorized. In accordance with the provisions of the Astoria Code, rates, attached as Exhibit A, are hereby adopted as the schedule for all Solid Waste services in the City of Astoria, effective July 1, 2017.

Section 3.02 Schedule of Rates. The schedule of rates attached as Exhibit "A" applies to all collections and will be the basis of billings to all customers by the Franchisee.

Section 3.03 20 Gallon Residential Container.

In order to qualify for the 20 gallon rate, a customer needs to meet the following conditions:

1. Only one 20-gallon container is allowed per residence.

2. The 20-gallon container discount is available only to households that actively recycle at least once a month.
3. The 20-gallon container is available only to households that recycle by use of the Astoria recycling boxes.

SECTION 2. Repeal of Resolution. Resolution No. 16-08 adopted June 6, 2016, is hereby repealed.

SECTION 3. Effective Date. This resolution shall go into effect on July 1, 2017.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2017.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2017.

Mayor

Attest:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Nemlowill			
Brownson			
Price			
Jones			
Mayor LaMear			

RECOLOGY WESTERN OREGON
AST CITY OF ASTORIA, OPTION A (ADD PARKS TRASH COLLECTION)
SUMMARY RATE SHEET
EFF. DATE: 7/1/2017

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

CAN & CART SERVICES - CURBSIDE

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)
MONTHLY RATES

CNGWC	32G CAN-CURB	\$ 23.58	1.68%	\$ 0.40	\$ 23.98
CNGEC	32G CAN EOW-CURB	\$ 15.34	1.68%	\$ 0.26	\$ 15.60
CNGMC	32G CAN OAM-CURB	\$ 8.24	1.68%	\$ 0.14	\$ 8.38
OCCC	CAN ON CALL CURB	\$ 8.10	1.68%	\$ 0.14	\$ 8.24

32 GALLON CART SERVICE
MONTHLY RATES

32GWC	32G CART-CURB	\$ 22.35	1.68%	\$ 0.38	\$ 22.73
32GEC	32G CART EOW-CURBSIDE	\$ 14.52	1.68%	\$ 0.24	\$ 14.76
32GMC	32G CART MONTHLY-CURB	\$ 7.82	1.68%	\$ 0.13	\$ 7.95
OC3C	32 GAL CART ON CALL CURB	\$ 7.66	1.68%	\$ 0.13	\$ 7.79

90 GALLON CART SERVICE
MONTHLY RATES

90GWC	90G CART-CURB	\$ 37.24	1.68%	\$ 0.63	\$ 37.87
90GEC	90G CART EOW-CURB	\$ 24.20	1.68%	\$ 0.41	\$ 24.61
90GMC	90G CART OAM-CURB	\$ 13.05	1.68%	\$ 0.22	\$ 13.27
OC9C	90 GAL CART ON CALL CURB	\$ 12.79	1.68%	\$ 0.21	\$ 13.00

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)
RATE PER EACH

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 7.66	1.68%	\$ 0.13	\$ 7.79
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 12.79	1.68%	\$ 0.21	\$ 13.00

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CAN & CART SERVICES - NON-CURBSIDE (SIDEYARD)

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)
MONTHLY RATES

CNGWS	32G CAN-SIDE	\$ 24.83	1.68%	\$ 0.42	\$ 25.25
CNGES	32G CAN EOW-SIDE	\$ 16.13	1.68%	\$ 0.27	\$ 16.40
CNGMS	32G CAN OAM-SIDE	\$ 8.69	1.68%	\$ 0.15	\$ 8.84
OCCS	CAN ON CALL SIDE	\$ 8.53	1.68%	\$ 0.14	\$ 8.67

32 GALLON CART SERVICE
MONTHLY RATES

32GWS	32G CART-SIDE	\$ 34.76	1.68%	\$ 0.58	\$ 35.34
32GES	32G CART EOW-SIDEYARD	\$ 22.58	1.68%	\$ 0.38	\$ 22.96
32GMS	32G CART MONTHLY-SIDE	\$ 12.15	1.68%	\$ 0.20	\$ 12.35
OC3S	32 GAL CART ON CALL SIDE	\$ 11.93	1.68%	\$ 0.20	\$ 12.13

90 GALLON CART SERVICE
MONTHLY RATES

90GWS	90G CART-SIDE	\$ 57.12	1.68%	\$ 0.96	\$ 58.08
90GES	90G CART EOW-SIDE	\$ 37.12	1.68%	\$ 0.62	\$ 37.74
90GMS	90G CART OAM-SIDE	\$ 19.99	1.68%	\$ 0.34	\$ 20.33
OC9S	90 GAL CART ON CALL SIDE	\$ 19.61	1.68%	\$ 0.33	\$ 19.94

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)
RATE PER EACH

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 11.93	1.68%	\$ 0.20	\$ 12.13
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 19.61	1.68%	\$ 0.33	\$ 19.94

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

RECOLOGY WESTERN OREGON
AST CITY OF ASTORIA, OPTION A (ADD PARKS TRASH COLLECTION)
SUMMARY RATE SHEET
EFF. DATE: 7/1/2017

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

OTHER SERVICES & FEES
EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)
RATE PER EACH

XBAG	EXTRA BAG(S)	\$ 5.89	1.68%	\$ 0.10	\$ 5.99
XBOX	EXTRA BOX	\$ 5.89	1.68%	\$ 0.10	\$ 5.99
XCAN	EXTRA CAN(S)	\$ 5.89	1.68%	\$ 0.10	\$ 5.99
XMISC	EXTRA MISC	\$ 5.89	1.68%	\$ 0.10	\$ 5.99
X32	EXTRA 32G CART(S)	\$ 5.89	1.68%	\$ 0.10	\$ 5.99
X90	EXTRA 90G CART(S)	\$ 9.32	1.68%	\$ 0.16	\$ 9.48

BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

RATE PER EACH

APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66
APL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
FURN	FURNITURE CHARGE	\$ 17.22	0.00%	\$ -	\$ 17.22
TREE	EXTRA CHRISTMAS TREE	\$ 11.78	1.68%	\$ 0.20	\$ 11.98
IRSC	IN ROUTE SERVICE CHARGE	\$ 20.02	1.68%	\$ 0.34	\$ 20.36
SC	SERVICE CHARGE	\$ 78.88	1.68%	\$ 1.33	\$ 80.21

RELATED FEES
RATE PER EACH

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 40.03	1.68%	\$ 0.67	\$ 40.70

Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

FRONT-LOAD CONTAINER SERVICE
1 YARD CONTAINERS
MONTHLY RATES

1GW	1YD TRASH	\$ 142.14	1.68%	\$ 2.39	\$ 144.53
1GE	1YD TRASH EOW	\$ 83.47	1.68%	\$ 1.40	\$ 84.87
1GM	1YD TRASH MONTHLY	\$ 51.87	1.68%	\$ 0.87	\$ 52.74
1OC	ON CALL-1YD TRASH	\$ 29.82	1.68%	\$ 0.50	\$ 30.32
1XP	EXTRA PICK UP-1YD TRASH	\$ 29.82	1.68%	\$ 0.50	\$ 30.32

1.5 YARD CONTAINERS
MONTHLY RATES

1HGW	1.5YD TRASH	\$ 173.41	1.68%	\$ 2.91	\$ 176.32
1HGE	1.5YD TRASH EOW	\$ 99.11	1.68%	\$ 1.67	\$ 100.78
1HGM	1.5YD TRASH MONTHLY	\$ 59.11	1.68%	\$ 0.99	\$ 60.10
1HOC	ON CALL-1.5YD TRASH	\$ 37.77	1.68%	\$ 0.63	\$ 38.40
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 37.77	1.68%	\$ 0.63	\$ 38.40

RECOLOGY WESTERN OREGON
AST CITY OF ASTORIA, OPTION A (ADD PARKS TRASH COLLECTION)
SUMMARY RATE SHEET
EFF. DATE: 7/1/2017

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

2 YARD CONTAINERS
MONTHLY RATES

2GW	2YD TRASH	\$ 204.68	1.68%	\$ 3.44	\$ 208.12
2GE	2YD TRASH EOW	\$ 114.72	1.68%	\$ 1.93	\$ 116.65
2GM	2YD TRASH MONTHLY	\$ 66.33	1.68%	\$ 1.11	\$ 67.44
2OC	ON CALL-2YD TRASH	\$ 45.70	1.68%	\$ 0.77	\$ 46.47
2XP	EXTRA PICK UP-2YD TRASH	\$ 45.70	1.68%	\$ 0.77	\$ 46.47

3 YARD CONTAINERS
MONTHLY RATES

3GW	3YD TRASH	\$ 267.24	1.68%	\$ 4.49	\$ 271.73
3GE	3YD TRASH EOW	\$ 146.02	1.68%	\$ 2.45	\$ 148.47
3GM	3YD TRASH MONTHLY	\$ 80.79	1.68%	\$ 1.36	\$ 82.15
3OC	ON CALL-3YD TRASH	\$ 61.60	1.68%	\$ 1.03	\$ 62.63
3XP	EXTRA PICK UP-3YD TRASH	\$ 61.60	1.68%	\$ 1.03	\$ 62.63

4 YARD CONTAINERS
MONTHLY RATES

4GW	4YD TRASH	\$ 329.80	1.68%	\$ 5.54	\$ 335.34
4GE	4YD TRASH EOW	\$ 177.28	1.68%	\$ 2.98	\$ 180.26
4GM	4YD TRASH MONTHLY	\$ 95.24	1.68%	\$ 1.60	\$ 96.84
4OC	ON CALL-4YD TRASH	\$ 77.49	1.68%	\$ 1.30	\$ 78.79
4XP	EXTRA PICK UP-4YD TRASH	\$ 77.49	1.68%	\$ 1.30	\$ 78.79

5 YARD CONTAINERS
MONTHLY RATES

5GW	5YD TRASH	\$ 392.35	1.68%	\$ 6.59	\$ 398.94
5GE	5YD TRASH EOW	\$ 208.57	1.68%	\$ 3.50	\$ 212.07
5GM	5YD TRASH MONTHLY	\$ 109.67	1.68%	\$ 1.84	\$ 111.51
5OC	ON CALL-5YD TRASH	\$ 93.37	1.68%	\$ 1.57	\$ 94.94
5XP	EXTRA PICK UP-5YD TRASH	\$ 93.37	1.68%	\$ 1.57	\$ 94.94

6 YARD CONTAINERS
MONTHLY RATES

6GW	6YD TRASH	\$ 454.89	1.68%	\$ 7.64	\$ 462.53
6GE	6YD TRASH EOW	\$ 239.84	1.68%	\$ 4.03	\$ 243.87
6GM	6YD TRASH MONTHLY	\$ 124.11	1.68%	\$ 2.09	\$ 126.20
6OC	ON CALL-6YD TRASH	\$ 109.27	1.68%	\$ 1.84	\$ 111.11
6XP	EXTRA PICK UP-6YD TRASH	\$ 109.27	1.68%	\$ 1.84	\$ 111.11

8 YARD CONTAINERS
MONTHLY RATES

8GW	8YD TRASH	\$ 557.10	1.68%	\$ 9.36	\$ 566.46
8GE	8YD TRASH EOW	\$ 290.93	1.68%	\$ 4.89	\$ 295.82
8GM	8YD TRASH MONTHLY	\$ 147.73	1.68%	\$ 2.48	\$ 150.21
8OC	ON CALL-8YD TRASH	\$ 135.23	1.68%	\$ 2.27	\$ 137.50
8XP	EXTRA PICK UP-8YD TRASH	\$ 135.23	1.68%	\$ 2.27	\$ 137.50

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
------	------------------	----------	-------	------	----------

FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

RECOLOGY WESTERN OREGON
SUMMARY RATE SHEET
AST CITY OF ASTORIA, OPTION A (ADD PARKS TRASH COLLECTION)
EFF. DATE: 7/1/2017

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	-----------------	-------	----------	-------------

DEBRIS BOX SERVICES
SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)
RATE PER HAUL

DEL	DELIVERY CHARGE	\$ 40.03	0.00%	\$ -	\$ 40.03
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 87.57	0.00%	\$ -	\$ 87.57
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 105.08	0.00%	\$ -	\$ 105.08

DEBRIS BOX DISPOSAL FEES
RATE PER UNIT

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 94.00	0.00%	\$ -	\$ 94.00
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 102.61	-2.74%	\$ (2.81)	\$ 99.80
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD ³)	\$ -	0.00%	\$ -	\$ -

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

RELATED FEES
RATE PER DAY

RENTD	DAILY RENTAL FEE	\$ 12.48	0.00%	\$ -	\$ 12.48
-------	------------------	----------	-------	------	----------

Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 131.11	0.00%	\$ -	\$ 131.11
-------	--------------------	-----------	-------	------	-----------

Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 117.72	0.00%	\$ -	\$ 117.72
------	----------------	-----------	-------	------	-----------

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

TEMPORARY RENTAL CONTAINERS
RATE PER EACH

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 26.03	0.00%	\$ -	\$ 26.03
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 86.23	0.00%	\$ -	\$ 86.23
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

BULKY ITEMS - DEBRIS BOX

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 4.59	0.00%	\$ -	\$ 4.59
TONR	TIRE CHARGE ON RIM	\$ 9.18	0.00%	\$ -	\$ 9.18
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66

MEDICAL WASTE COLLECTION SERVICES
RATE PER EACH

M4HSC	4.7 QT SHARPS CONTAINER	\$ 20.23	2.00%	\$ 0.40	\$ 20.63
M10SC	10 QT SHARPS CONTAINER	\$ 23.52	2.00%	\$ 0.47	\$ 23.99
M23SC	23 QT SHARPS CONTAINER	\$ 45.76	2.00%	\$ 0.92	\$ 46.68
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 35.64	2.00%	\$ 0.71	\$ 36.35
M21BX	21 GAL MEDICAL WASTE BOX	\$ 36.34	2.00%	\$ 0.73	\$ 37.07
M48BX	48 GAL MEDICAL WASTE BOX	\$ 42.49	2.00%	\$ 0.85	\$ 43.34
M8GBP	RX MED WASTE TUB	\$ 95.56	2.00%	\$ 1.91	\$ 97.47


Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).
Billing Terms: Commercial Accounts are billed on a monthly basis.
Residential accounts are billed once every three months, in advance.



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

MEMORANDUM

DATE: JUNE 2, 2017
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: IMPLEMENTING A PARKS AND RECREATION FEE

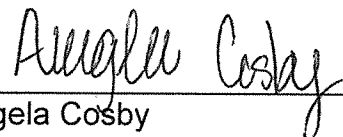
DISCUSSION

At a prior City Council meeting it was proposed by Councilor Price to have a \$3 per water meter Parks and Recreation Fee for residential customers only. Mayor LaMear has added this item to the agenda for Council discussion. Mayor LaMear has requested that staff work to develop the necessary ordinances/resolutions needed to implement this fee so that Council could potentially take action.

After review it has been determined that an amendment to the City Code as well as a resolution may need to be prepared. Staff is preparing draft language and will present this rough draft language for review at the June 5th City Council meeting. If Council wishes to take action on this it will be brought back at a subsequent meeting.

RECOMMENDATION

It is recommended that City Council provide direction on implementing a \$3 Parks and Recreation Fee.


By: 
Angela Cosby
Director of Parks & Recreation



MEMORANDUM

DATE: MAY 25, 2017

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION AMENDING THE FEE SCHEDULE FOR THE PARKS AND RECREATION DEPARTMENT AND LIBRARY DEPARTMENT

DISCUSSION LIBRARY FEE SCHEDULE

The Astor Public Library is more than a repository of books. It is part of the community. To assist with providing excellent service to our community Library staff has reviewed fee charges and submit the changes annotated in Schedule E. The decision to adjust fees directly correlates to service provision with an overarching goal of removing barriers for all citizens of Astoria.

To ensure our children are ready to read in kindergarten it is recommended overdue fees are no longer charged for juvenile items. In order to develop lifetime readers it is recommended overdue fees are no longer charged for Young Adult items. In an effort to simplify fee charges for public and staff it is recommended we charge \$0.25 per item per day. The fee adjustments are shown in the following attachments.

DISCUSSION PARKS FEE SCHEDULE

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 2016-2017 fiscal year is 55%. 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 fee increases, 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.

Currently the Astoria Aquatic Center and Astoria Recreation Center sells youth, senior, adult and family monthly passes for Aquatic Center services and group fitness classes at the Recreation Center. To attract new customers, increase revenue and support organizations and business increase employee's health, wellness and productivity. Parks and Recreation Department staff propose implementing a bulk buy discount of 20% to the monthly Aquatic Center, Recreation Center, and Land and Water Passes when sold in a quantity of 20 or more per transaction.

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. Fees were increased for fiscal year 2016-2017 which took place in July 2016 but were approved by council in December. The Parks and Recreation Department also proposed increasing the fees by 10% every fiscal year beginning 2016 to fiscal year ending 2022.

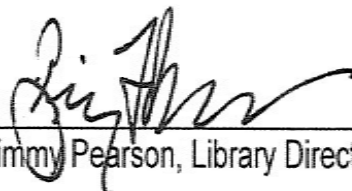
This direction came after a Special City Council meeting held at the Cemetery to study its history, operations, and challenges. During the meeting the Council viewed a presentation, toured the grounds, received community feedback, and discussed how to overcome the current and future challenges facing the Cemetery. 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 (at the current level of service) are greater than the fees charged for those services. This fee increase began closing the gap between fees charged for services vs the cost of services.

It is proposed that fees be increased by an additional 10% effective July 5, 2017. The fee adjustments are shown in the following attachments.

RECOMMENDATION

It is recommended that City Council approve the attached resolution amending the fee schedule for Library and Parks Services.

By: 
Angela Cosby
Director of Parks & Recreation

By: 
Jimmy Pearson, Library Director

Astoria Public Library **PROPOSED Schedule E**

	1.	<u>Overdue Materials</u>
Reduce	(a)	After due date, items are rented for 50-cents 25 cents per day until the 60th day.
Add	(b)	No late fee for children's books.
Add	(c)	Item is considered lost after 60 days and a replacement fee is charged unless item is returned.
Remove	(b)	Audiovisual materials (CDs and videos) are rented at \$1.50 per day after the seventh night.
	2.	<u>Subscribing Library Family Fee</u> (persons who reside outside of Astoria city limits).
Add	(a)	\$18.00 for three-month period.
	(b)	\$33.00 for a six-month period.
	(c)	\$60.00 for a 12-month period.
Remove	(d)	If family moves out of Astoria metropolitan area, a refund of \$3.00 per unused full month will be approved, less any fees owed.
Remove	(e)	\$15.00 for a 12-month "Kids' Cards" for children 12 years and under to borrow children's materials only.
	(e)	Non-resident owners of property within the City, and members of their households, are eligible to have free library borrowers cards by annually showing proof of having paid Astoria property taxes.
Remove	3.	<u>Interlibrary Loan</u> - \$10.00 per item received by mail.
Increase	4.	<u>Print Pages</u> - 15-cents 20 cents per sheet.
	5.	<u>Borrowers Card Replacement</u> - \$6.00.
	6.	<u>Damage Fees</u>
	(a)	Slight damage - \$3.00.
	(b)	Extensive damage or loss - replacement cost plus \$3.00 processing fee, or bring duplicate item.
Remove	7.	<u>Transient Borrowers Privileges</u> - (available to visitors staying in area motels, hotels, campgrounds and boat basins):
	(a)	Transient borrower card - \$25.00.
	(b)	Deposit per item borrowed - \$25.00.
	8.	<u>Flag Room Rental</u>
	(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.
Add	(d)	Refundable Required Deposit - \$15.00 per meeting.

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

OCEANVIEW CEMETERY	CURRENT	PROPOSED	EFFECTIVE
<u>Graves-Ground Only (w/perpetual care)</u>			
Infant/Child plots	\$212	\$233	7/5/2017
Block 68, Cremation only	\$390	\$429	7/5/2017
All other blocks	\$1,169	\$1,286	7/5/2017
<u>Interments</u>			
Adult (opening and closing)	\$1,169	\$1,286	7/5/2017
Cremation	\$584	\$642	7/5/2017
Cremated remains (Saturdays)	\$169	\$186	7/5/2017
Adult, Saturdays	\$339	\$373	7/5/2017
Late funerals (after 3:00 pm) add'l/hr.	\$68	\$75	7/5/2017
<u>Disinterment</u>			
Adult	\$551	\$606	7/5/2017
Child under 7	\$424	\$466	7/5/2017
Cremated remains removed	\$169	\$186	7/5/2017
<u>Liner and Installation</u>			
Liner Purchase and Installation	\$1001	\$1101	7/5/2017
Liner Fee	\$339	\$373	7/5/2017
<u>Monument/Marker Permits</u>			
Monument Permit (Not over 62" in length)	\$203	\$223	7/5/2017
Marker Permit-Double (2 people)	\$169	\$186	7/5/2017
Marker Permit-Single	\$136	\$150	7/5/2017
Marker Permit-Veteran	\$68	\$75	7/5/2017
Marker Permit-Baby grave cover	\$85	\$94	7/5/2017
Other Work	Cost + 25%	Cost +25%	7/5/2017
Chapel Reservation	\$75/hr.	\$83/hr.	7/5/2017

RESOLUTION NO. 17-__

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. 17-11 adopted May 1, 2017 is repealed.

Section 7. Effective Date. The provisions of this resolution shall be 30 days upon passage.

ADOPTED BY THE CITY COUNCIL THIS 5TH DAY OF JUNE 2017.

APPROVED BY THE MAYOR THIS 5TH DAY OF JUNE, 2017.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Commissioner Nemlowill			
Brownson			
Price			
Jones			
Mayor LaMear			

Building Inspection Schedule A

CITY OF ASTORIA MECHANICAL PERMIT FEES	
Fee Description	Fees
Plan Check Fees	25% of mechanical permit fees when plan review is performed
Minimum Permit Fee	\$65.00
Permit Fees for One- and Two-Family Dwellings: Mechanical Equipment:* Clothes dryer, exhaust fan, kitchen hood Fuel burning (incl. vents, chimney, flues, etc) All other appliances and equipment Gas Piping: One to four outlets Additional outlets (each) Alteration to mechanical equipment or system	\$15.00 each \$30.00 each \$30.00 each \$12.00 \$ 2.50 each \$24.00
<i>*Mechanical equipment for one- and two-family dwellings includes, but is not limited to: wood stove, fireplace insert, furnace and its attached add-ons (e.g. cooling coil and air filter), pellet stove, heat pump condenser unit, log lighter, portions of boiler not regulated by the State, pool heater, sauna.</i> <i>The following items are included in the base fee, separate fees will not be assessed: filter, volume damper, fresh air intakes, electric water heater regulated by plumbing code, duct work, control units or thermostats and similar equipment.</i>	
Permit Fees for Commercial, Industrial and Multi-Family Residential: <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
*Fixtures include: water closet, lavatory, tub/shower, sink, bidet, laundry tubs, disposal, dishwasher, clothes washer, water heater, floor sink/drain, through drain, drinking fountain, hose bib, sump pump/ejector, urinal, roof drain/overflow, catch basin, interceptor/grease trap, dental units and receptors.	\$20.00 per fixture
One or Two-Family Dwelling, New Construction : *	
Fee includes first 100 feet of water, storm and sewer service	
One bathroom	\$213.00
Two bathrooms	\$282.00
Three bathrooms	\$351.00
Each additional bathroom above three & kitchen above one	\$69.00
Fixture	\$20.00 each
*Base fee includes: kitchen, hose bibs, icemakers, underfloor low point drains, and rain drain packages that include piping, gutters, downspouts, and perimeter systems.	
Additional Plan Review Fee For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.	\$65.00/hr (minimum charge \$65.00)
Expired Application Processing Fee Hourly rate charged for actual time spent processing and reviewing applications for which a permit is never issued. Credit is given for paid plan check fees.	\$65.00/hr (minimum charge \$65.00)
Water Heater Permit, One and Two-Family Residential Only Replacement of water heater of similar size and location that it is replacing. (Includes one inspection)	\$65.00
Inspections for Which No Fee is Specifically Indicated	\$65.00/ea
Inspections Outside of Normal Business Hours	\$65.00/hr (1.5 hr minimum)
Medical Gas System Calculate the total value of system equipment and installation costs, including but not limited to inlets, outlets, fixtures and appliances. Apply the value of work to the medical gas system permit fee table below.	
\$1 - \$2,000	\$65.00 minimum
\$2,001 - \$25,000	\$65.00 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$244.40 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$390.65 for the first \$50,000 plus \$3.50 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$565.65 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof

**CITY OF ASTORIA
PLUMBING PERMIT FEES**

Fee Description	Fees
Miscellaneous Permits: Reverse plumbing 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>\$1 - \$2,000</p> <p>\$2,001 - \$25,000</p> <p>\$25,001 - \$50,000</p> <p>\$50,001 - \$100,000</p> <p>\$100,001 and up</p> <p><i>*Definition of Valuation: The valuation to be used in computing the permit fee and plan check fee shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent work or equipment, and the contractor's profit as determined by the Building Official.</i></p>	<p>\$65.00 minimum fee</p> <p>\$65.00 for the first \$2,000 plus \$10.53 for each additional \$1,000 or fraction thereof</p> <p>\$307.19 for the first \$25,000 plus \$7.90 for each additional \$1,000 or fraction thereof</p> <p>\$504.69 for the first \$50,000 plus \$5.27 for each additional \$1,000 or fraction thereof</p> <p>\$768.19 for the first \$100,000 plus \$4.39 for each additional \$1,000 or fraction thereof</p>
Building Plan Check Fee	65% of building permit fees
<p>Manufactured Dwelling Permits:</p> <p>Installation permit</p> <p><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><i>**Accessory structure fees will be assessed based on the value of construction determined under the Building Permit Fee section above.</i></p> <p><i>*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.</i></p>	\$190.00* includes Administrative fee
<p>Additional Plan Review Fee</p> <p><i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$65.00/hr</p> <p>One hour minimum</p>
<p>Alternative Materials and Methods</p> <p><i>Hourly rate charged per person involved in review.</i></p>	\$65.00/hr
Building Demolition Permit Fee	Apply Building Permit Fees (above) based on total project value. Minimum fee \$65.00/hr. One hour minimum.

CITY OF ASTORIA STRUCTURAL PERMIT FEES

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

CITY OF ASTORIA STRUCTURAL PERMIT FEES

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

**City Administration
Schedule B**

Astoria City Code	\$ 30.00
Budget Detail.....	\$ 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
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
---	----------

Attorney Review of Materials	\$190.00 per hour
------------------------------------	-------------------

**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

Aquatic Center Monthly Pass

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	\$50.00	\$40.00
Family	\$60.00	\$50.00
Adult.....	\$80.00	\$70.00

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

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	\$150.00

Monthly Locker Rentals

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

Rentals/Misc.

Lane rental (per lane, per hr.).....	\$25.00
--------------------------------------	---------

**Includes admission for up to 5 individuals*

After hours rental (per hr., min. 4 hrs.)	\$175.00
Showers.....	\$3.00

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Towel Rental.....	\$3.00	\$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
--	--------

***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.....	\$233
Block 68, Cremation only.....	\$429
All other blocks	\$1,286
Interments	
Adult (opening and closing)	\$1,286
Cremation	\$642
Cremated remains (Saturdays).....	\$186
Adult, Saturdays	\$373
Late funerals (after 3:00 pm) add'l/hr.....	\$75
Disinterment	
Adult	\$606
Child under 7	\$466
Cremated remains removed	\$186
Liner and Installation	
Liner Storage Fee.....	\$339
Liner Purchase and Installation	\$1101
Monument/Marker Permits	
Monument Permit (Not over 62" in length).....	\$223
Marker Permit-Double (2 people)	\$186
Marker Permit-Single.....	\$150
Marker Permit-Veteran	\$75
Marker Permit-Baby grave cover.....	\$94
Other Work	
Chapel Reservation	Cost +25%
	\$83/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..... Additional charge made for equipment and vehicle	\$ 40.00/hour
Staff review of public records	\$ 35.00/hour
Vehicle identification number inspection	\$ 35.00

**Public Works 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.....	\$100.00
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.



MEMORANDUM

DATE: MAY 30, 2017

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ACCEPTANCE OF SHIVELY PARK AND MCCLURE PARK SITE-SPECIFIC PARK MASTER PLANS

DISCUSSION

The Parks and Recreation Department's Comprehensive Master Plan recommends completing site-specific park plans at several locations. The process would allow the Department to plan for specific improvements and new development, as well as long term maintenance at each site. The plans would assess alternative options for improvements and new development, and recommend the best option. The planning process would involve input from the community, specify landscape features and park amenities to be developed or improved, and include cost estimates, funding strategies, and a timeframe for implementation.

It was recommended that site master plans for Shively Park and McClure Park be prioritized. During the community input process for the Parks and Recreation Comprehensive Master Plan, the public was asked to prioritize sites in need of master plans. Shively Park ranked as the community's highest priority and a need to balance the park's rich history with a low maintenance and accessible design that meets the community's needs. McClure Park ranked as the second highest priority for site master plans with the community. The Friends of McClure Park have been active in fundraising to make improvements and add amenities. A master plan for McClure Park would ensure that new development is supported by the community and Parks and Recreation Department, and that it can be cared for and adequately maintained into the future.

The Oregon Parks and Recreation Department Local Government Grant Program provides Small Community Planning Grants to support site-specific park and outdoor recreation plans. These planning efforts target a specific site that has been identified in a system-wide park and recreation plan. Site-specific planning projects include public outreach and an analysis process that leads to a detailed plan for full development or redevelopment a park or other recreational-use site. The plan must address priorities identified in a system-wide or comprehensive plan.

The City of Astoria was awarded the Oregon Parks and Recreation Department Local Government Grant of \$40,000 to support funding site plans for Shively Park and McClure Park and approve the Local Government Grant Program Agreement. On October 17, 2016 City Council accepted the grant and committed the required 40% match, in the amount of \$16,000 cash budgeted in the Capital Improvement Fund and in-kind management and administration contribution of \$11,000.

On November 7, 2016 City Council authorized staff to request qualifications for a consultant or team of consultants specializing in community engagement, gathering, consolidating, and prioritizing community input, planning and landscape design and/or architecture. One statement of qualifications was received from Greenworks P.C. a Landscape Architecture and Environmental Design firm that has completed several projects with the City of Astoria. A selection panel comprised of Parks and Recreation Department staff, Community Development staff, neighbors of Shively Park, and a representative from the Friends of McClure Park evaluated the received statement of qualification. The consultant was evaluated based on proven experience, expertise, and technical merit for the requested services. Based on the successful evaluation of Greenworks submittal, Greenworks and City staff negotiated project management plan, budget and schedule for the project.

On February 6, 2017 Astoria City Council authorized staff to enter into a contract with Greenworks P.C. for a team of consultants specializing in community engagement, gathering, consolidating, and prioritizing community input, planning and landscape design and architecture to create site-specific park plans for Shively and McClure in the amount of \$55,922.52.

The project timeline was as follows:

October, 2016: Notice to proceed from OPRD.

December, 2016: Designation of a project manager and procurement of a consultant.

January, 2017: Project kickoff, public notice of upcoming meeting dates.

February, 2017: Initial public meeting to collect input.

March, 2017: Development of design alternatives.

April, 2017: Public meetings to collect input on design alternatives.

May, 2017: Selection of preferred concepts for McClure and Shively Parks; development of implementation and funding strategy.

June, 2017: Adoption of plan documents for McClure and Shively Park.

Attached to the memo are the completed draft master plans. On May 24th the City of Astoria's Parks, Recreation and Advisory Board reviewed the McClure Park and Shively Park Site-Specific Master Plan reports, including summary, community engagement, site analysis, master plan, implementation and appendix. Following this review the Advisory Board unanimously provided their recommendation for adoption and provided feedback, stating that the City needs to resolve the Parks and Recreation budgetary

problems and create a sustainable department before pursuing other Parks and Recreation Department agendas.

RECOMMENDATION

It is recommended that the City Council accept the Shively Park and McClure Park Site-specific Park Master Plans.

Submitted By: 
Angela Cosby
Director of Parks & Recreation

SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Online Survey Summary

May 26, 2017

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team have conducted a number of activities to reach out to community members about their desires and opinions related to plans for these two parks. Activities have included:

- Stakeholder meetings with members of Friends of McClure Park and the Astoria Parks Advisory Board.
- Two sets of community meetings for each park to solicit feedback on conditions, opportunities, constraints, planning priorities and concepts.
- An online survey to assess support for proposed Master Plan concepts, including support for the concepts overall as well as for specific programming objectives and recommended improvements at each park.

The City publicized the online survey through a variety of means, including email announcements to community members who had attended community meetings or otherwise expressed an interest in the plans; a Parks Department Website announcement; and information provided to the *Daily Astorian*. A total of 53 people responded to the survey. Following is a brief summary of the results:

- An overwhelming majority of respondents support the overall concepts for both parks with over 87% saying that they support or strongly support the concept for McClure Park and over 77% voicing support or strong support for the Shively Park concept. A larger number of survey participants said they were neutral about the Shively Park concept (15.6%), compared to McClure Park (4%). In each case, less than 10% said they do not support the concepts.
- A majority of people also support the programming objectives for each park. For McClure Park, 63-84% support the programming objectives, with most of the remainder saying they are neutral. For Shively Park, 51-75% support the programming objectives, with most of the remainder saying they are neutral. About 10% or fewer people say they don't support the overall objectives for the two parks.
- A majority of people also support the individual improvements proposed for each park. For McClure Park, the majority of elements receive about 70% support or better, while just a few elements (NW parking entrance, SE entrance design, and NE monument sign) receive just over 50% support. Most of the people who don't voice support for a particular element say they are neutral, with only 4-20% saying they don't support specific elements. For Shively Park, 51-75% support the individual improvements, with most of the remainder saying they are neutral. The elements with the least support (but still a majority of support) at Shively Park are the future phase accessible trail to the hilltop area and the park exit safety improvements.
- The three most popular types of play equipment identified for McClure Park are the rocks and rope climbers, log crawl and nature-based play equipment. While the basket swing received the fewest number of "top three" votes, just under half the respondents still placed this in their list of top three choices, and the project team note a variety of advantages for this particular feature.

Other notable comments included the following:

- Several people (less than 10% of survey respondents) noted concerns about the cost of improvements or about the City spending any money on improvements to these or other city parks.
- Several people expressed concerns about removing swings at Shively Parks. Their main concern is that the park should not eliminate the only play equipment there without incorporating some type of play activity for children who may be attending events at the park with their families.
- Several people recommended maintaining the uncrowded, off the beaten path, natural look and feel that they currently enjoy at Shively Park.
- Several people expressed general appreciation to the City for conducting the planning effort and for providing them with multiple opportunities to participate and share their thoughts.

Prepared By:

Matt Hastie
Angelo Planning Group



SHIVELY PARK

MASTER PLAN REPORT

ASTORIA PARKS AND RECREATION

GREENWORKS
ANGLEGO PLANNING GROUP
KPFF ENGINEERING

May 2017



ACKNOWLEDGEMENTS

ASTORIA PARKS AND RECREATION

Angela Cosby, Parks Director
Rosemary Johnson, Parks Planner
Jonah Dart-McClean, Parks Supervisor

ASTORIA CHAMBER OF COMMERCE

ASTORIA PARKS BOARD

FRIENDS OF MCCLURE PARK

GREENWORKS

Mike Faha, Principal
Derek Sergison, Project Manager
Mike Corrente
Ben Johnson

ANGELO PLANNING GROUP

Matt Hastie
Kyra Schneider

KPFF ENGINEERING

Curt Vanderzanden, Principal
Stuart Finney



SHIVELY PARK

MASTER PLAN REPORT

Prepared for:
Astoria Parks and Recreation
1997 Marine Dr.
Astoria, OR 97103

May 2017

Prepared by:
GreenWorks, P.C.
Landscape Architecture-Environmental Design
24 NW 2nd Ave., Suite 100
Portland, Oregon 97209

CONTENTS

1	Summary
2	Community Engagement
3	Site Analysis
7	Master Plan
11	Implementation
14	Appendix



SUMMARY

The 2016-2026 Astoria Parks and Recreation Comprehensive Master Plan prioritized preparation of site Master Plans for Shively Park and McClure Park. McClure Park ranked as the second highest priority for site master plans with the community. The processes for McClure and Shively Park was in connection to efficiently create a vision for both sites and effectively capture stakeholder and community feedback. Shively Park ranked as the community's highest priority as a need to balance the park's rich history with a low maintenance and accessible design that meets the community's needs. A Master Plan for Shively Park would ensure that new development is supported by the community and Parks and Recreation Department, and that it can be cared for and adequately maintained into the future.

This process was funded by the Oregon Parks and Recreation Department Local Government Grant Program provides Small Community Planning Grants to support site-specific park and outdoor recreation plans. These planning efforts target a specific site that has been identified in a system-wide parks and recreation plan. Site-specific planning projects include public outreach and an analysis process that leads to a detailed plan for full development or redevelopment a park or other recreational-use site.

The McClure Park Master Plan is a vision for the project site and a framework to guide the preparation of detailed design documents for the development of the park. The Master Plan was developed as a collaboration between Astoria Parks & Recreation, the Astoria community, Astoria Park Board, Astoria Chamber of Commerce Members and the planning consultants. This document includes background information and analysis of the park site and provides a conceptual design for the park, as a result of extensive research and community outreach. The process was conducted in stages over the course of six months in 2017 with the intent to create a vision that reflects the communities wants and needs.

COMMUNITY ENGAGEMENT

The City of Astoria and its consultants team members conducted community engagement activities at four stages of the master planning process. (See appendix)

STAGE 1 - STAKEHOLDER MEETINGS

Astoria Parks and Recreation hosted two Stakeholder meetings to advise the groups of the scope and time line of the Master Plan project, introduce them to the team members, and obtain comments from them concerning Shively and McClure.

STAGE 2 - COMMUNITY OPEN HOUSE #1 : SITE ANALYSIS, EDUCATION, AND ENGAGEMENT

The City of Astoria and consultant team members led the first public open house to provide community members with the opportunity to make comments and recommendations on how Shively Park should be maintained and/or improved. Meeting topics included preferred uses and activities in the Park, maintenance of natural features, construction and/or maintenance of park amenities, safety considerations, and access to the park. The planning team presented information about conditions, opportunities, constraints, and possible programming ideas for the park. Interactive exercises provided participants opportunity to state their preference for different types of programming ideas and to identify suggestions for activities or improvements within the parks. Approximately 40 community members attended the public meetings and the results are in the appendix of this report.



STAGE 3 - COMMUNITY OPEN HOUSE #2 : ANALYSIS, UNDERSTANDING AND DIRECTION

The City of Astoria and consultant team members led a second public open house to provide community members with the opportunity review and comment on two draft concepts for Shively Park. Each concept included a variety of elements. Participants were asked to note whether they liked or disliked the specific elements or had any other recommendations for additional amenities or whether they suggested any refinements to the concepts presented. The meeting included a brief presentation of the concepts, a question and answer session, and interactive exercises to state their preference for different programming elements and concepts. Approximately 30-35 people attended the meeting and a summary of the results are in the appendix of this report.

STAGE 4 - ONLINE COMMUNITY SURVEY: VALIDATING THE DESIGN

The City and its team have conducted an online survey to assess support for proposed Master Plan concepts, including support for the concepts overall as well as for specific programming objectives and recommended improvements at each park. The City publicized the survey through a variety of means, including email announcements to community members who had attended community meetings or otherwise expressed an interest in the plans; a Parks Department Website announcement; and information provided to the Daily Astorian. A total of 53 people responded to the survey.



An overwhelming majority of respondents (over 77%) support the overall concept for the Shively Park concept. About 15% are neutral and only 6% say they do not support the concept.

A majority of people also support the programming objectives for Shively Park (51-75%), with most of the remainder saying they are neutral. About 2-11% say they don't support the overall objectives for the two parks.

A majority of people (51-75%) also support the individual improvements proposed for Shively Park, with most of the remainder saying they are neutral. The elements with the least support (but still a majority of support) at Shively Park are the future phase accessible trail to the hilltop area and the park exit safety improvements.

Other notable comments included:

- Several people (less than 10% of survey respondents) noted concerns about the cost of improvements or about the City spending any money on improvements to these or other city parks.
- Several people expressed concerns about removing swings at Shively Park. Their main concern is that the park should not eliminate the only play equipment there without incorporating some type of play activity for children who may be attending events at the park with their families.
- Several people recommended maintaining the uncrowded, off the beaten path, natural look and feel that they currently enjoy at Shively Park.
- Several people expressed general appreciation to the City for conducting the planning effort and for providing them with multiple opportunities to participate and share their thoughts.



SITE ANALYSIS

Shively Park is historic hilltop park with a community hall, two picnic shelters, open lawn and landscaped area, small play structure, and large forested natural areas with meandering informal trails. It is approximately 11.7 acres in its entirety, with the most active area located within the Shively Park Road loop.

HISTORY

Named for John Shively, the park was deeded by his son Charles W. Shively to the City of Astoria in 1898. John Shively arrived in Astoria in 1843 and platted a large land grant as the Shively Subdivision. He was the first US Postmaster west of the Rocky Mountains. Charles Shively donated five acres and sold an additional seven acres to the Astoria Progressive. The site was developed for Astoria's Centennial celebration in 1911 and included a reconstruction of Fort Astoria, an amphitheater on the park's south slope, exhibition halls, a Native American camp, botanical garden, trails, and a zoo. Landscaping was designed by Arthur L. Peck, who pioneered Landscape Architecture at Oregon Agricultural College.

Within 20 years, many of the Centennial features were dilapidated or missing. A meeting hall and restroom was constructed in the 1920s on the site of the former Fort reconstruction. For a more extensive history of the site, see the Astoria Parks and Recreation Comprehensive Master Plan.

CONTEXT

There are multiple properties surrounding Shively Park that are owned by the City and are not part of the main Tax Lot 1200.

These sites include Astoria Reservoir, private property land owner, Astoria Middle School, a power line corridor, Astor Column, Bonneville Power, Recology, Clatsop Community College, and residential communities to the north and south.



ACCESS

Vehicle's access the site from the north by the reservoir. The roadway is narrow and requires drivers to communicate if they are entering and exiting at the same time. The exit ramp is potentially hazardous as the drivers view of oncoming downhill traffic is blocked by a retaining wall.

The Park has informal parking and lacks a sense of arrival and wayfinding system. When visitors arrive, there is no clear indication of where they should go or how to get there. Many visitors drive past the parking and attempt to take the Shively Trail Loop until they reach a gate and must reverse before turning around. Often, drivers will go down the private drive to the residences on the northwest. This residence has an easement with the city which provides them unrestricted access to and from their home but occasionally vehicles park block their driveway. If these properties were be sold, it would be beneficial for the City to purchase them and incorporate them into the park.

The Shively Loop Road is a wide paved loop path within Shively Park through forested areas, with informal soft surface trail spurs. One trail connects to Evergreen Fields and Astoria Middle School. These trails are used by many hikers throughout the year and offers a nature escape within the city. The access trail from Shively Hall to the hilltop is a steep



at 20% grade slope with many large roots that create tripping hazard. It is a challenging access route for visitors and not considered accessible by ADA standards.

Dog walkers frequent these trails and rarely obey the off-leash rules posted at the entrance. This has become a safety concern for some visitors of the park.

STRUCTURES

The Shively Community Hall is available for rentals and includes a meeting room, kitchen, and restrooms. The building accommodates 55 seated guests or 85 standing. The building has no ADA accessible routes for wheel chairs or for the restrooms. The Hall's condition was not evaluated as part of this master planning effort and relocation was not considered. The large playground swing, while providing an opportunity for children to play, takes up a significant amount of space, is old and a maintenance concern

At the upper hilltop, two historic picnic shelters serve as gathering areas for outdoor events. One shelter does not have a floor, but overall the structures appear to be in fair condition without having done an in depth structural analysis. There are significant tree roots through the area around the shelters. These shelters attract visitors after park hours and drug and alcohol use has been reported, creating safety issue in the park.

The Weinhard Column was salvaged from the 1922 fires downtown and relocated to Shively Park. The monument stands behind the Hall as a gateway to the hilltop trail. The structure has large supports and may be difficult to relocate. It is one of the more prominent cultural artifacts of the park.



TOPOGRAPHY & DRAINAGE

The site is located on a hilltop with steep, vegetated slopes. There does not appear to be any formal storm drainage facilities and surface runoff appears to sheet flow from the upper levels of the park in all directions without significant concentration of flows to any one location. The Shively Loop Road has steep 2:1 embankments along most edges through the park. Widening, or impacting the road would require extensive earthwork and walls with impacts to many trees. Because of the steep slopes, wheelchair access is limited to the road as there are no ramps to access the Community Hall or the Hilltop.

VEGETATION

At the time of the centennial celebration, most of the site had been clear cut. It has since overgrown and is a dense forest. There are many significant mature trees throughout the site with a few ornamental species which were introduced at the Centennial Fair. There is a Monkey Puzzle tree and Yew trees



SITE ANALYSIS (CONTINUED)

at the entrance planted for the centennial which should be preserved as part of the sites history. Many trees along the trails and open space perimeter show signs of limb failure and present potential hazards to visitors. At the #12 on the site Analysis Plan (page 6), a significantly large conifer tree has grown over the staircase and presents a potential safety hazard (below). This staircase is not usable, but has become a unique feature in the park. There is a formal hedgerow at the hilltop which shows signs of age.

Invasive English Ivy and Himalayan Blackberry exists throughout the site but should be eradicated.

UTILITIES

There appears to be a 6" sanitary sewer line at the north east corner of the park. It is unclear if this sanitary sewer service is extended into the park property to serve Shively Hall. If it does not extend into the site, then it is likely that the Hall is served by a septic system.

Shively Park is served from a water main located in Williamsport Road at the northeast corner of the park property. If there is a desire to incorporate water services to other areas, especially the upper wedding and event area, the 1" water service would need to be up-sized. This is due to the significant elevation gain from the point of connection to the upper area and potential additional uses.

The existing parking lot located at the north end of the site appears to be graded to flow into an existing roadside ditch located adjacent to 16th Street.

Any new storm water management facilities will need to take into consideration the steep slopes. The use of infiltration for disposal of stormwater would likely prove to be problematic in controlling erosion.

There appears to be adequate space near the existing parking area and Shively Hall to incorporate low impact development stormwater facilities to treat runoff impervious areas. A study look at the existing system and area further to the north of the site will be needed to be confirmed that the existing ditch and piping are adequately sized to convey anticipated flows.

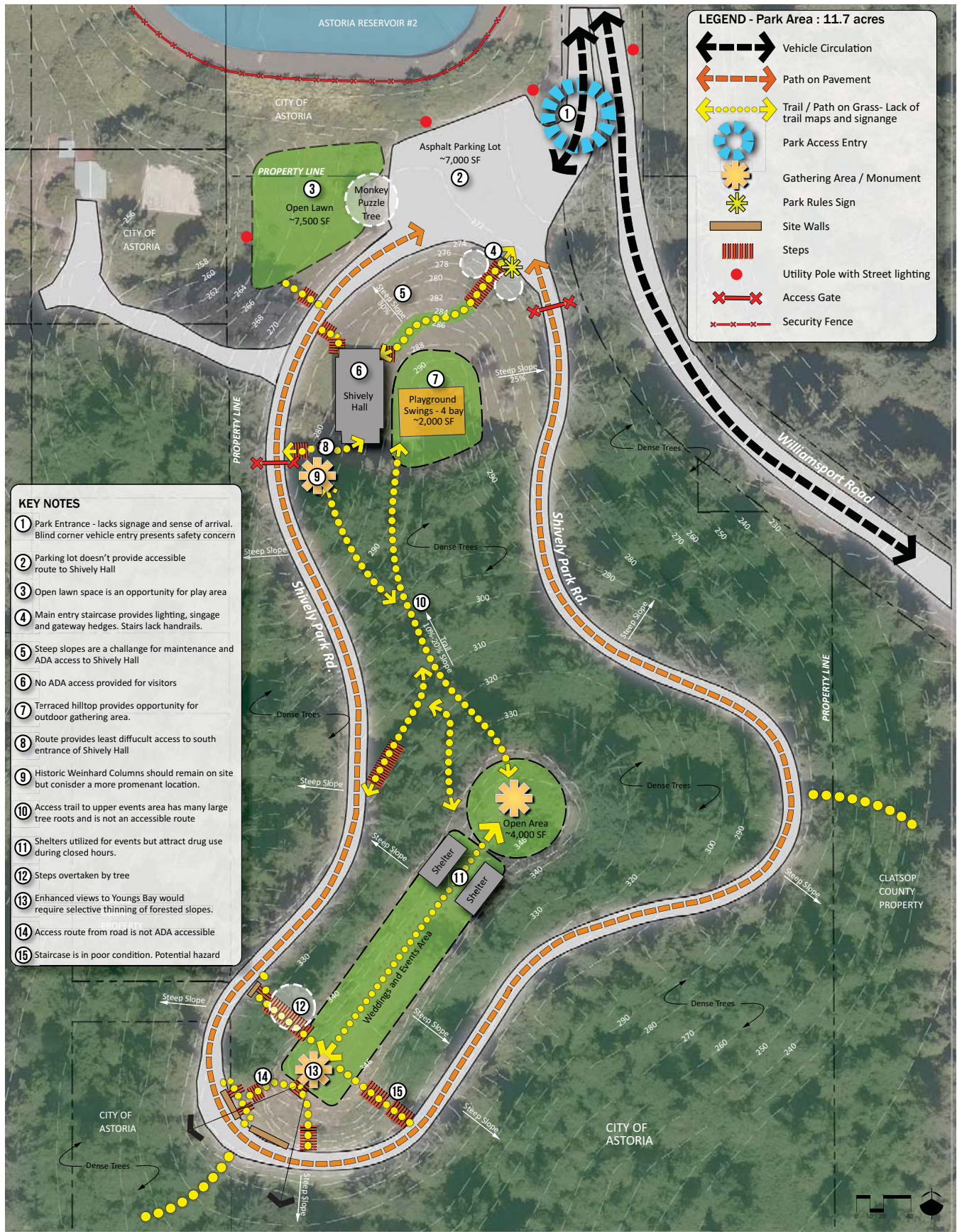
OPPORTUNITIES AND CONSTRAINTS

The steep terrain and dense vegetation and desire to restore sites eclectic character limit improvements to be focused in a few key areas; the parking lot, the Shively Hall, and the hilltop. There is an opportunity for an accessible route to Shively Hall from the parking lot, as well as from the Shively Loop trail to the upper hilltop. The playground next to Shively Hall would be an ideal location for an outdoor patio to compliment events at the Hall.

Visitors would greatly benefit from an improved wayfinding system with maps and interpretive information of the park history and natural ecology. There are many historical artifacts from the Centennial Celebration and Astoria's history which could become focal points in the park. Some of these artifacts need minor improvements, but a simple interpretive feature could reveal their history to visitors draw more visitors and students to use the space as an outdoor classroom.

The existing forest is a beautiful backdrop to a special ceremonial space at the hilltop. Minor landscape improvements here would go a long way to enhancing the sense of place for events and weddings.





SHIVELY PARK

Site Analysis

Open House #1
March 2017

GREENWORKS



MASTER PLAN

As set of key programming goals were identified throughout the community engagement process and Parks and Recreation Comprehensive plan. Shively Park ranked as the community's highest priority and to balance the park's rich history with a low maintenance and accessible design that meets the community's needs. A top priority is to improve access to Shively Hall and other areas, to the extent feasibly possible. Also, recognizing the cultural history of the park through artifact preservation and interpretive features, and providing visitors with improved wayfinding and trail markers was identified as very important. Because of the sites rich cultural history, we recommend that an in-depth interpretive plan be developed to accompany the next phase of design. There is also a desire to improve forest health by removing invasive species, enhancing native understory and improving maintenance practices. This will create an opportunity to promote outdoor education with native flora and fauna identification.

1 PARK EXIT SAFETY IMPROVEMENTS

Improve visibility at exit by lowering retaining wall height & lowering the slope of the turf. Also consider re-stripping and traffic mirror.

2 PARK ARRIVAL

Create a sense of arrival with monument sign, landscape improvements, a formalized parking lot and add an ADA space. Install a trailhead kiosk with a trail map, and information on the site's history to help orient visitors. Relocate the vehicle access gate closer to the exit.

3 PICNIC LAWN

Preserve open lawn and add one or more picnic tables with accessible path from the parking lot. Preserve and protect Monkey tree as a centennial artifact. The lawn area may serve as a future site for a small playground.

4 SAFETY IMPROVEMENTS AT HISTORIC ENTRY STEPS

Add handrails to steps while preserving Yew trees and light fixtures.

5 SHIVELY HALL TERRACE

The outdoor patio terrace becomes a gathering area for events at Shively Hall. The stone patio includes seat walls, interpretive features, and an accessible walkway from the back porch of the Hall to the patio. It is approximately 2,000 square feet and bordered with a native meadow and shrubs.

6 SHIVELY HALL ACCESSIBLE ROUTE

Provide a 6' wide accessible ramp with handrails and landings for visitors accessing the hall. The ramp system connects the paved trail where the existing slope begins to exceed 5%. Connect to the exterior rest room entrance on the lower floor and up to the rear of the hall entrance. As the ramp switchbacks, it meets an interpretive node displaying the Wienhard Columns and native shrubs with plant ID markers.

7 CENTENNIAL OVERLOOK TRAIL

Add a trail marker and improve the trail surfacing condition with additional landing and bench to provide pause and rest moments.

8 SHELTER IMPROVEMENTS:

Replace hard surface flooring and repaint structures.

9 CENTENNIAL LAWN:

Create a 20' widened formal lawn with new hedgerow of native evergreen huckleberry and natural stone edging.

10 CENTENNIAL OVERLOOK

A stone overlook pad serves as a ceremonial space at the historical axis of stairs, shelters and formal lawn. It includes interpretive features depicting the centennial amphitheater, celebrations, and flag pole.

11 HISTORIC STEPS

Preserve the historic steps on east and west sides as Centennial artifacts and provide signs to warn aging conditions.

12 FUTURE PHASE: SAFETY IMPROVEMENTS TO ACCESS STEPS

Create a primary safe stairway access route by reconstructing the small southern staircases and adding handrails.

13

FUTURE PHASE: ACCESSIBLE RAMP

Develop a paved accessible route with handrails. This will require a survey, geotechnical review of slope conditions and an arborist evaluation for alignment within tree root zones.

LEGEND

 Trail Map or Marker

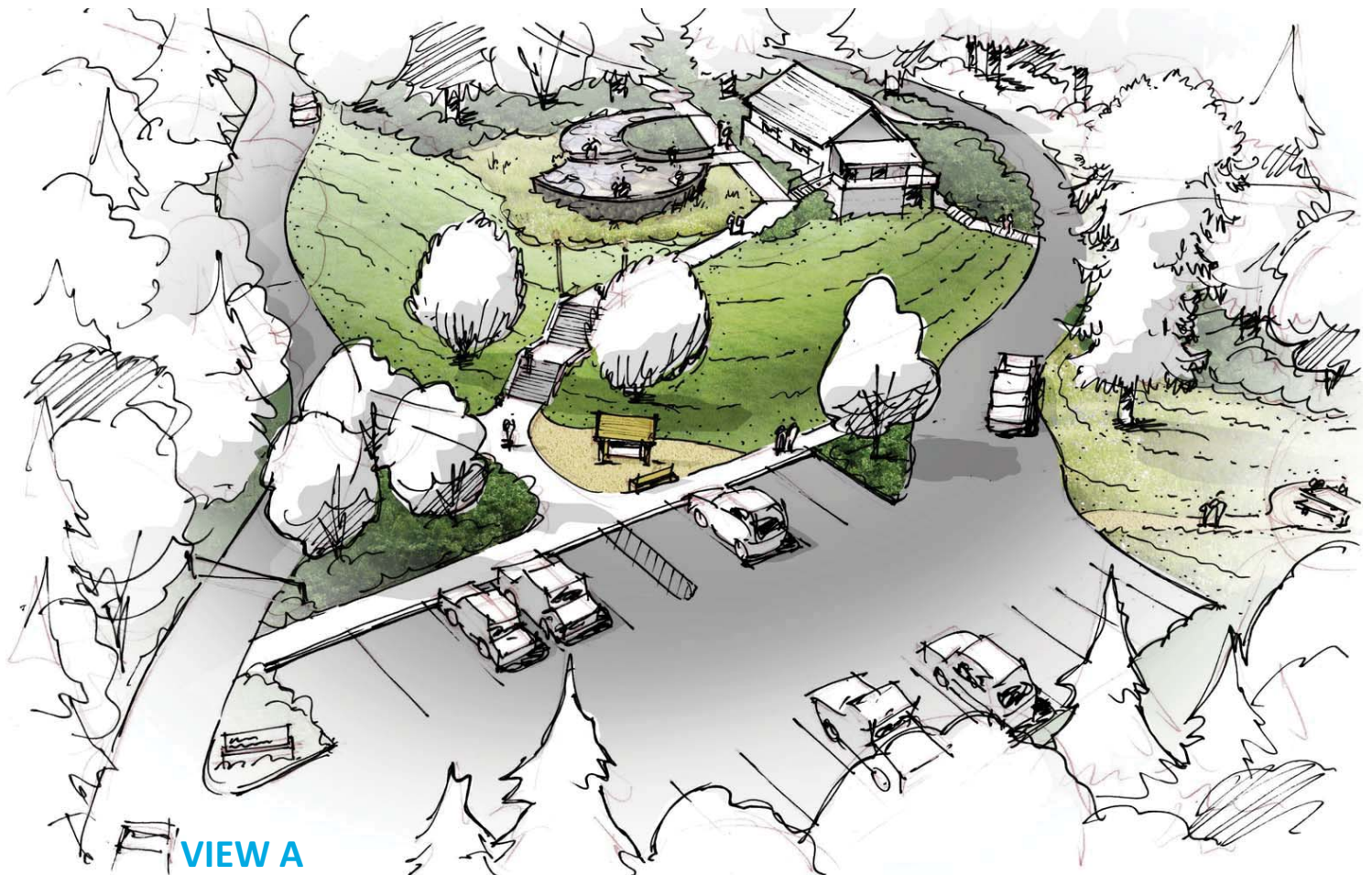
 Interpretive Feature

 Native Plant ID Walk





MASTER PLAN



VIEW A

Entrance and Parking Lot Improvements





VIEW B

Hilltop Improvements



IMPLEMENTATION

Implementation of the Master Plan recommendations would be completed as funding is acquired through multiple sources such as grants, donations, City budget, etc. The possibility of a parks maintenance fee, while potentially challenging to adopt, would provide the city with a lot of value in maintenance and redevelopment of existing parks such as Shively Park.

Partnerships

Partnerships between two separate agencies, such as two government entities, a non-profit and a government department, or a private business and a government agency for joint development or operation allow a city to share the risk, operational costs, responsibilities, and asset management, utilizing the strengths of each partner.

Friends and Volunteer Programs

This group can raise money for a single purpose, such as the embankment slide, or a park facility/program that will benefit a particular special interest population or the community as a whole.

Volunteers assist the community in providing a product or service, donating time on an hourly basis. This reduces the City's cost in providing the service, plus it builds advocacy for the system. To best manage a volunteer program, an agency typically dedicates a staff member to oversee it. For example, Lincoln City employs a staff person dedicated to recruiting and organizing volunteers to help maintain its open spaces.

Adopt-a-Park/Adopt-a-Trail Programs involve residents, businesses, and/or organizations in improving and maintaining parks and related facilities, in the community in which they live.

Gift Catalogs

Gift catalogs let the community know the city's needs on a yearly basis. Community members purchase items from the gift catalog and donate them to the City.

Grants

Grants can supplement or match city funds for programs, planning, design, seed money, and construction. Grants are best for funding specific ventures as cities cannot depend on them as a continuous source of funding. Grants fall into the following categories:

General Purpose or Operating Grants

Giving a city an operating grant for the general operating expenses indicates the fund provider supports the City's overall mission and trusts that the city will be put the money to good use.

Program or Support Grants

A program or support grant typically is earmarked for a specific or connected set of activities that have a beginning and an end, specific objectives, and pre-determined costs. Some of the most common types of program or support grants include:

- Planning Grants that support research and development for major new programs, such as investigating the needs of constituents, or consulting with experts in the field.
- Facilities and Equipment Grants that help a city buy long-lasting physical assets, such as a building that will better serve its clients. Fund providers considering these requests will need to know the city's financial and program plans for the next several years in addition to the applicant's current activities and financial health to ensure long term viability and good management.
- Matching Grants that require the City to contribute an amount from other sources. Ability to raise matching funds is a sign of viability of an organization or program.

Program-Related Investments (PRIs)

In addition to grants, the Internal Revenue Service allows foundations to make Program-Related Investments (PRIs) to non-profits for projects that would be eligible for grant support, such as building projects. These loans usually charge low or zero interest and must be paid back. This may be an opportunity for a 501(c)(3) "Friends of Group."

Fund-raising

Many cities and park districts have fund-raisers on an annual basis to cover specific programs and capital projects. Cities sell pavers in parks, hold fund-raising events, and conduct similar activities to encourage community members to donate money.

Bond Referendum



Cities can use bonds to fund capital needs, renovations, and new facilities to meet the needs and demands of residents. A bond is a written promise to payback a specified sum of money at a specified future date, at a specified interest rate. Types of bonds include:

- General Obligation Bonds issued with the approval of the electorate for capital improvements and general public improvements.



THIS PAGE IS
INTENTIONALLY LEFT
BLANK



APPENDIX

SHIVELY PARK MASTER PLAN REPORT

CONTENTS

16	Stake Holder Meeting Notes
21	Open House #1 Meeting Notes
24	Open House #2 Meeting Notes
27	Online Survey Summary
35	Preliminary Design Options
39	Existing Utility Review
41	Estimate of Probable Cost



THIS PAGE IS
INTENTIONALLY LEFT
BLANK



SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Stakeholder Meeting Notes

February 9, 2017

Astoria Recreation Center

Staff Present: Angela Crosby, Parks Director; Jonah Dart-McClean, Parks Supervisor; Rosemary Johnson, Planning Consultant/Project Manager

Consultants Present: Mike Faha, GreenWorks; Derek Sergison, GreenWorks; Matt Hastie, Angelo Planning Group; Curt Vanderzanden, KPFF

Two Stakeholder meetings were held to advise the groups of the scope and time line of the Master Plan project, introduce them to the team members, and obtain comments from them concerning the sites. It was noted that the first public open house meeting would be to obtain ideas from the public. The consultants will provide an inventory analysis of the Parks with site conditions such as trees, parking, access, layout, etc. They will also provide some exhibits on potential uses and/or redevelopment of the Parks. This information would be used to develop two draft options for the Master Plans to be considered at the second public open house meeting. The two options could be accepted as presented or could be combined into a hybrid option. The final Master Plans will include ideas on proposed uses and/or redevelopment of the Parks with graphics, phases with prioritization, and a cost estimate for some of the proposed work, but will not include construction plans. Implementation of the Master Plan recommendations would be completed as funding is acquired through multiple sources such as grants, donations, City budget, etc. The possibility of System Development Charges (mostly used for development of new park areas) was mentioned as well as park user fees to help with maintenance and redevelopment of existing parks.

It was noted that 100% consensus on all the elements within the Master Plans is not required nor expected, but the Plans should reflect generally what is desired and/or feasible within the Park. Differences between strong factions within the community, if they occur, could delay the time line of the project. Public safety is a primary concern throughout the project and issues such as ADA accessibility and potential conflicts of uses and surrounding areas will be addressed.

Notices will be mailed to property owners and interested parties prior to the meetings. There will also be signs posted at the sites for those who utilize the Parks but are not within the mailing area.

The following is a synopsis of the comments received.

Friends of McClure Park (FOMP)

Members Present: President Darcy Cronin, Gigi Crawley, Judi McElroy, Dave McElroy

FOMP only addressed issues associated with McClure Park.

- Open house meeting notices: FOMP will assist with distributing flyers to homes close to the Park as many are tenants and not property owners and would not receive mailed



notices. There is a small kiosk on the site for neighborhood notices. It has a plastic cover to keep notices dry but we might still consider laminating notices for placement here or on a post at another corner of the park.

- **Park identity:** People are not aware of the Park as it does not have a presence or identity. Any design should be welcoming, attractive, and simple. The view of the River is of primary significance. The surrounding neighbors are generally in favor of increased recognition and use of the park by community members and others, as long as it is consistent with other goals for the park.
- **Topography:** The steep sides to the site are a challenge. Steepness creates access issues. Need to adapt to the landslide issue while considering the aesthetics, safety, and costs in developing the Park.
- **Current uses in the Park:** Children playing on the swings; children playing ball; sliding down hillsides on cardboard in the summer and occasionally on snow in the winter; visitors looking at the view of the River; dogs on leash (with dog cleanup bag stand); not a “dog park”. While the Park is “kid friendly” it should not be a playground or have large playground equipment. Artists set up to paint in the Park. It was noted that there are other City parks that serve as playgrounds such as Peter Pan (Lindstrom Park at 6th & Niagara), Tapiola (West Marine & Denver), and Children’s Park (6th & Commercial). The swing set has only two seats which is not enough for the use that it gets. The view of the River is the number one asset of the Park.
- **Special activities within the Park:** Parks & Rec “Movie in the Park” held three or four times in summer with 50 to 100 people in attendance; kickball game day; dog days in August with fenced off-leash area.
- **Trees:** FOMP is concerned with the trimming of the Sycamore tree. They recommend that the utility company find an alternative such as relocation of the utility lines. The historic tree is a key asset of the site. FOMP is hopeful that the Master Plan can be used as a tool to move the utility towards making these changes.
- **FOMP survey:** FOMP did a survey of neighbors concerning use/development of the Park. They will send a copy of the survey results to Matt Hastie.
- **Flexibility:** Maintaining flexibility for a range of future uses is important. Don’t clutter the park up with too many elements or structures.
- **Slide:** FOMP has raised approximately \$32,000 for a slide that would be located on the hillside at back/south side of the park. The slide should be incorporated in design options. FOMP hopes to construct the slide as soon as possible.
- **Natural Park:** The Park should remain “natural” and not “plastic”. Elements installed should not be brightly colored plastic features but rather wood or other natural elements (It was noted that even natural play area features must meet safety and other design standards to ensure that they are safe and durable). Consider a chalkboard on wooden

post for kids to use. Elements should encourage involvement with the site and exercise. A log climbing structure on the hillside was suggested. GreenWorks developed a nature based play area at Westmoreland Park that can be used as an example.

- Lighting: There is sufficient lighting with the existing street lights. The only dark area is near the fir trees. More extensive lighting should not be needed and should not be an issue for neighbors.
- Rock wall: This is a historic part of the Park and while it needs to be repaired, it should be retained. The land movement can't be fixed but there should be a long-term fix in the design of the wall.
- History: The history of the site and the former McClure School is important and should be emphasized and interpreted through signage or other interpretive displays or features. FOMP is in contact with the McClure family and hope to have an event in the Park with John McClure's heirs.
- Trails: An unofficial walking route leads from Flavel House Museum (8th and Exchange) to the trails up to Astoria Column (16th and Coxcomb Drive) and visitors often stop in the Park to rest and enjoy views as part of this walking route. Better signage along this route is needed. Improvements to the Flavel walking route also are needed.
- Landscaping: Use native vegetation. Remove overgrown elements and install low maintenance landscaping. Volunteers hold maintenance events throughout the year.
- Ballfield: The softball field is small for children, is not large enough for adults, and is only a grass area with no delineated "infield" or base lines. It is used occasionally by small groups and not for actual games or scrimmages. The backstop and/or the chain link fence is useful for purposes other than just the ballfield as it provides a stop for any games involving balls with the steep Park perimeter. Consider changing this area into an outdoor stage/performance area as part of one of the design options.

Chamber of Commerce and Parks Board

Members Present: Chamber Director Skip Hauke, Parks Board member Jim Holen. Parks Board member Michelle Tompkins arrived late.

This group addressed both Parks, although most comments were associated with Shively Park. It was noted that any suggestions and/or designs should consider low maintenance features.

Shively Park

- Natural Park: Keep the Park as a natural area. Hiking/walking should be the primary use while recognizing that the meeting hall is a good use also. There is a possibility to open views to Young's River from the upper picnic area with some tree removal. This could cause concern about hillside stability, similar to the concerns which people voiced about



tree removal near the Astoria Column, which should be addressed.

- Trails: Interconnectivity of trails is important. Primary trails for tourists is the River Trail and Cathedral (Fencsak) Trail to the Column which is a steep trail. Improvements to the Cathedral Trail is needed including rope hold and/or steps in one particularly steep section. Maintenance of walkway and stair structures also will continue to be needed over time. There is a trail from the loop roadway toward the CMH Field and the power line area along Highway 202. The power line could become an established trail with good views of Young's River. It would be a "dead end" trail unless connected down to the waterfront with a new River Trail. The Astoria Police Department firing range is located near the Pipeline Road portion of the trail to the CMH Field which creates a safety concern. Good trail access from Shively to CMH Field is needed with consideration of how people would cross Williamsport Road. It was noted that the City has a Trails Master Plan and a Transportation System Plan that address some of these issues and that while trail connectivity is important to the Park, that the overall trail issues outside the Park boundary are outside the scope of this project. The primary issue for the Master Plan associated with the trails is the need for wayfinding signage within the park that tells people where the trails go. The Master Plan also should generally note opportunities for connections from the park to the trails identified here.
- Paved roadway/walkway: Loop roadway which is closed to public vehicular traffic needs continued maintenance.
- Concrete stairs from 1911 Centennial: Stair cases are deteriorating and could be improved for better access to the upper picnic area.
- Upper picnic area: The two shelters are not original and have new shake roofs which should last a long time if maintained properly.
- Signage: Signs about the history of the Park and wayfinding signs about the trails are needed. Need sign about leash law for dogs. Also, need dog cleanup bag stand.
- Meeting Hall: It was noted that the meeting hall is generally booked for all Saturdays during the summer and is used frequently at other times. With the location on top of the hillside, it is not ADA accessible and it is hard to transport items into the building. One idea is to move the roadway gate further up the road and create an ADA parking space or two up the road at a closer level to the main floor to allow a ramp to the rear of the building. This could require a retaining wall for the parking spaces. Another suggestion was to use the road itself as a drop-off area and close the gate or otherwise block traffic while people are being dropped off.
- Playground equipment: No equipment should be installed at the upper picnic area as it is secluded and would create an unsafe environment. The swing set near the meeting hall is good for families to use when using the hall. No other playground equipment should be installed as this is not a "playground" park.
- Vegetation: Ivy reduction is needed to ensure that trees remain healthy and viable.



- Illegal use of Park: Frequent use of Park by smokers. Smoking is not allowed in the Parks. Some use of the forested area by homeless. Possibly install “Neighborhood Watch” signs with contact information for Park users. Some drug use in the parking area and in/near the shelters.
- Funding. The ability to make improvements will depend on the City and residents’ willingness to pay for them. Options discussed included bonding, maintenance fees and system development charges.

McClure Park

- Tourism: Most tourists go to the Column but not all drive. Many walk, so there is a need for interconnected trails and/or walking routes with good wayfinding signage. Some walk from the Flavel House Museum through McClure Park to the Column. The view of the River is the primary asset of the Park for tourists.
- Playground: There are several Parks with larger playground equipment that satisfies the needs of tourists. No additional large playground equipment is needed here.

Prepared by:

Rosemary Johnson
Project Manager



SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Open House #1 Meeting Summary

March 7, 2017

Shively Hall

Staff Present: Angela Cosby, Parks Director; Jonah Dart-McClean, Parks Supervisor; Rosemary Johnson, Planning Consultant/Project Manager

Consultants Present: Mike Faha, GreenWorks; Derek Sergison, GreenWorks; Matt Hastie, Angelo Planning Group

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team is conducting community meetings to solicit feedback on planning priorities and concepts. A first set of meetings focused on conditions, opportunities, constraints, and priorities for the two parks. At a second round of public meetings, tentatively planned for April 11, the planning team will present optional Plans for comment and consideration. Final draft Master Plans will be presented to the City Council for consideration later this year.

On March 7, the City of Astoria and its parks master planning consultants from GreenWorks and Angelo Planning Group conducted two public meetings to discuss master planning priorities for McClure and Shively Parks. The meetings took place at Shively Hall. The meetings were announced via the City's Website; notices mailed to several hundred people who own property in the vicinity of the parks; flyers posted at various City facilities including the two parks, and meeting flyers distributed door-to-door in the McClure Park area. The first meeting (4:30 - 6 pm) was devoted to presentations and discussions about McClure Park; the second meeting (6:30-8 pm) focused on Shively Park. About 40 people attended the two meetings in total.

The purpose of the meetings was to provide community members with the opportunity to make comments and recommendations on how these two Parks should be maintained and/or improved in the future. Meeting topics included preferred uses and activities with the Parks, maintenance of natural features, construction and/or maintenance of Park amenities, safety considerations, and access to the Parks. In each meeting, the planning team presented information about conditions, opportunities, constraints, and possible programming ideas for the park, followed by a question and answer session with participants. After the Q&A session, participants engaged in two interactive exercises to state their preference for different types of programming ideas and to identify suggestions for activities or improvements within the parks. Following is a summary of the results of the meeting.



Open House #1 Meeting Summary

1

Shively Park

Project Presentation, One-on-One Comments, and Map Comments

Comments and questions during and after the presentation included the following:

- Don't want to lose certain trees such as monkey puzzles, Japanese maples, and the copper beech grove. We should develop a catalog of important vegetation. We should also build on and establish a native plant community, and get rid of invasive species through education and community removal efforts. Do not use pesticides for vegetation removal. The area needs to be part of a pollinator corridor in the area. At one time, there were interpretive signs or markers on trees and plants. How can we mesh information from the tree inventory that is expected to be finished by the end of May? Preserve healthy larger trees and continuous canopy wherever possible. Majestic old trees are more important than water views.
- Don't want to lose archeological features, such as the staircases and the copper bench grove, and things that reflect Astoria's character and sense of place and history. Some things have already been lost that didn't need to be. The park has lots of history, and we need to decide how much we want to honor it and how much will be replaced or enhanced. We should be sure to acknowledge the site's centennial history. Include historic nods to the botanical garden and amphitheater. Possibly an etched glass sign showing where the historic amphitheater used to be.
- There is no need for a nature playground here.
- Fix the crumbling stairs.
- In general, the park doesn't need a bunch of improvements, and it should undergo only light maintenance to keep the natural feel. The beauty of this park is that it is used primarily as a sanctuary for locals. Keep it natural and somewhat rough, not "just another groomed up park."
- There is a need for maintenance and clean-up of the shelters, and improvements to the hedges in the events area. Also in the events area, #15 may need the stairs fixed.
- Access to Shively Hall is difficult, particularly at the top of the slope. Do any park improvements trigger ADA improvements to Shively Hall? Is the west road less steep than east road? Do ADA improvements on the east side behind the swings?
- There are currently trails to places that we don't want people going.
- We should look at the polling about who uses the park that was asked during the Parks & Recreation Comprehensive Plan.
- There are lots of dog walkers, and the green space is well-used. Is it feasible and/or appropriate to have a dog park in the lawn area north of the open area?
- Park safety concerns include active drug dealing and unleashed animals.
- Slopes can be used for sledding in snow from the swings to the lawn.
- Walking is sheltered from wind by large trees.
- License to use parkway and road access west of Shively Hall; vehicles block resident driveways often.
- The park entrance is difficult and lacks signage to direct people, possibly Centennial archway?
- In 2007, 150 mph winds took down trees. Consider hazardous trees and overhanging limbs to be cleared out.
- Keep the forested areas. Don't open up views of Young's Bay as the forested nature of the Park is its beauty and views are available from other vantage points such as the Column.

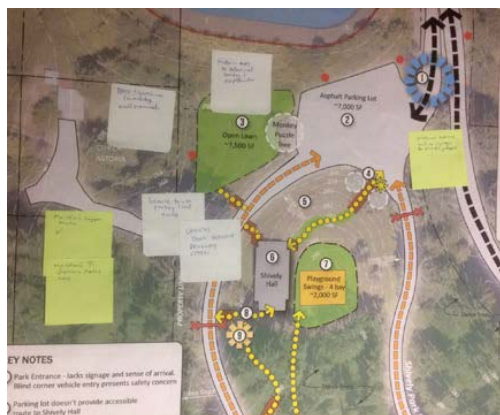


Comment Forms

- Since much of what was original to the park is gone, it would be great to put historic photos in Shively Hall, such as some high-quality reproductions on foam board or in frames. A couple of picnic tables on the open lawn would be useful and accessible.
- Provide ADA access to Shively Hall – to the south, back porch entrance. Consider starting access about 300' from east of the gate entrance, leading up toward south end of swing set to Shively Hall entrance. Suggest asphalt walkway, with pipe railing. Suggest considering underground power to picnic shelters area for improved safety, security, use of area for events. Signage from trail access to the power line “Young’s Bay Overlook”—could be at 1 ½ to 2-mile round trip to the west end of the power lines. Establish a “Porch Watch” notice, indicate law enforcement is called to report suspicious activity.
- Acknowledge the history, e.g. Centennial Park. Develop “formal gardens” and integrate with “natural” elements.
- What about recreation? Is walking path around allowable? Trail connections are important, e.g., to the middle school, pipeline (street crossing). Preserve trees rather than make fields.
- Make a connection to the 1911 Centennial Celebration: use old stairs from the centennial to do interpretation of the park’s history, maybe block them off for safety, but build a foot trail that goes by them. Special events—great location at a reasonable price. Carefully create enhanced views.

Dot Exercise (listed in order of priority)

- Historical Recognition: 12
- Passive Recreation: 11
- Interconnecting Trails: 7
- Nature Play: 7
- Outdoor Learning: 7
- Trail Maintenance & Invasive Removal: 6
- Nature Based Play: 5
- Outdoor Events: 3
- Shively Hall Events: 3
- Accessibility: 2
- View shed Management: 2
- Picnic: 2
- Signage & Wayfinding: 1
- Garden Terrace: 0



Prepared By:

Matt Hastie and Kyra Schneider
Angelo Planning Group





SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Open House #2 Meeting Summary

April 11, 2017

Shively Hall

Staff Present: Angela Cosby, Parks Director; Jonah Dart-McClean, Parks Supervisor; Rosemary Johnson, Planning Consultant/Project Manager

Consultants Present: Derek Sergison, GreenWorks; Matt Hastie, Angelo Planning Group

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team are conducting community meetings to solicit feedback on planning priorities and concepts. A first set of meetings, conducted on March 7, 2017, focused on conditions, opportunities, constraints, and priorities for the two parks. At a second round of public meetings on April 11, the planning team presented two concepts for each Park for comment and consideration. Final draft Master Plans will be presented to the City Council for consideration later this year.

On March 11, the City of Astoria and its parks master planning consultants from GreenWorks and Angelo Planning Group conducted a combined public meeting for the two to discuss different planning concepts for McClure and Shively Parks. The meeting took place at Shively Hall. The meetings were announced via the City's Website; notices mailed to several hundred people who own property in the vicinity of the parks; flyers posted at various City facilities including the two parks, and meeting flyers distributed door-to-door in the McClure Park area. About 30-35 people attended the meeting.

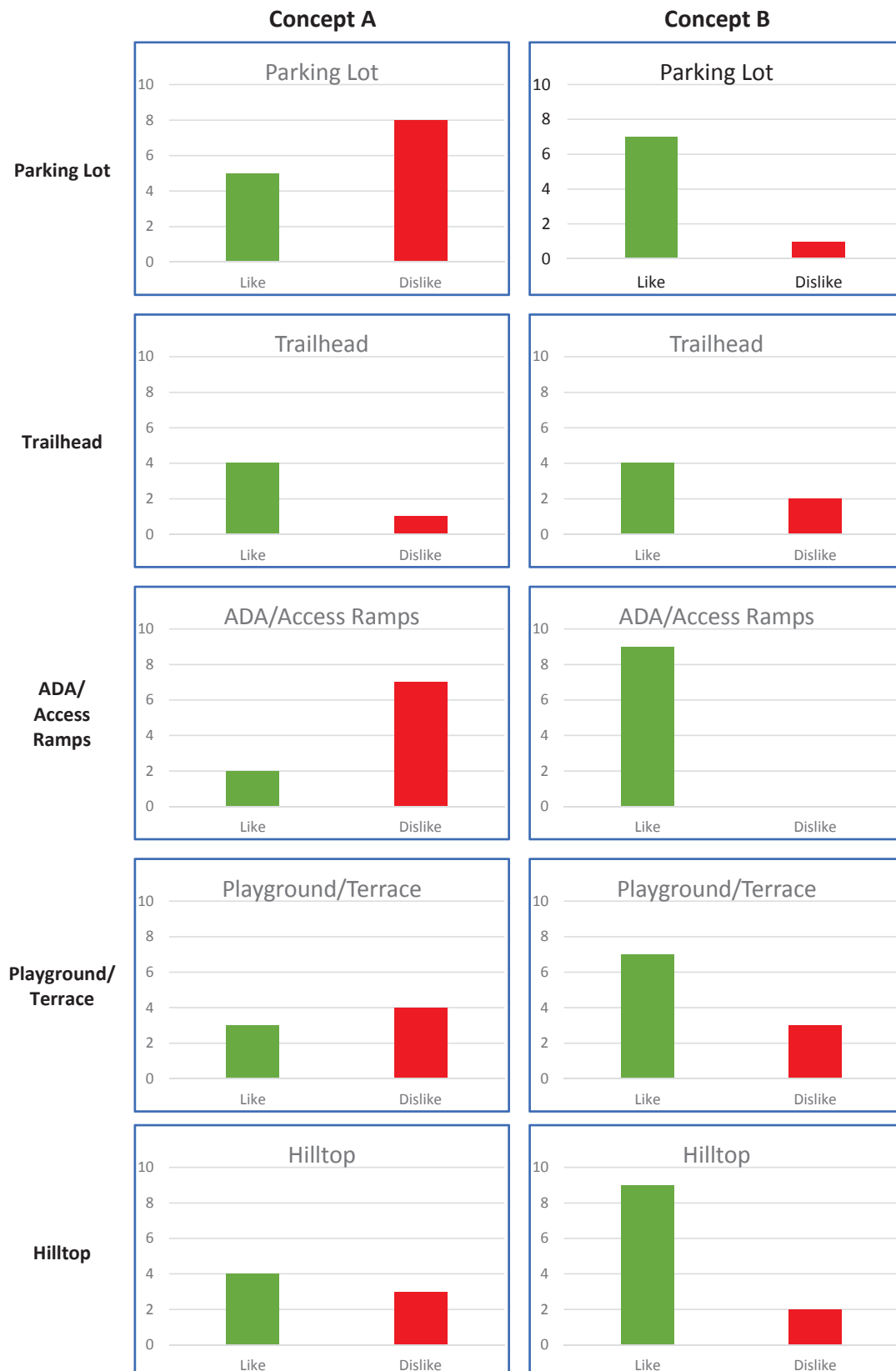
The purpose of the meetings was to provide community members with the opportunity to review and comment on draft concepts for the two parks. Each concept included a variety of elements and participants were asked to note whether they liked or disliked the specific elements or had any other recommendations for additional amenities or objectives, or whether they suggested any refinements to the concepts presented. The meeting included a brief presentation of the concepts, followed by a question and answer session with participants. After the Q&A session, participants engaged in interactive exercises to state their preference for different programming elements and concepts. Following is a summary of the results of the meeting.



Shively Park

Preferences for specific park elements

The following charts show participants' preferences for specific park elements and amenities shown in the two concepts. In almost all cases, the majority of participants preferred the elements illustrated in Concept B. Preferences for the trailhead elements were more evenly split although more people disliked the Concept B trailhead in comparison to Concept A.



Project Presentation, One-on-One Comments, and Map Comments

- What kind of plantings are you suggesting in the Hilltop area?
Response: Primarily low plants that step up in height towards the existing forested areas.
- What kind of surfacing would you use in the auxiliary parking lot? And would you be willing to consider some approaches for mitigating the potential impact of headlights there shining on the adjacent house, e.g., gating the auxiliary lot and only using it for larger events?
Response: We could use a permeable surface there that has a reinforced base but allows for grass to grow, making it look less like a paved area and more natural. And yes I expect the city could look at gating the area and keeping it closed to cars much of the time and/or screening it.
- Would the ramps shown in the two Concept provide access for people in wheelchairs and what would the grade be?
Response: Yes, they would meet ADA grade requirements of 5-8 percent.
- Which way would the seats in the courtyard face?
Response: The drawings show them facing towards the parking lot, in part due to the topography there. However, that is a detail that can be refined as part of a more detailed design.
- I think you should keep Shivley Park as rustic as possible. Continue to maintain its natural, hidden aspect. Don't build the ADA ramps to the hilltop unless absolutely necessary.
- Address drug use in Shivley Park. And get rid of the ivy and the moles.
- Do not institute an entrance fee at Shivley Park.
- Love native hedgerow.
- Replant hedgerow with original plants, not stone. Keep historic design.
- Like extra parking in A but not separating lot from road. I like parking lot "B" with the trailhead from "A."
- No to road bump-out on upper end of loop. If width is absolutely needed, shave out of uphill side.
- I don't like the switchback ramp leading up to the hilltop area. That is an attractive area. It will be chopped with the ramp.
- Realignment of the loop seems expensive and un-needed.
- Please retain all big trees.

Comment Forms

- Four people noted a preference for Option B, although one of those noted a preference "if I had to choose." One person didn't indicate a strong preference but likes A more than B.
- ADA path in Option B provides both bathroom access for floor one and backdoor entrance on top floor of Shivley House.
- Concept B has a more natural flow. Please keep signage and hardscapes to a minimum. Let nature talk to us.
- Like entry of Concept A beyond stairs. Like Concept A overflow parking, keeping play area, traditional ceremonial space. Dislike in Concept A split parking, handicap access to Shivley Hall, taking out historic stairs to get access to upper area.
- Like in Concept B handicap access to Shivley, parking better, but needs overflow. Dislike in Concept B entry area, moving play area, too much detail in front by parking lot, the curving portion of ramp at the upper area, widening the upper area, Shivley Terrace (dislike most of the hilltop).
- Lack of consideration of history of Centennial areas.
- It is not a "Nature Park." It is a community historic park for get-togethers with natural enhancement.





SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Online Survey Summary

May 26, 2017

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team have conducted a number of activities to reach out to community members about their desires and opinions related to plans for these two parks. Activities have included:

- Stakeholder meetings with members of Friends of McClure Park and the Astoria Parks Advisory Board.
- Two sets of community meetings for each park to solicit feedback on conditions, opportunities, constraints, planning priorities and concepts.
- An online survey to assess support for proposed Master Plan concepts, including support for the concepts overall as well as for specific programming objectives and recommended improvements at each park.

The City publicized the online survey through a variety of means, including email announcements to community members who had attended community meetings or otherwise expressed an interest in the plans; a Parks Department Website announcement; and information provided to the *Daily Astorian*. A total of 53 people responded to the survey. Following is a brief summary of the results:

- An overwhelming majority of respondents support the overall concepts for both parks with over 87% saying that they support or strongly support the concept for McClure Park and over 77% voicing support or strong support for the Shively Park concept. A larger number of survey participants said they were neutral about the Shively Park concept (15.6%), compared to McClure Park (4%). In each case, less than 10% said they do not support the concepts.
- A majority of people also support the programming objectives for each park. For McClure Park, 63-84% support the programming objectives, with most of the remainder saying they are neutral. For Shively Park, 51-75% support the programming objectives, with most of the remainder saying they are neutral. About 10% or fewer people say they don't support the overall objectives for the two parks.
- A majority of people also support the individual improvements proposed for each park. For McClure Park, the majority of elements receive about 70% support or better, while just a few elements (NW parking entrance, SE entrance design, and NE monument sign) receive just over 50% support. Most of the people who don't voice support for a particular element say they are neutral, with only 4-20% saying they don't support specific elements. For Shively Park, 51-75% support the individual improvements, with most of the remainder saying they are neutral. The elements with the least support (but still a majority of support) at Shively Park are the future phase accessible trail to the hilltop area and the park exit safety improvements.
- The three most popular types of play equipment identified for McClure Park are the rocks and rope climbers, log crawl and nature-based play equipment. While the basket swing received the fewest number of "top three" votes, just under half the respondents still placed this in their list of top three choices, and the project team note a variety of advantages for this particular feature.





Other notable comments included the following:

- Several people (less than 10% of survey respondents) noted concerns about the cost of improvements or about the City spending any money on improvements to these or other city parks.
- Several people expressed concerns about removing swings at Shively Parks. Their main concern is that the park should not eliminate the only play equipment there without incorporating some type of play activity for children who may be attending events at the park with their families.
- Several people recommended maintaining the uncrowded, off the beaten path, natural look and feel that they currently enjoy at Shively Park.
- Several people expressed general appreciation to the City for conducting the planning effort and for providing them with multiple opportunities to participate and share their thoughts.

Prepared By:

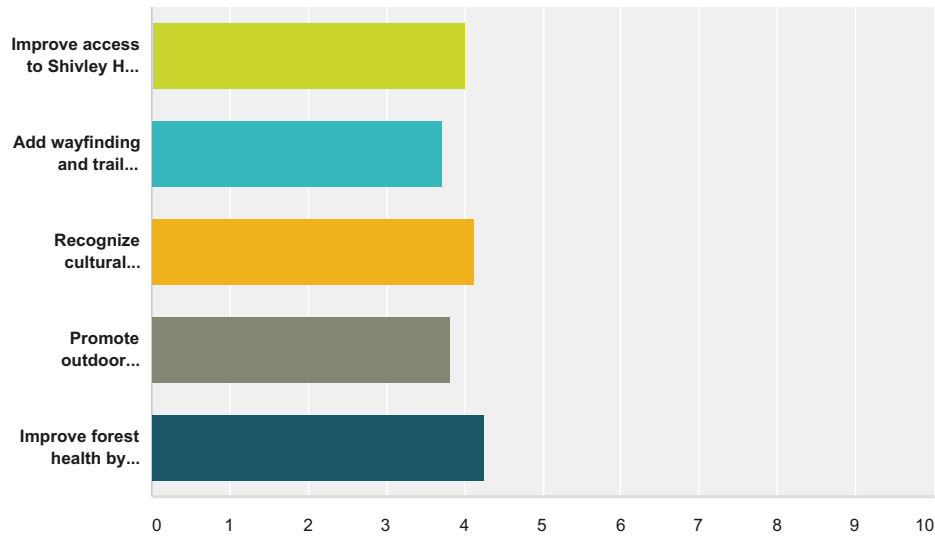
Matt Hastie
Angelo Planning Group



McClure and Shively Parks Preferred Concept Plan

Q8 Please rate your level of agreement for the following program objectives for Shively Park where 1 means strongly disagree and 5 means strongly agree:

Answered: 46 Skipped: 7

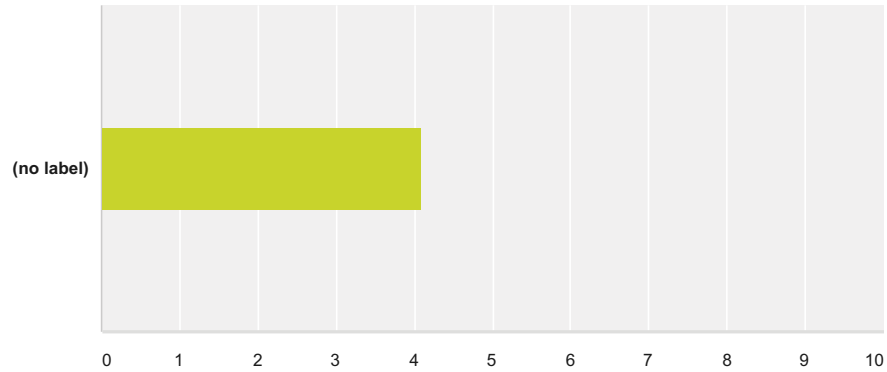


	1 - Strongly Disagree	2 - Disagree	3 - Neither Agree nor Disagree	4 - Agree	5 - Strongly Agree	Total	Weighted Average
Improve access to Shively Hall and adjacent outdoor event areas, including for people with disabilities.	2.17% 1	4.35% 2	21.74% 10	34.78% 16	36.96% 17	46	4.00
Add wayfinding and trail signage for recreational users.	6.52% 3	4.35% 2	32.61% 15	23.91% 11	32.61% 15	46	3.72
Recognize cultural history of the park through artifact preservation and interpretive features.	2.17% 1	0.00% 0	26.09% 12	26.09% 12	45.65% 21	46	4.13
Promote outdoor education with native flora and fauna identification.	4.35% 2	4.35% 2	28.26% 13	30.43% 14	32.61% 15	46	3.83
Improve forest health by removing invasive species, enhancing native understory, and improving maintenance practices.	2.17% 1	0.00% 0	17.39% 8	30.43% 14	50.00% 23	46	4.26

McClure and Shively Parks Preferred Concept Plan

Q9 Please indicate your overall level of support for this concept for Shivley Park as a whole, where 1 means do not support at all and 5 means strongly support.

Answered: 45 Skipped: 8



	1 - Do Not Support At All	2 - Do Not Support	3 - Neutral	4 - Support	5 - Strongly Support	Total	Weighted Average
(no label)	2.22% 1	4.44% 2	15.56% 7	37.78% 17	40.00% 18	45	4.09



McClure and Shively Parks Preferred Concept Plan

Q10 Please note any suggestions you may have for refining or improving this concept.

Answered: 14 Skipped: 39

#	Responses	Date
1	please include lighting designs!	5/23/2017 9:16 AM
2	Sorry, don't know this park well enough to comment.	5/21/2017 10:41 AM
3	Unobtrusive vehicle/ADA load/unload access to Hall.	5/20/2017 3:28 AM
4	Provide signage for the trail leading down to the power line, which hikers could use to access a power line walk to the West, or a walk to CMH field, and potentially a walk East along the power line, which would connect some trails.	5/20/2017 2:50 AM
5	X	5/19/2017 11:25 AM
6	Play area for kids.	5/19/2017 5:19 AM
7	Save money. Reduce taxes. Fire all City Staff whose job it is to dream up ways to spend other people's money.	5/19/2017 4:35 AM
8	This plan looks marvelous. Let's bring the park up to the quality of the Column grounds. This would be a great venue for weddings or reunions and seems like it could really the Department be more self-sufficient through revenue from event rentals.	5/18/2017 6:24 AM
9	My problems are with 5, the plaza. I like some of the plaza ideas but do not want to get rid of the swings and they play area. Better job on the parking lot although I would maximize parking spaces more. Cost is a concern.	5/18/2017 5:49 AM
10	As much as possible, keeping Shively less commercial, retaining the feeling of a private contemplative natural/retreat area. Less is More concept..	5/18/2017 4:58 AM
11	Remember that this is one place not overrun by tourists in part because it is off the beaten path and not very fancy and we like that	5/18/2017 4:06 AM
12	Is there a way to have survey-takers rank the concepts compared to each other? And with estimated costs...?	5/18/2017 3:33 AM
13	Remove the only thing for kids to do besides hiking to provide an outside space to gather in the rain? H OW about low-maintenance play area instead...Like some log climbers and a slide?	5/18/2017 3:16 AM
14	Please don't take away the swings, that's all there is for kids to play on.	5/17/2017 10:40 AM

McClure and Shively Parks Preferred Concept Plan

Q11 Do you have any other comments about these plans or the Master Planning process?

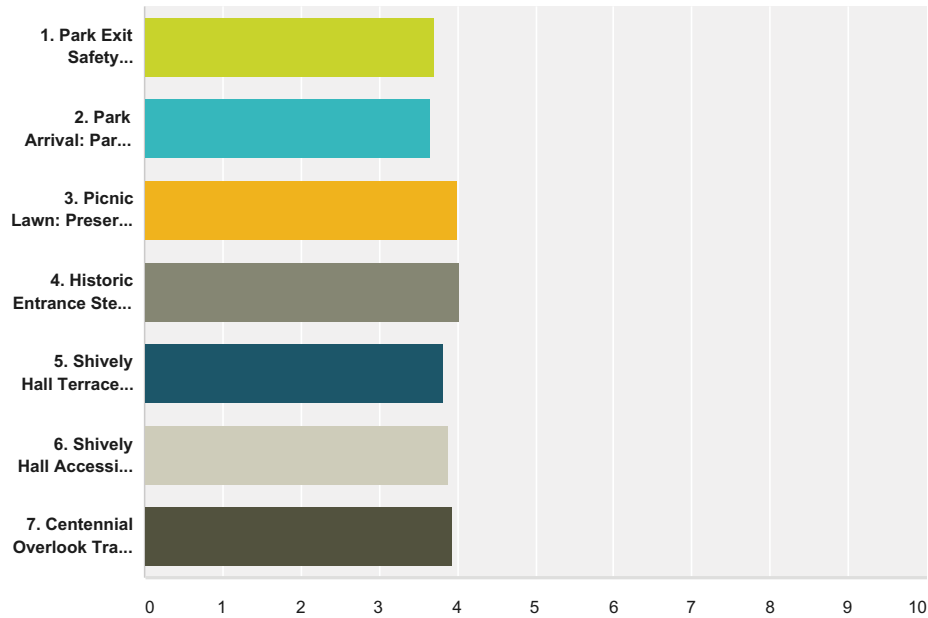
Answered: 14 Skipped: 39

#	Responses	Date
1	it's unclear how these improvements could be funded given the budget issues with parks	5/23/2017 9:17 AM
2	It be beneficial to see Shively more usable by the community.	5/23/2017 3:17 AM
3	I am very happy to see McClure park come back to life!	5/21/2017 1:10 PM
4	I love being able to provide input on the future of our community gathering and play areas; however, it would be fantastic if there was a dog park in Astoria.	5/21/2017 9:34 AM
5	Very well done; impressive!	5/20/2017 3:29 AM
6	X	5/19/2017 11:25 AM
7	no	5/19/2017 5:19 AM
8	Stop it !	5/19/2017 4:36 AM
9	Please preserve as many trees as possible	5/18/2017 11:19 AM
10	Exciting Stuff! I hope it comes to fruition.	5/18/2017 8:59 AM
11	Cost is a concern in times of short money for parks. I would rather maintain, and not sell off, the parks we have rather than spend money on expensive upgrades to just a couple.	5/18/2017 5:51 AM
12	Do we really have money for any of this?	5/18/2017 5:46 AM
13	How are you going to pay for this?	5/18/2017 3:12 AM
14	Thanks for one last chance to give input!	5/17/2017 10:47 PM



Q6 Please rate your support for the following elements of the proposed plan for Shivley Park, where 1 means do not support at all and 5 means strongly support:(Note: The numbered items below correspond to the numbered locations on the map above.)

Answered: 46 Skipped: 7



	1 - Do Not Support At All	2 - Do Not Support	3 - Neutral	4 - Support	5 - Strongly Support	Total	Weighted Average
1. Park Exit Safety Improvements: Improve visibility by adjusting retaining wall and slope.	8.70% 4	10.87% 5	17.39% 8	26.09% 12	36.96% 17	46	3.72
2. Park Arrival: Park monument sign; formalized parking with an ADA space; trailhead kiosk, bench, and sidewalk; relocated Vehicle Access Gate; and landscape improvements.	9.09% 4	2.27% 1	29.55% 13	31.82% 14	27.27% 12	44	3.66
3. Picnic Lawn: Preserve open lawn and monkey tree and add picnic table with accessible path to parking lot.	2.22% 1	4.44% 2	22.22% 10	33.33% 15	37.78% 17	45	4.00
4. Historic Entrance Steps Safety Improvements: Add handrails to historic steps while preserving yew trees and light fixtures.	4.35% 2	2.17% 1	17.39% 8	39.13% 18	36.96% 17	46	4.02
5. Shively Hall Terrace: Outdoor patio terrace with seat walls and interpretive features, expansion of native meadow around patio, accessible walkway from hall to patio, and removal of existing swings and curb.	4.44% 2	8.89% 4	20.00% 9	33.33% 15	33.33% 15	45	3.82
6. Shively Hall Accessible Route: 6' wide accessible ramp with handrails, access to exterior restroom door and rear hall entrance, Weinhart Columns interpretive feature along access ramp landing, and landscape improvements.	4.44% 2	2.22% 1	28.89% 13	28.89% 13	35.56% 16	45	3.89

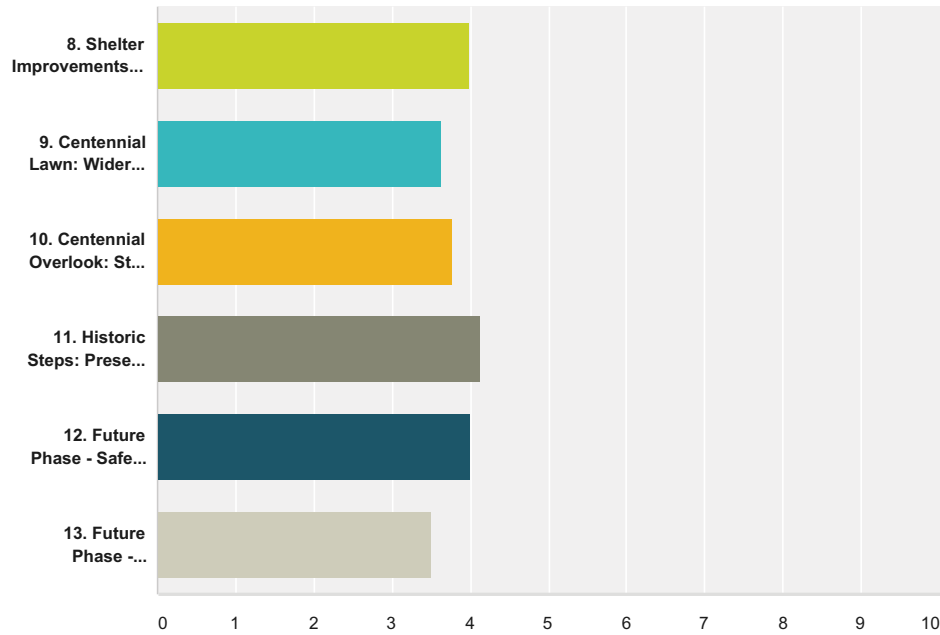
McClure and Shively Parks Preferred Concept Plan

7. Centennial Overlook Trail: Trail marker, improvement of trail surface condition, bench to provide pause and rest moment along steep trail.	4.55% 2	4.55% 2	20.45% 9	31.82% 14	38.64% 17	44	3.95
---	------------	------------	-------------	--------------	--------------	----	------



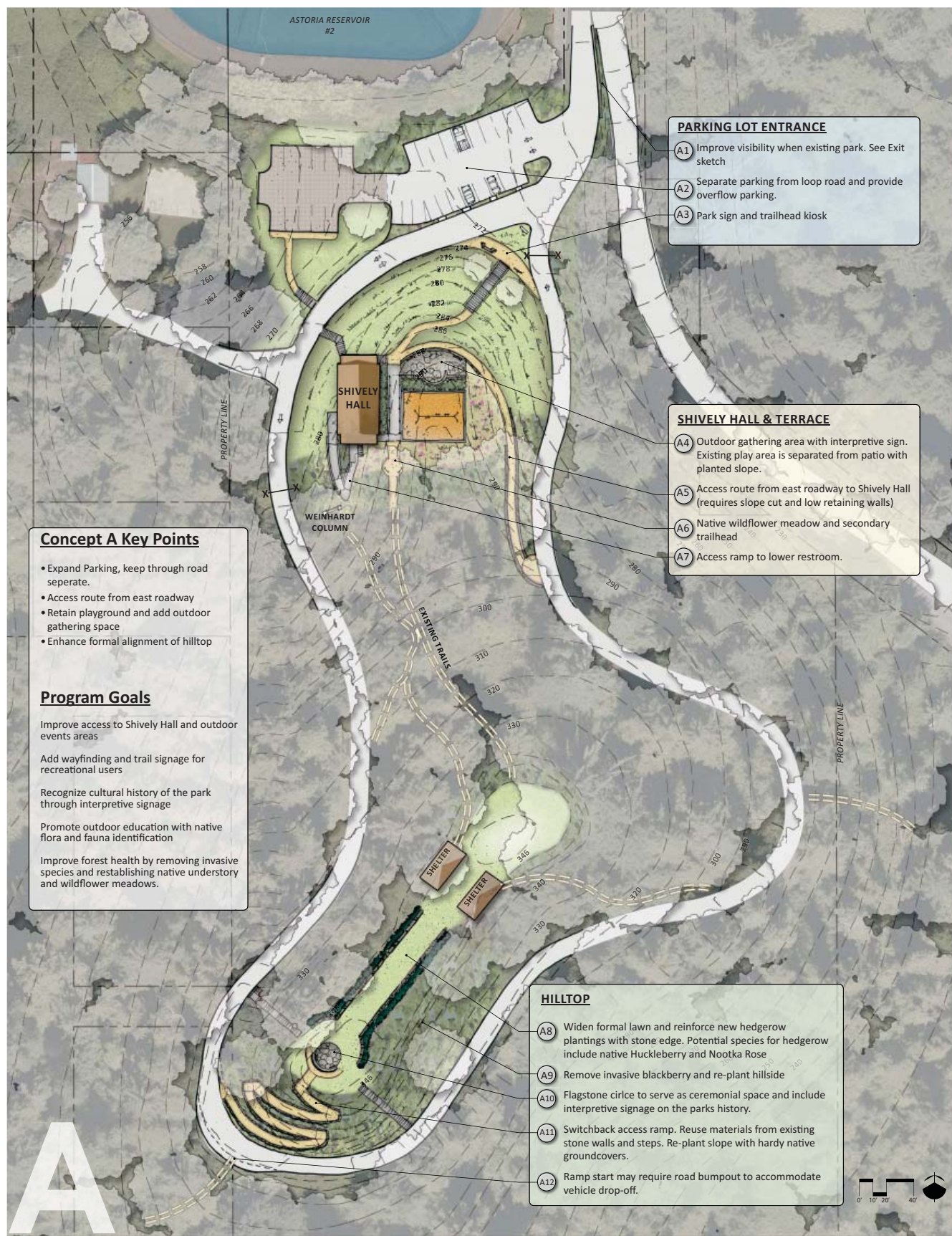
Q7 Please rate your support for the following elements of the proposed plan for Shivley Park, where 1 means do not support at all and 5 means strongly support:(Note: The numbered items below correspond to the numbered locations on the map above.)

Answered: 46 Skipped: 7



	1 - Do Not Support At All	2 - Do Not Support	3 - Neutral	4 - Support	5 - Strongly Support	Total	Weighted Average
8. Shelter Improvements: Add floor to west shelter and repaint structures.	2.17% 1	6.52% 3	8.70% 4	56.52% 26	26.09% 12	46	3.98
9. Centennial Lawn: Wider formal lawn with new hedgerow and curbstone edge.	4.44% 2	6.67% 3	31.11% 14	35.56% 16	22.22% 10	45	3.64
10. Centennial Overlook: Stone overlook pad and ceremonial space and historical axis of stairs and formal lawn, and interpretive feature.	2.17% 1	6.52% 3	32.61% 15	28.26% 13	30.43% 14	46	3.78
11. Historic Steps: Preserve historic steps on east and west as centennial artifacts and provide signs to warn of hazardous condition.	4.44% 2	4.44% 2	8.89% 4	37.78% 17	44.44% 20	45	4.13
12. Future Phase - Safety Improvements to Access Steps: Reconstruct short staircases with handrails to serve as safe primary route to overlook, and native landscape plantings with identification signs.	2.17% 1	2.17% 1	19.57% 9	45.65% 21	30.43% 14	46	4.00
13. Future Phase - Accessible Trail: Develop a feasible alternative accessible route that is paved with handrails.	6.52% 3	8.70% 4	32.61% 15	32.61% 15	19.57% 9	46	3.50

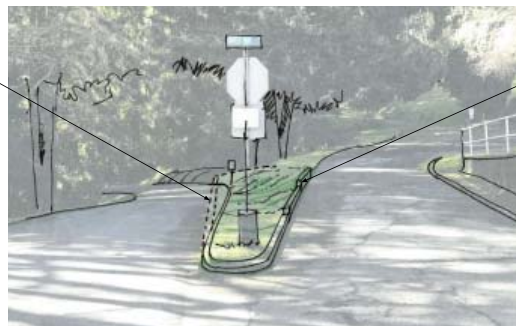






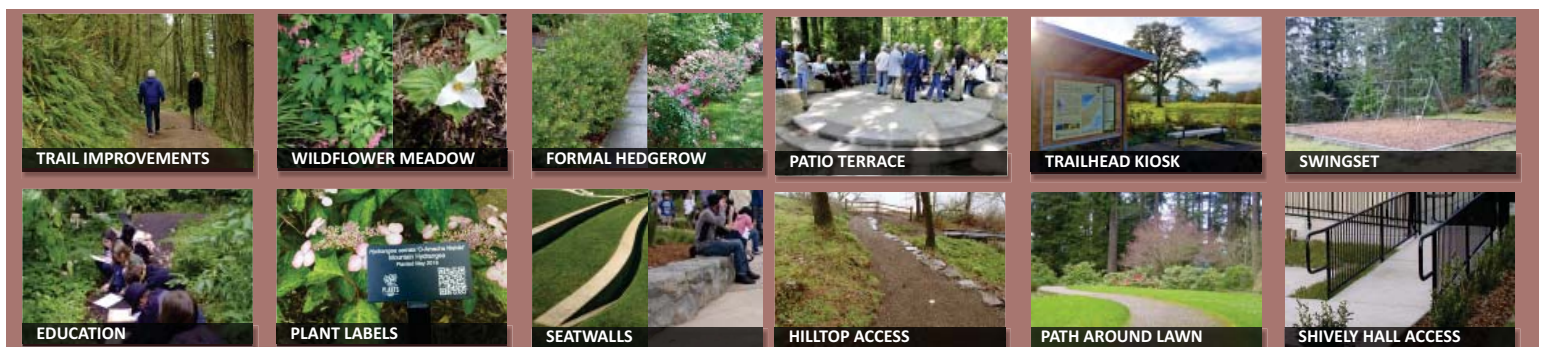
Concept A - Elevated view at entry

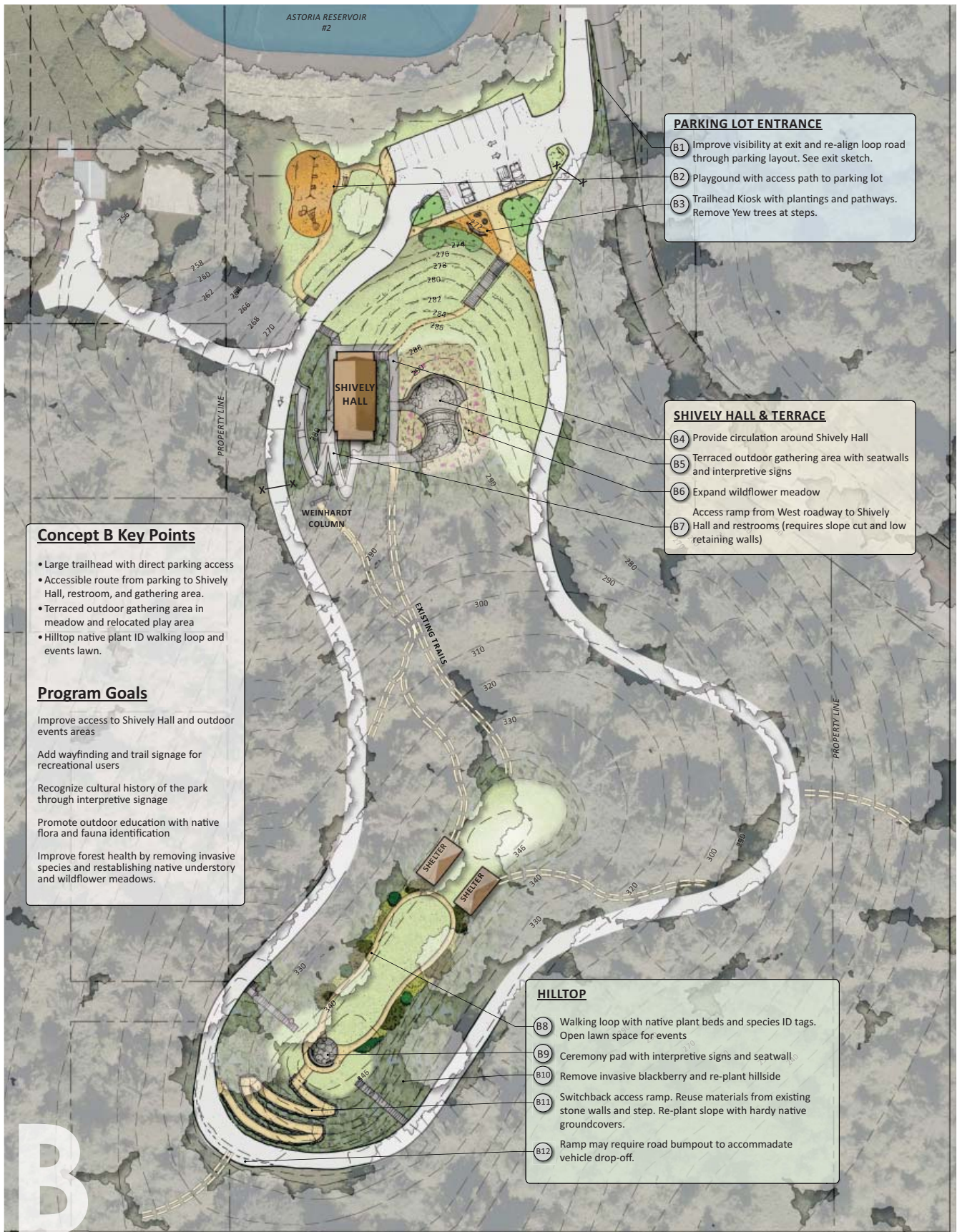
Lower existing wall for
clear sight of oncoming
uphill traffic



Replace curb with
wall to retain
landscape slope

Exit/Entry Sketch





SHIVELY PARK

Concept B

Open House #2
April 2017

GREENWORKS





Concept B - Elevated view at entry



UTILITY ANALYSIS

SANITARY SEWER SERVICE:

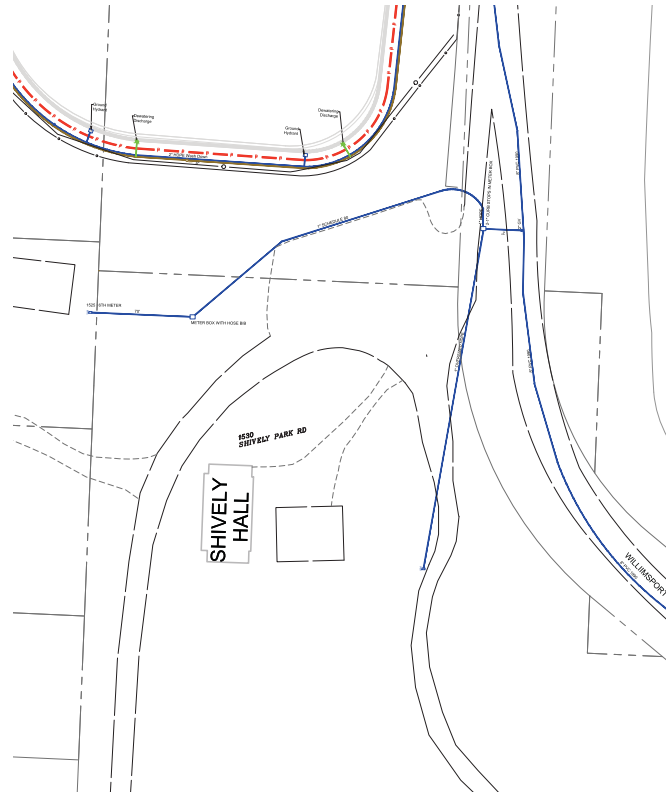
- 6" sanitary sewer lateral located onto what is identified as City of Astoria property on the site analysis map at the north east corner of the park.
- It is unclear if this sanitary sewer service is extended into the park property to serve Shively Hall. If it does not extend into the site, then it is likely that the Hall is served by a septic system. Can City staff confirm how the Hall is being served?
- It does not appear that sanitary sewer service is currently provided beyond Shively Hall.
- If the 6" lateral identified above does extend to Shively Hall, it is likely that the size is adequate for increased levels of use if needed for the future development of the park.
- Given the significant elevation gain from Shively Hall to the upper Weddings and Events area it appears that, if desired, sanitary sewer service could be extended to this upper area. Routing of this extension would need to consider impacts to existing trees.

WATER SERVICE:

- The system mapping provided shows that Shively Park is served from an 8" water main located in Williamsport Road at the northeast corner of the park property.
- The site is served with a 1" line extending from the point of connection at Williamsport to a water meter located approximately 120' east of Shively Hall.
- There is also a second 1" water line extending across the Park property serving City owned property to the West.
- It does not appear that water service is currently provided beyond Shively Hall.
- It is likely that if there is a desire to incorporate water services to other portions of the project site, especially the upper Wedding and Event area, that the 1" water service would need to be upsized. This is due to the significant elevation gain from the point of connection to the upper area and potential additional uses.

STORM DRAINAGE:

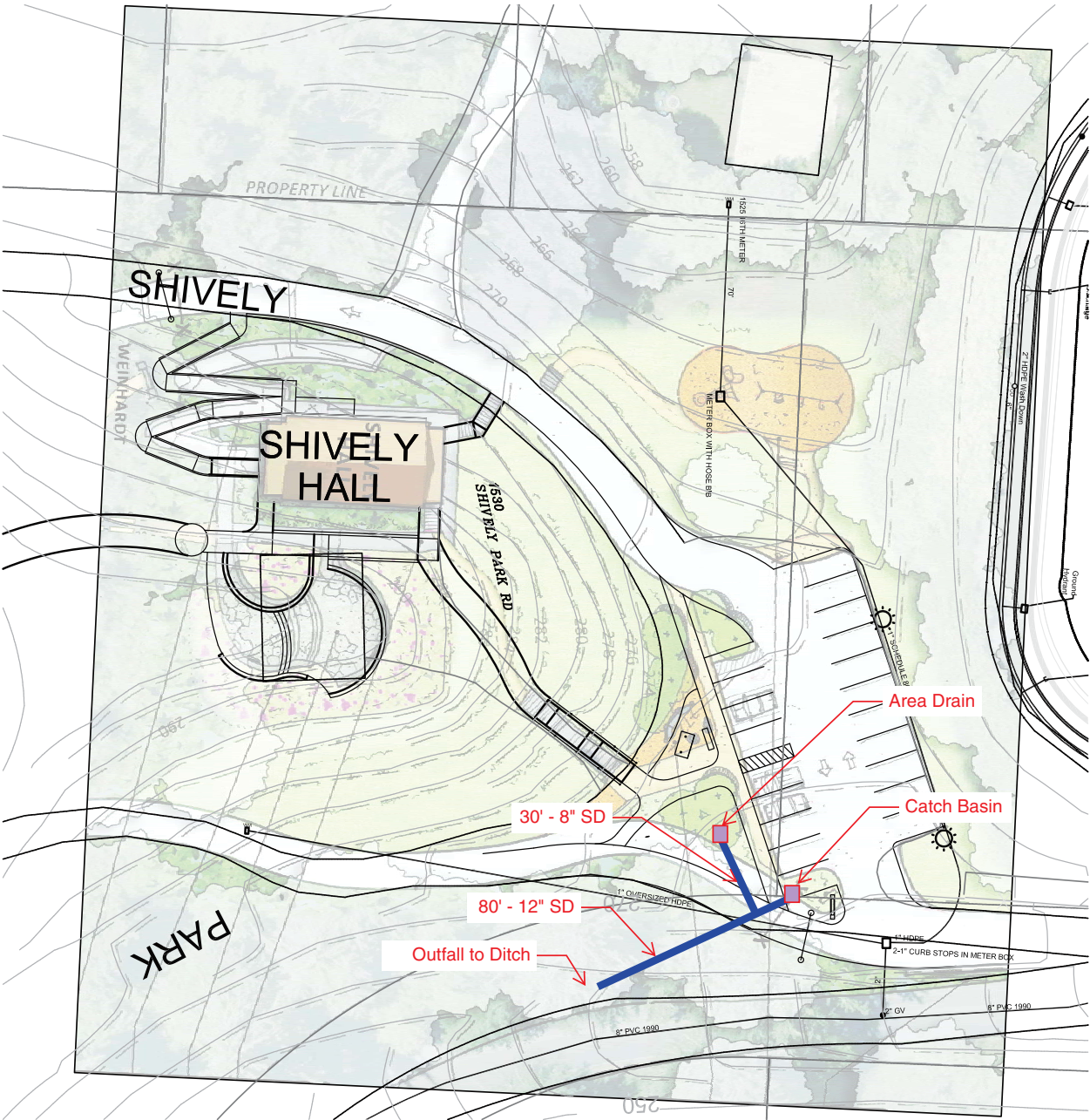
- There does not appear to be any formal storm drainage facilities within the park site or directly adjacent to the site.
- Surface runoff appears to be sheet flowing from the upper levels of the park in all directions without significant concentration of flows in any one location.



- There is currently an elevation rise between the existing parking lot and the City's water reservoir located north of the Park.
- The existing parking lot located at the north end of the site appears to be graded to flow into an existing roadside ditch located adjacent to 16th Street.
- Any new storm water management facilities for improvements to the upper area of the project site will need to take into consideration the steep slopes.
- The use of infiltration for disposal of stormwater would likely prove to be problematic due to the steep slopes.
- Care will need to be taken to minimize concentrating flows in these areas due to concerns about controlling erosion. This can be addressed through the use of flow spreaders to disperse the flows.
- There does appear to be adequate space near the existing parking area and Shively Hall to incorporate low impact development water treatment facilities if desired to treat runoff from added impervious areas.
- A detailed look at the existing system in 16th and further to the north of the site will be needed to confirm that the existing ditch and piping are adequately sized to convey the anticipated flows.



UTILITY DIAGRAM FOR MASTER PLAN



Shively Park - Estimate of Probable Cost

Preferred Master Plan

<i>ITEM</i>		
	Areas	Subtotals
1.00	Entrance Trailhead and Parking Lot	\$157,574
2.00	Community Hall Access and Outdoor Terrace	\$306,245
3.00	Hilltop	\$300,274
Subtotal		\$764,093
<u>Additional Cost Factors:</u>		
	Mobilization (10%)	\$76,409
	Estimating Contingency (30%)	\$229,228
	General Conditions (10%)	\$106,973
	G.C. Bond & Insurance (3%)	\$35,301
	G.C. Overhead & Profit (7%)	<u>\$84,840</u>
Total Construction Cost		\$1,296,845
<u>Soft Costs:</u>		
	Internal Staffing/Management (3%)	\$38,905
	Permitting (2%)	\$25,937
	Design and Engineering (20%)	\$259,369
		\$324,211
Total with Soft Costs		\$1,621,056



Shively Park: Hall and Terrace Improvements - Estimate of Probable Cost

Preferred Master Plan

	ITEM	QTY.	UNIT	UNIT COST	EXT. COST	REMARKS
1.00	SITE CLEARING and DEMOLITION			Subtotal	\$16,750	
0.01	Erosion Control	1	LS	\$7,500.00	\$7,500	
0.02	Tree Protection	5	LS	\$250.00	\$1,250	
0.03	Construction Fencing	500	LF	\$10.00	\$5,000	
0.04	Construction Entrance	1	EA	\$2,000.00	\$2,000	
0.05	Playground Curb Demo	1	EA	\$1,000.00	\$1,000	
2.00	EARTHWORK			Subtotal	\$10,759	
2.01	Rough Grading	370	CY	\$25.00	\$9,259	
2.02	Finish Grading	10000	SF	\$0.15	\$1,500	
3.00	PAVING and Walls			Subtotal	\$239,184	
4.01	CIP Concrete Pavement at Ramp	2082	SF	\$12.00	\$24,984	
4.02	CIP Concrete Walls at Ramp	640	FF	\$80.00	\$51,200	
4.03	Stone Paving - Terrace	2000	SF	\$50.00	\$100,000	alternate \$20 SF for pavers
4.04	Stone Veneer Seat Walls	378	FF	\$100.00	\$37,800	2' ht.stone veneer
4.05	Handrail at Concrete Ramp	315	LF	\$80.00	\$25,200	
4.00	SITE FURNISHINGS			Subtotal	\$14,500	
4.01	Deck Ramp at Hall	175	SF	\$40.00	\$7,000	with handrail
4.02	Interpretive Signs	2	EA	\$3,000.00	\$6,000	Chain link fence at top of slide
4.03	Plant ID Markers	10	EA	\$100.00	\$1,000	
4.04	Trash Receptacle - Park Standard	1	EA	\$500.00	\$500	
5.00	PLANTING			Subtotal	\$21,461	
5.01	Planting - Shrubs and Groundcover	3500	SF	\$5.00	\$17,500	
5.02	Seeded Lawn	15000	SF	\$0.15	\$2,250	
5.03	Bark Mulch	43	CY	\$40.00	\$1,711	
6.00	SOIL PREPARATION			Subtotal	\$3,591	
6.01	Topsoil at Planting Areas	65	CY	\$50.00	\$3,241	6" deep
6.02	Soil Amendments at Planting Areas	3500	SF	\$0.10	\$350	

Subtotal	\$306,245
-----------------	------------------

Additional Cost Factors:

Mobilization (10%)	\$30,625
Estimating Contingency (30%)	\$91,874
General Conditions (10%)	\$42,874
G.C. Bond & Insurance (3%)	\$14,149
G.C. Overhead & Profit (7%)	<u>\$34,004</u>

Total Construction Cost	\$519,770
--------------------------------	------------------

Square foot cost
#REF!

Soft Costs:

Internal Staffing/Management (3%)	\$15,593
Permitting (2%)	\$10,395
Design and Engineering (20%)	\$103,954

Soft costs
25%

\$129,942

Total with Soft Costs	\$649,712
------------------------------	------------------



Shively Park: Hilltop - Estimate of Probable Cost

Preferred Master Plan

	ITEM	QTY.	UNIT	UNIT COST	EXT. COST	REMARKS
1.00	SITE CLEARING and DEMOLITION			Subtotal	\$33,750	
0.01	Erosion Control	1	LS	\$7,500.00	\$7,500	
0.02	Tree Protection	5	LS	\$250.00	\$1,250	
0.03	Invasive Removal	10000	SF	\$1.00	\$10,000	
0.04	Tree Pruning	5	LS	\$1,000.00	\$5,000	
0.05	Construction Entrance	1	EA	\$2,000.00	\$2,000	
0.05	Construction Fencing	500	LF	\$10.00	\$5,000	
0.06	Demo Stairs	1	EA	\$3,000.00	\$3,000	
2.00	EARTHWORK			Subtotal	\$7,981	
2.01	Rough Grading	259	CY	\$25.00	\$6,481	
2.02	Finish Grading	10000	SF	\$0.15	\$1,500	
3.00	PAVING and Walls			Subtotal	\$50,250	
3.01	CIP Concrete Staircase	65	LF	\$150.00	\$9,750	
3.02	Parking Striping	1	LS	\$1,000.00	\$1,000	parking striping
3.03	Curb Stone Edger	200	LF	\$35.00	\$7,000	
3.04	Stone Paving - Overlook	490	SF	\$50.00	\$24,500	alternate \$20 SF for pavers
3.05	Handrail at CIP Staircase	100	LF	\$80.00	\$8,000	
4.00	SITE FURNISHINGS			Subtotal	\$23,000	
4.01	Shelter maintenance	1	LS	\$1,000.00	\$1,000	8' width
4.02	Decking at Shelter	700	SF	\$20.00	\$14,000	with handrail
4.03	Interpretive Signs	2	EA	\$3,000.00	\$6,000	Chain link fence at top of slide
4.04	Plant ID Markers	20	EA	\$100.00	\$2,000	
5.00	PLANTING			Subtotal	\$28,419	
5.01	Planting - Shrubs and Groundcover	5000	SF	\$5.00	\$25,000	
5.02	Seeded Lawn	6500	SF	\$0.15	\$975	
5.03	Bark Mulch	61	CY	\$40.00	\$2,444	
6.00	SOIL PREPARATION			Subtotal	\$13,113	
6.01	Topsoil at Lawn	183	CY	\$40.00	\$7,333	4" deep
6.02	Topsoil at Planting Areas	93	CY	\$50.00	\$4,630	6" deep
6.03	Soil Amendments at Lawn Area	6500	SF	\$0.10	\$650	12" sand
6.04	Soil Amendments at Planting Areas	5000	SF	\$0.10	\$500	
7.00	ADA HILLTOP ACCESS - Future Phase			Subtotal	\$143,760	
7.01	CIP Concrete Ramp	1380	SF	\$12.00	\$16,560	6' width
7.02	CIP Concrete Walls	920	FF	\$100.00	\$92,000	3' ht
7.03	Handrail at Ramp	440	LF	\$80.00	\$35,200	both sides

Subtotal	\$300,274
-----------------	------------------

Additional Cost Factors:

Mobilization (10%)	\$30,027
Estimating Contingency (30%)	\$90,082
General Conditions (10%)	\$42,038
G.C. Bond & Insurance (3%)	\$13,873
G.C. Overhead & Profit (7%)	\$33,341

Total Construction Cost	\$509,635
--------------------------------	------------------

Square foot cost
\$50.96

Soft Costs:

Internal Staffing/Management (3%)	\$15,289
Permitting (2%)	\$10,193
Design and Engineering (20%)	\$101,927

Soft costs
25%

\$127,409

Total with Soft Costs	\$637,044
------------------------------	------------------



Shively Park: Entrance Improvements - Estimate of Probable Cost

Preferred Master Plan

ITEM	QTY.	UNIT	UNIT COST	EXT. COST	REMARKS
1.00 SITE CLEARING and DEMOLITION			Subtotal	\$19,750	
0.01 Erosion Control	1	LS	\$7,500.00	\$7,500	
0.02 Tree Protection	5	LS	\$250.00	\$1,250	
0.03 Tree Pruning	5	LS	\$1,000.00	\$5,000	
0.04 Construction Fencing	200	LF	\$10.00	\$2,000	
0.05 Construction Entrance	1	EA	\$2,000.00	\$2,000	
0.06 Wall Demo and Slope at Entrance	1	EA	\$2,000.00	\$2,000	
2.00 EARTHWORK			Subtotal	\$6,456	
2.01 Rough Grading	222	CY	\$25.00	\$5,556	
2.02 Finish Grading	6000	SF	\$0.15	\$900	
3.00 UTILITIES - STORM			Subtotal	\$18,200	
3.01 6" DRAIN PIPE	220	LF	\$25.00	\$5,500	
3.02 8" DRAIN PIPE	145	LF	\$30.00	\$4,350	
3.03 8" PVC SD	40	LF	\$45.00	\$1,800	
3.04 12" PVC SD	50	LF	\$55.00	\$2,750	
3.05 Area Drain	1	EA	\$1,300.00	\$1,300	
3.06 Catch Basin	1	EA	\$1,500.00	\$1,500	
3.07 Outfall	1	EA	\$1,000.00	\$1,000	
4.00 PAVING and Walls			Subtotal	\$71,400	
4.01 CIP Concrete Pavement - Pedestrian	900	SF	\$8.00	\$7,200	
4.02 CIP Concrete Curb	300	LF	\$20.00	\$6,000	remove and repave
4.03 AC Pavement - Parking lot	9800	SF	\$4.00	\$39,200	remove and repave
4.04 AC Pavement - Roadside repair	1	LS	\$10,000.00	\$10,000	Repair AC pavement along loop drive
4.05 Parking Striping	1	LS	\$1,000.00	\$1,000	parking striping
4.06 Handrail w/ Footings - Existing entry steps	80	LF	\$100.00	\$8,000	
5.00 SITE FURNISHINGS			Subtotal	\$17,200	
5.01 Trailhead Kiosk	1	LS	\$5,000.00	\$5,000	
5.02 Monument Sign at Entry	1	LS	\$5,000.00	\$5,000	
5.03 Interpretive Signs	1	EA	\$3,000.00	\$3,000	Chain link fence at top of slide
5.04 Traffic Sign	1	EA	\$500.00	\$500	No vehicles beyond parking area.
5.05 Bench - Park Standard	1	EA	\$1,200.00	\$1,200	
5.06 Picnic Tables - Park Standard	1	EA	\$2,000.00	\$2,000	
5.07 Trash Receptacle - Park Standard	1	EA	\$500.00	\$500	
6.00 PLANTING			Subtotal	\$11,928	
6.01 Trees - Large Deciduous	1	EA	\$350.00	\$350	
6.02 Trees - Small Deciduous	3	EA	\$150.00	\$450	
6.03 Planting - Shrubs and Groundcover	2000	SF	\$5.00	\$10,000	
6.04 Seeded Lawn	1000	SF	\$0.15	\$150	
6.05 Bark Mulch	24	CY	\$40.00	\$978	
7.00 SOIL PREPARATION			Subtotal	\$2,641	
7.01 Topsoil at Lawn	12	CY	\$40.00	\$489	4" deep
7.02 Topsoil at Planting Areas	37	CY	\$50.00	\$1,852	6" deep
7.03 Soil Amendments at Lawn Area	1000	SF	\$0.10	\$100	12" sand
7.04 Soil Amendments at Planting Areas	2000	SF	\$0.10	\$200	

Subtotal \$157,574

Additional Cost Factors:

Mobilization (10%)	\$15,757
Estimating Contingency (30%)	\$47,272
General Conditions (10%)	\$22,060
G.C. Bond & Insurance (3%)	\$7,280
G.C. Overhead & Profit (7%)	<u>\$17,496</u>

Total Construction Cost \$267,440

Square foot cost
#REF!

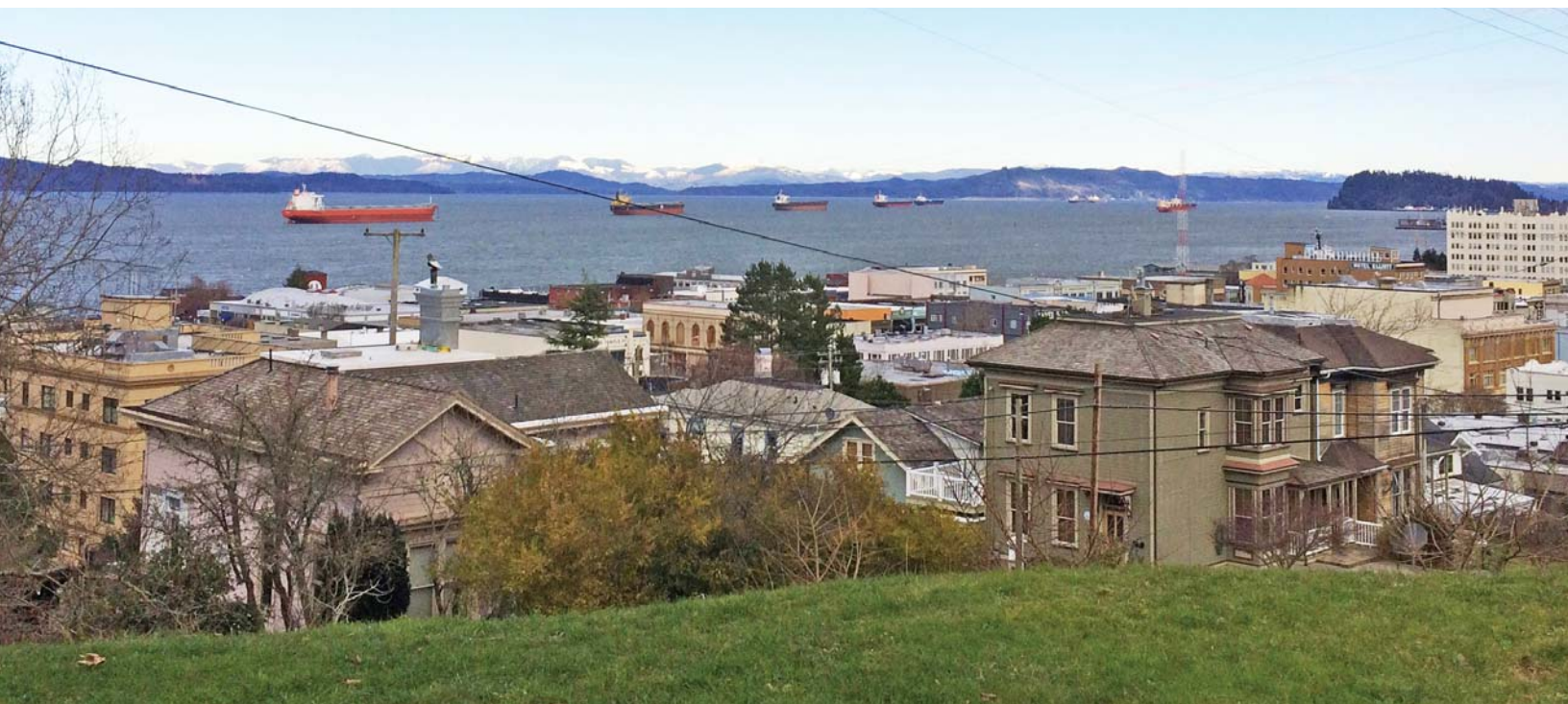
Soft Costs:

Internal Staffing/Management (3%)	\$8,023
Permitting (2%)	\$5,349
Design and Engineering (20%)	\$53,488

Soft costs
25%

\$66,860





McCLURE PARK MASTER PLAN REPORT

ASTORIA PARKS AND RECREATION

GREENWORKS
ANGLEGO PLANNING GROUP
KPFF ENGINEERING

May 2017



ACKNOWLEDGEMENTS

ASTORIA PARKS AND RECREATION

Angela Cosby, Parks Director
Rosemary Johnson, Parks Planner
Jonah Dart-McClean, Parks Supervisor

ASTORIA CHAMBER OF COMMERCE

ASTORIA PARKS BOARD

FRIENDS OF MCCLURE PARK

GREENWORKS

Mike Faha, Principal
Derek Sergison, Project Manager
Mike Corrente
Ben Johnson

ANGELO PLANNING GROUP

Matt Hastie, Project Manager
Kyra Schneider, Planner

KPFF ENGINEERING

Curt Vanderzanden, Principal
Stuart Finney



McCLURE PARK

MASTER PLAN REPORT

Prepared for:
Astoria Parks and Recreation
1997 Marine Dr.
Astoria, OR 97103

May 2017

Prepared by:
GreenWorks, P.C.
Landscape Architecture-Environmental Design
24 NW 2nd Ave., Suite 100
Portland, Oregon 97209

CONTENTS

1	Summary
1	Community Engagement
3	Site Analysis
7	Master Plan
9	Implementation
11	Appendix



SUMMARY

The 2016-2026 Astoria Parks and Recreation Comprehensive Master Plan prioritized preparation of site Master Plans for Shively Park and McClure Park. McClure Park ranked as the second highest priority for site master plans with the community. The processes for McClure and Shively Park was in connection to efficiently create a vision for both sites and effectively capture stakeholder and community feedback. The Friends of McClure Park have been active in fundraising to make improvements and add desired amenities. A Master Plan for McClure Park would ensure that new development is supported by the community and Parks and Recreation Department, and that it can be cared for and adequately maintained into the future.

This process was funded by the Oregon Parks and Recreation Department Local Government Grant Program provides Small Community Planning Grants to support site-specific park and outdoor recreation plans. These planning efforts target a specific site that has been identified in a system-wide parks and recreation plan. Site-specific planning projects include public outreach and an analysis process that leads to a detailed plan for full development or redevelopment a park or other recreational-use site.

The McClure Park Master Plan is a vision for the project site and a framework to guide the preparation of detailed design documents for the development of the park. The Master Plan was developed as a collaboration between Astoria Parks & Recreation, the Astoria community, the Friends of McClure Park, Astoria Park Board, Astoria Chamber of Commerce Members and the planning consultants. This document includes background information and analysis of the park site and provides a conceptual design for the park, as a result of extensive research and community outreach. The process was conducted in stages over the course of six months in 2017 with the intent to create a vision that reflects the communities wants and needs.

COMMUNITY ENGAGEMENT

The City of Astoria and its consultants team members conducted community engagement activities at four stages of the master planning process. (See appendix)

STAGE 1 - STAKEHOLDER MEETINGS

Astoria Parks and Recreation hosted two Stakeholder meetings to advise the groups of the scope and time line of the Master Plan project, introduce them to the team members, and obtain comments from them concerning Shively and McClure.

STAGE 2 - COMMUNITY OPEN HOUSE #1 : SITE ANALYSIS, EDUCATION, AND ENGAGEMENT

The City of Astoria and consultant team members led the first public open house to provide community members with the opportunity to make comments and recommendations on how McClure Park should be maintained and/or improved. Meeting topics included preferred uses and activities in the Park, maintenance of natural features, construction and/or maintenance of park amenities, safety considerations, and access to the park. The planning team presented information about conditions, opportunities, constraints, and possible programming ideas for the park. Interactive exercises provided participants opportunity to state their preference for different types of programming ideas and to identify suggestions for activities or improvements within the parks. Approximately 40 community members attended the public meetings and the results are in the appendix of this report.

STAGE 3 - COMMUNITY OPEN HOUSE #2 : ANALYSIS, UNDERSTANDING AND DIRECTION

The City of Astoria and consultant team members led a second public open house to provide community members with the opportunity review and comment on two draft concepts for McClure Park. Each concept included a variety of elements. Participants were asked to note whether they



liked or disliked the specific elements or had any other recommendations for additional amenities or whether they suggested any refinements to the concepts presented. The meeting included a brief presentation of the concepts, a question and answer session, and interactive exercises to state their preference for different programming elements and concepts. Approximately 30-35 people attended the meeting and a summary of the results are in the appendix of this report.

STAGE 4 - ONLINE COMMUNITY SURVEY: VALIDATING THE DESIGN

The City and its team have conducted an online survey to assess support for proposed Master Plan concepts, including support for the concepts overall as well as for specific programming objectives and recommended improvements at each park. The City publicized the survey through a variety of means, including email announcements to community members who had attended community meetings or otherwise expressed an interest in the plans; a Parks Department Website announcement; and information provided to the Daily Astorian. A total of 53 people responded to the survey.

- An overwhelming majority of respondents support the overall concept for McClure Park, with 87% saying that they support or strongly support the concept. About 4% are neutral and only 8% said they do not support the concept.
- A majority of people (63-84%) also support the programming objectives for McClure, with most of the remainder saying they are neutral. Only 4-8% say they don't support the overall objectives.

- About 70% support or more also support most of the individual improvements proposed for McClure Park, while just a few elements (NW parking entrance, SE entrance design, and NE monument sign) receive just over 50% support. Most of the people who don't voice support for a particular element say they are neutral, with only 4-20% saying they don't support specific elements.
- The three most popular types of play equipment identified for McClure Park are the rocks and rope climbers, log crawl and nature-based play equipment. While the basket swing received the fewest number of "top three" votes, just under half the respondents still placed this in their list of top three choices, and the project team note a variety of advantages for this particular feature, including a more inclusive design; lower space needs, translating to the ability to provide more play equipment overall; and a higher chance of obtaining grant money for funding.

Other notable comments included:

- Several people (less than 10% of survey respondents) noted concerns about the cost of improvements or about the City spending any money on improvements to these or other city parks.
- Several people expressed general appreciation to the City for conducting the planning effort and for providing them with multiple opportunities to participate and share their thoughts.



SITE ANALYSIS

HISTORY

McClure Park is the former home of McClure School, constructed in 1883. It was named for Col. John McClure, one of the early land grant owners in Astoria in the 1840's. The school continued until 1917 and was demolished in 1919.

The .092 acre park has had a chainlink backstop and informal baseball field for many years, and added a swing with saddle mounts in 1970's. As late as the 1990's there was a hillside slide, merry go round, picnic tables, and monkey bars.

In 2016, Friends of McClure Park conducted fundraising events to finance a proposed 30' hillside embankment slide as the centerpiece of the Park and is on track to be install in Summer of 2017

CONTEXT

The parks located in steeply terraced residential neighborhood and serves as one of the few open spaces for community members. One of the attributes of the Park is the view of the Columbia River because of its northfacing slopes.

The space is currently used for its play area, playground equipment, informal baseball field, and picnic table. The site hosts many community events, such as movies in the park, dog days, kickball games, and 4th of July fireworks viewing. It also serves as a resting point for visitors hiking the steep neighborhood from the riverwalk to the Astoria Column.

ACCESS

The main access points are located at the intersection of Franklin Ave. and 7th St. (northwest) and interseciton of Grande Ave. and 8th St. (southeast). These two access points

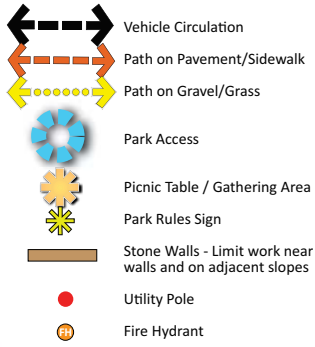
are dictated by steep slopes at the adjacent roadways. A single vehicle may access and park in the northwest corner. The southeast corner is a less desireable access point for pedestrians due to the higher traffic, steep slopes and limited driver visibility, and lack of crosswalk. There are no internal pathways for access and circulation through the site and therefore is the only way to walk though the site is by walking on the turf grass. A concrete viewing pad was installed near the southwest conifer trees which lacks access and use.

STRUCTURES

Stone retaining walls along the northern and eastern edges are in disrepair due to the sites active landslide (see geologic report in appendix). The existing backstop is in stable condition and serves its purpose at the sport field. The backstop also is a barrier between the flat field and steep embankment to the north and northeast. There is an existing swing set with plastic edging in the play area which should be replaced.

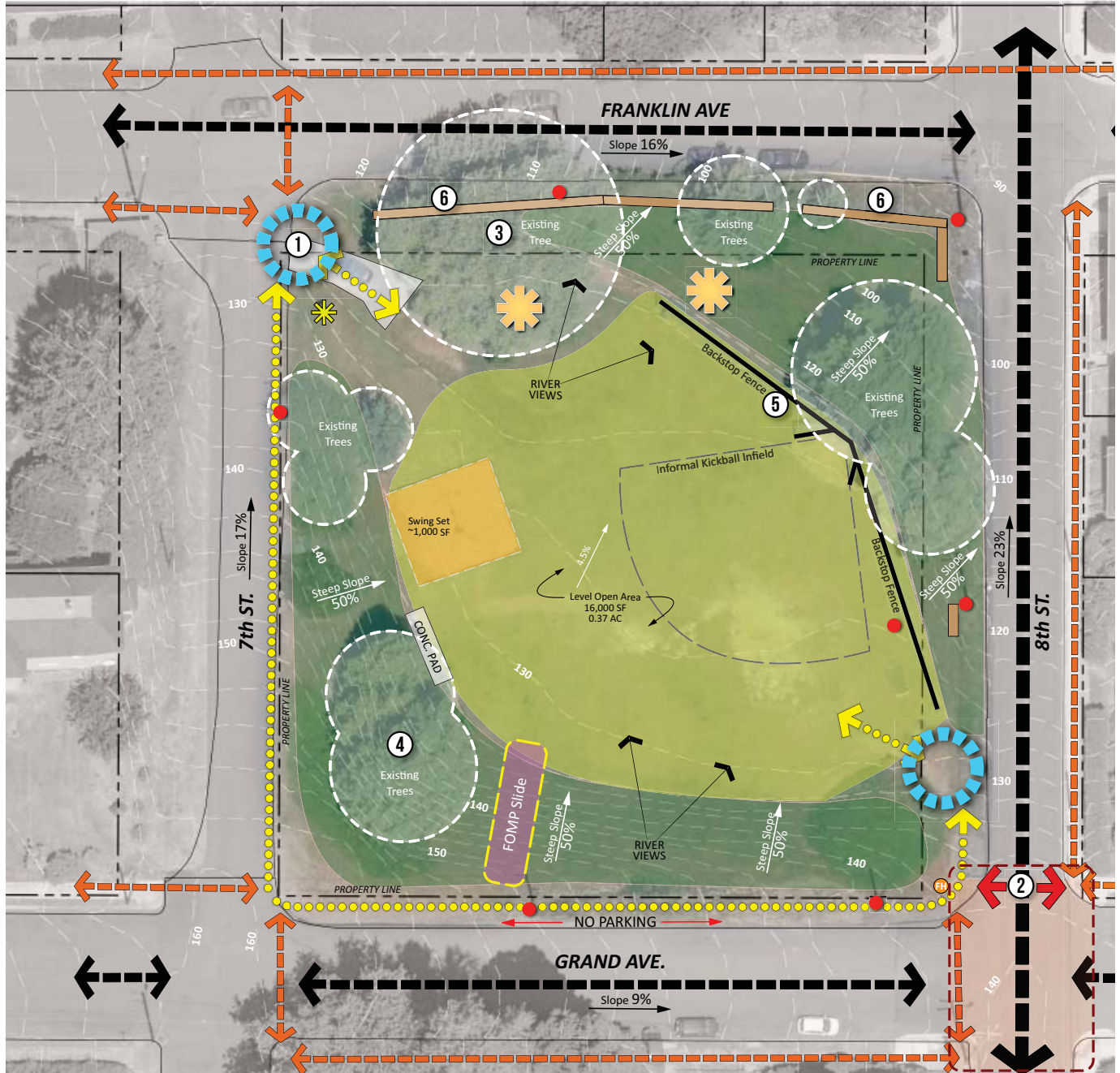


LEGEND - Total Area: 0.92 Acres



KEY NOTES

- ① Single parking space at entrance with steep cross slopes
- ② Dangerous intersection at entrance. Visitors walking from Flavel House to the Column often cross and use park for rest / views. Opportunity for wayfinding signage.
- ③ Old Sycamore tree should be protected
- ④ Conifer trees should be protected
- ⑤ Backstop serves as barrier for objects going down slope into roadway.
- ⑥ Stone walls are moving with the earth but don't present an immediate hazard. Removal of invasive ivy and minor cosmetic repairs can enhance their historic character.



McCLURE PARK

Site Analysis



SITE ANALYSIS (CONTINUED)

VEGETATION

Mature trees are scattered along the perimeter of the site provide shade and a sense of place and should be preserved. These trees are located in, or along slopes and aid in bank stabilization. Patches of non-native ivy are along the southeast corner, and overgrowing the stone retaining walls along the north and east edges. The remaining site is turf grass with ground cover along the slopes.

TOPOGRAPHY & DRAINAGE

The topography of the site is steep slopes to the northeast. Steep banks slope down at 50% to an open level lawn and then drops down again at 50% into the north and east streets. The adjacent street's slopes range from 9%-23%. The design avoids impacts to slopes and existing walls which

are moving as part of a large and deer active landslide. (see geologic report in appendix).

Surface runoff appears to be sheet flowing from the park to the northeast corner of the site. The use of infiltration for disposal of stormwater would likely prove to be problematic due to the steep slopes and the existing slide located at the site. All new surfaces should catch and convey runoff to the storm system as opposed to infiltrating to not contribute to the active landslide condition.

UTILITIES (ALSO SEE APPENDIX)

A power source was recently installed for community events such as movies in the park. It's located on on the east side along the backstop.



The site does not appear to be any sanitary sewer lines on the site. There are sanitary sewer mains located in both 7th and 8th Streets adjacent to the site, and there appears to be a lateral extending from to the site at the northwest corner. Given that the service later on 8th is located near the lowest elevations of the site, it appears that extending sanitary sewer services into the site is feasible if desired.

The site does not appear to have water lines on the site and no indication of water service stubs. Water mains are located in both Franklin Ave. and 8th Street adjacent to the site. There is a fire hydrant located at the southeast corner of the site.

There does not appear to be any formal storm drainage facilities within the park site. Drainage facilities are located at the intersection of Franklin and 7th connecting into a combined sanitary sewer system. There is a 12" storm drainage main indicated in 8th Street adjacent to the project site. Given the site topography the existing system located in 8th Street should be adequate to accommodate flow from new drainage facilities at the site.



OPPORTUNITIES AND CONSTRAINTS

Expansive views, flexible open lawn, and the community's desire for play are major opportunities for the site. The steep slopes and active landslide condition limit the areas for improvement. Limiting grading and not impacting existing slopes is a constraint. The northeast slopes are a safety concern for visitors and balls going into the roadway. Because of this, a barrier should remain (the existing backstop serves this purpose).

The embankment slide will draw more visitors and increase need for access improvements, additional play areas, and gathering spaces. Creating a safe, accessible path which links both ends of the park is high a priority. Slopes along the roadways and at access points present challenges for accessible improvements and safety.



MASTER PLAN

As set of key programming goals were identified throughout the Community Engagement process. In the near future, the Friends of McClure Embankment Slide will be constructed and the Master Plan aims to provide access to this feature and improve accessibility through the site. Other identified goals include: Improving safety at Grand and 8th St. crossing; preserve trees and stone walls by minimizing impacts to slopes; maintain views of the Columbia River; and providing additional seating and picnicking areas throughout the park. The Mater Plan also preserves the large informal lawn space for community events, informal sports games, and serve as a level open green space for the neighborhood.

NW PARKING ENTRANCE

- 1 Level asphalt event drop off and parking area for 1-2 vehicles connecting to ADA path. Include park entry and rules sign.

TREE PRESERVATION

Preserve existing Platanus tree and retaining walls along Franklin Ave. The exiting walls could use minimal aesthetic repairs. Structural repair work is expensive and will unlikely to correct the issues due to the shifting earth deep below grade. Refer to the Geotechnical memo in the appendix.

GATHERING AREA

Picnic shelter with 3 picnic tables

ACCESSIBLE PATHWAY

Provide accessible path from drop off parking space to southeast corner of the site. Use a flexible surface material such as asphalt or rubber. The pathway will require low seat walls and handrails when slopes exceeding 5%.

VIEWING PLATFORMS

Fixed seating platforms can host 1-3 people, are built into the slope, and oriented toward Columbia River views.

ACCESSIBLE PLAYGROUND

Play area includes a ramp entry, inclusive group play basket swing, and climbing and balancing components for range of challenges for diverse ages and abilities. Suggested components are rocks and ropes climber and low nature based steppers. Low equipment height is considered to preserve views.

FLEXIBLE OPEN LAWN

Maintain open lawn for community events. A 100' distance from the backstop home plate to pathways should be maintain for informal field sports.

EXISTING BACKSTOP

Retain existing backstop as safety separator from the steep slopes, and to facilitate informal field sports. Reduce height of north wing to open views while maintaining safety.

SE ENTRANCE

Protected landing at 8th St. crossing includes a low stone wall with park sign, interpretive sign, and low native plantings which are easy to maintain.

SIDEWALK ALONG GRAND AVE.

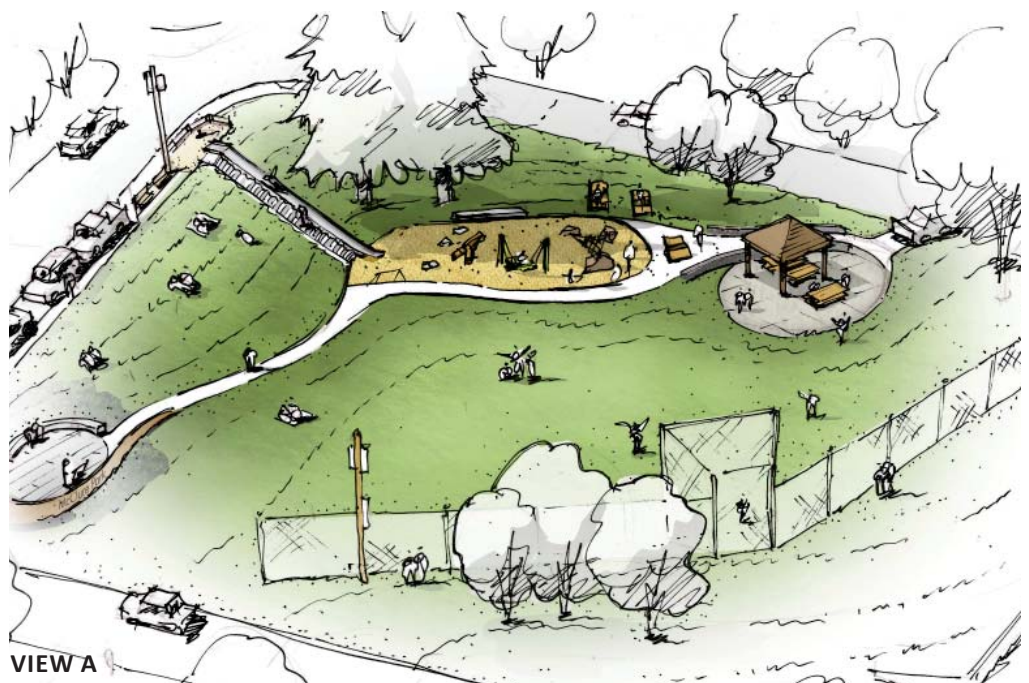
Concrete walkway with curb and additional parallel parking between 7th and 8th St. Additional seating provided for viewing and playground supervision at the top of the slide. Include bollards as protective barriers at seating and play areas.

FRIENDS OF MCCLURE PARK EMBANKMENT SLIDE

Approximate location of embankment slide & steps. Plantings and steps should not exceed height of side rails of slide per CPSC guidelines. Provide bench and safety surface at top of slide loading area. Include a 42" height containment fence to separate children from vehicles in the roadway.

NE MONUMENT SIGN

McClure Park sign at visible corner





IMPLEMENTATION

Implementation of the Master Plan recommendations would be completed as funding is acquired through multiple sources such as grants, donations, City budget, etc. The possibility of a parks maintenance fee, while potentially challenging to adopt, would provide the city with a lot of value in maintenance and redevelopment of existing parks such as Shively Park.

Partnerships

Partnerships between two separate agencies, such as two government entities, a non-profit and a government department, or a private business and a government agency for joint development or operation allow a city to share the risk, operational costs, responsibilities, and asset management, utilizing the strengths of each partner.

Friends and Volunteer Programs

This group can raise money for a single purpose, such as the embankment slide, or a park facility/program that will benefit a particular special interest population or the community as a whole.

Volunteers assist the community in providing a product or service, donating time on an hourly basis. This reduces the City's cost in providing the service, plus it builds advocacy for the system. To best manage a volunteer program, an agency typically dedicates a staff member to oversee it. For example, Lincoln City employs a staff person dedicated to recruiting and organizing volunteers to help maintain its open spaces.

Adopt-a-Park/Adopt-a-Trail Programs involve residents, businesses, and/or organizations in improving and maintaining parks and related facilities, in the community in which they live.

Gift Catalogs

Gift catalogs let the community know the city's needs on a yearly basis. Community members purchase items from the gift catalog and donate them to the City.

Grants

Grants can supplement or match city funds for programs, planning, design, seed money, and construction. Grants are best for funding specific ventures as cities cannot depend on them as a continuous source of funding. Grants fall into the following categories:

General Purpose or Operating Grants

Giving a city an operating grant for the general operating expenses indicates the fund provider supports the City's overall mission and trusts that the city will be put the money to good use.

Program or Support Grants

A program or support grant typically is earmarked for a specific or connected set of activities that have a beginning and an end, specific objectives, and pre-determined costs. Some of the most common types of program or support grants include:

- Planning Grants that support research and development for major new programs, such as investigating the needs of constituents, or consulting with experts in the field.
- Facilities and Equipment Grants that help a city buy long-lasting physical assets, such as a building that will better serve its clients. Fund providers considering these requests will need to know the city's financial and program plans for the next several years in addition to the applicant's current activities and financial health to ensure long term viability and good management.
- Matching Grants that require the City to contribute an amount from other sources. Ability to raise matching funds is a sign of viability of an organization or program.

Program-Related Investments (PRIs)

In addition to grants, the Internal Revenue Service allows foundations to make Program-Related Investments (PRIs) to non-profits for projects that would be eligible for grant support, such as building projects. These loans usually charge low or zero interest and must be paid back. This may be an opportunity for a 501(c)(3) "Friends of Group."

Fund-raising

Many cities and park districts have fund-raisers on an annual basis to cover specific programs and capital projects. Cities sell pavers in parks, hold fund-raising events, and conduct similar activities to encourage community members to donate money.

Bond Referendum



Cities can use bonds to fund capital needs, renovations, and new facilities to meet the needs and demands of residents. A bond is a written promise to payback a specified sum of money at a specified future date, at a specified interest rate. Types of bonds include:

- General Obligation Bonds issued with the approval of the electorate for capital improvements and general public improvements.



THIS PAGE IS
INTENTIONALLY LEFT
BLANK



APPENDIX

McCLURE PARK MASTER PLAN REPORT

CONTENTS

13	Stake Holder Meeting Notes
18	Open House #1 Meeting Notes
21	Open House #2 Meeting Notes
25	Online Survey Summary
33	Preliminary Design Options
35	Geological Memorandum
45	Existing Utility Review
47	Estimate of Probable Cost



SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Stakeholder Meeting Notes

February 9, 2017

Astoria Recreation Center

Staff Present: Angela Crosby, Parks Director; Jonah Dart-McClean, Parks Supervisor; Rosemary Johnson, Planning Consultant/Project Manager

Consultants Present: Mike Faha, GreenWorks; Derek Sergison, GreenWorks; Matt Hastie, Angelo Planning Group; Curt Vanderzanden, KPFF

Two Stakeholder meetings were held to advise the groups of the scope and time line of the Master Plan project, introduce them to the team members, and obtain comments from them concerning the sites. It was noted that the first public open house meeting would be to obtain ideas from the public. The consultants will provide an inventory analysis of the Parks with site conditions such as trees, parking, access, layout, etc. They will also provide some exhibits on potential uses and/or redevelopment of the Parks. This information would be used to develop two draft options for the Master Plans to be considered at the second public open house meeting. The two options could be accepted as presented or could be combined into a hybrid option. The final Master Plans will include ideas on proposed uses and/or redevelopment of the Parks with graphics, phases with prioritization, and a cost estimate for some of the proposed work, but will not include construction plans. Implementation of the Master Plan recommendations would be completed as funding is acquired through multiple sources such as grants, donations, City budget, etc. The possibility of System Development Charges (mostly used for development of new park areas) was mentioned as well as park user fees to help with maintenance and redevelopment of existing parks.

It was noted that 100% consensus on all the elements within the Master Plans is not required nor expected, but the Plans should reflect generally what is desired and/or feasible within the Park. Differences between strong factions within the community, if they occur, could delay the time line of the project. Public safety is a primary concern throughout the project and issues such as ADA accessibility and potential conflicts of uses and surrounding areas will be addressed.

Notices will be mailed to property owners and interested parties prior to the meetings. There will also be signs posted at the sites for those who utilize the Parks but are not within the mailing area.

The following is a synopsis of the comments received.

Friends of McClure Park (FOMP)

Members Present: President Darcy Cronin, Gigi Crawley, Judi McElroy, Dave McElroy

FOMP only addressed issues associated with McClure Park.

- Open house meeting notices: FOMP will assist with distributing flyers to homes close to the Park as many are tenants and not property owners and would not receive mailed



notices. There is a small kiosk on the site for neighborhood notices. It has a plastic cover to keep notices dry but we might still consider laminating notices for placement here or on a post at another corner of the park.

- **Park identity:** People are not aware of the Park as it does not have a presence or identity. Any design should be welcoming, attractive, and simple. The view of the River is of primary significance. The surrounding neighbors are generally in favor of increased recognition and use of the park by community members and others, as long as it is consistent with other goals for the park.
- **Topography:** The steep sides to the site are a challenge. Steepness creates access issues. Need to adapt to the landslide issue while considering the aesthetics, safety, and costs in developing the Park.
- **Current uses in the Park:** Children playing on the swings; children playing ball; sliding down hillsides on cardboard in the summer and occasionally on snow in the winter; visitors looking at the view of the River; dogs on leash (with dog cleanup bag stand); not a “dog park”. While the Park is “kid friendly” it should not be a playground or have large playground equipment. Artists set up to paint in the Park. It was noted that there are other City parks that serve as playgrounds such as Peter Pan (Lindstrom Park at 6th & Niagara), Tapiola (West Marine & Denver), and Children’s Park (6th & Commercial). The swing set has only two seats which is not enough for the use that it gets. The view of the River is the number one asset of the Park.
- **Special activities within the Park:** Parks & Rec “Movie in the Park” held three or four times in summer with 50 to 100 people in attendance; kickball game day; dog days in August with fenced off-leash area.
- **Trees:** FOMP is concerned with the trimming of the Sycamore tree. They recommend that the utility company find an alternative such as relocation of the utility lines. The historic tree is a key asset of the site. FOMP is hopeful that the Master Plan can be used as a tool to move the utility towards making these changes.
- **FOMP survey:** FOMP did a survey of neighbors concerning use/development of the Park. They will send a copy of the survey results to Matt Hastie.
- **Flexibility:** Maintaining flexibility for a range of future uses is important. Don’t clutter the park up with too many elements or structures.
- **Slide:** FOMP has raised approximately \$32,000 for a slide that would be located on the hillside at back/south side of the park. The slide should be incorporated in design options. FOMP hopes to construct the slide as soon as possible.
- **Natural Park:** The Park should remain “natural” and not “plastic”. Elements installed should not be brightly colored plastic features but rather wood or other natural elements (It was noted that even natural play area features must meet safety and other design standards to ensure that they are safe and durable). Consider a chalkboard on wooden



post for kids to use. Elements should encourage involvement with the site and exercise. A log climbing structure on the hillside was suggested. GreenWorks developed a nature based play area at Westmoreland Park that can be used as an example.

- **Lighting:** There is sufficient lighting with the existing street lights. The only dark area is near the fir trees. More extensive lighting should not be needed and should not be an issue for neighbors.
- **Rock wall:** This is a historic part of the Park and while it needs to be repaired, it should be retained. The land movement can't be fixed but there should be a long-term fix in the design of the wall.
- **History:** The history of the site and the former McClure School is important and should be emphasized and interpreted through signage or other interpretive displays or features. FOMP is in contact with the McClure family and hope to have an event in the Park with John McClure's heirs.
- **Trails:** An unofficial walking route leads from Flavel House Museum (8th and Exchange) to the trails up to Astoria Column (16th and Coxcomb Drive) and visitors often stop in the Park to rest and enjoy views as part of this walking route. Better signage along this route is needed. Improvements to the Flavel walking route also are needed.
- **Landscaping:** Use native vegetation. Remove overgrown elements and install low maintenance landscaping. Volunteers hold maintenance events throughout the year.
- **Ballfield:** The softball field is small for children, is not large enough for adults, and is only a grass area with no delineated "infield" or base lines. It is used occasionally by small groups and not for actual games or scrimmages. The backstop and/or the chain link fence is useful for purposes other than just the ballfield as it provides a stop for any games involving balls with the steep Park perimeter. Consider changing this area into an outdoor stage/performance area as part of one of the design options.

Chamber of Commerce and Parks Board

Members Present: Chamber Director Skip Hauke, Parks Board member Jim Holen. Parks Board member Michelle Tompkins arrived late.

This group addressed both Parks, although most comments were associated with Shively Park. It was noted that any suggestions and/or designs should consider low maintenance features.

Shively Park

- **Natural Park:** Keep the Park as a natural area. Hiking/walking should be the primary use while recognizing that the meeting hall is a good use also. There is a possibility to open views to Young's River from the upper picnic area with some tree removal. This could cause concern about hillside stability, similar to the concerns which people voiced about



tree removal near the Astoria Column, which should be addressed.

- Trails: Interconnectivity of trails is important. Primary trails for tourists is the River Trail and Cathedral (Fencsak) Trail to the Column which is a steep trail. Improvements to the Cathedral Trail is needed including rope hold and/or steps in one particularly steep section. Maintenance of walkway and stair structures also will continue to be needed over time. There is a trail from the loop roadway toward the CMH Field and the power line area along Highway 202. The power line could become an established trail with good views of Young's River. It would be a "dead end" trail unless connected down to the waterfront with a new River Trail. The Astoria Police Department firing range is located near the Pipeline Road portion of the trail to the CMH Field which creates a safety concern. Good trail access from Shively to CMH Field is needed with consideration of how people would cross Williamsport Road. It was noted that the City has a Trails Master Plan and a Transportation System Plan that address some of these issues and that while trail connectivity is important to the Park, that the overall trail issues outside the Park boundary are outside the scope of this project. The primary issue for the Master Plan associated with the trails is the need for wayfinding signage within the park that tells people where the trails go. The Master Plan also should generally note opportunities for connections from the park to the trails identified here.
- Paved roadway/walkway: Loop roadway which is closed to public vehicular traffic needs continued maintenance.
- Concrete stairs from 1911 Centennial: Stair cases are deteriorating and could be improved for better access to the upper picnic area.
- Upper picnic area: The two shelters are not original and have new shake roofs which should last a long time if maintained properly.
- Signage: Signs about the history of the Park and wayfinding signs about the trails are needed. Need sign about leash law for dogs. Also, need dog cleanup bag stand.
- Meeting Hall: It was noted that the meeting hall is generally booked for all Saturdays during the summer and is used frequently at other times. With the location on top of the hillside, it is not ADA accessible and it is hard to transport items into the building. One idea is to move the roadway gate further up the road and create an ADA parking space or two up the road at a closer level to the main floor to allow a ramp to the rear of the building. This could require a retaining wall for the parking spaces. Another suggestion was to use the road itself as a drop-off area and close the gate or otherwise block traffic while people are being dropped off.
- Playground equipment: No equipment should be installed at the upper picnic area as it is secluded and would create an unsafe environment. The swing set near the meeting hall is good for families to use when using the hall. No other playground equipment should be installed as this is not a "playground" park.
- Vegetation: Ivy reduction is needed to ensure that trees remain healthy and viable.



- Illegal use of Park: Frequent use of Park by smokers. Smoking is not allowed in the Parks. Some use of the forested area by homeless. Possibly install “Neighborhood Watch” signs with contact information for Park users. Some drug use in the parking area and in/near the shelters.
- Funding. The ability to make improvements will depend on the City and residents’ willingness to pay for them. Options discussed included bonding, maintenance fees and system development charges.

McClure Park

- Tourism: Most tourists go to the Column but not all drive. Many walk, so there is a need for interconnected trails and/or walking routes with good wayfinding signage. Some walk from the Flavel House Museum through McClure Park to the Column. The view of the River is the primary asset of the Park for tourists.
- Playground: There are several Parks with larger playground equipment that satisfies the needs of tourists. No additional large playground equipment is needed here.

Prepared by:

Rosemary Johnson
Project Manager



SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Open House #1 Meeting Summary

March 7, 2017

Shively Hall

Staff Present: Angela Cosby, Parks Director; Jonah Dart-McClean, Parks Supervisor; Rosemary Johnson, Planning Consultant/Project Manager

Consultants Present: Mike Faha, GreenWorks; Derek Sergison, GreenWorks; Matt Hastie, Angelo Planning Group

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team is conducting community meetings to solicit feedback on planning priorities and concepts. A first set of meetings focused on conditions, opportunities, constraints, and priorities for the two parks. At a second round of public meetings, tentatively planned for April 11, the planning team will present optional Plans for comment and consideration. Final draft Master Plans will be presented to the City Council for consideration later this year.

On March 7, the City of Astoria and its parks master planning consultants from GreenWorks and Angelo Planning Group conducted two public meetings to discuss master planning priorities for McClure and Shively Parks. The meetings took place at Shively Hall. The meetings were announced via the City's Website; notices mailed to several hundred people who own property in the vicinity of the parks; flyers posted at various City facilities including the two parks, and meeting flyers distributed door-to-door in the McClure Park area. The first meeting (4:30 - 6 pm) was devoted to presentations and discussions about McClure Park; the second meeting (6:30-8 pm) focused on Shively Park. About 40 people attended the two meetings in total.

The purpose of the meetings was to provide community members with the opportunity to make comments and recommendations on how these two Parks should be maintained and/or improved in the future. Meeting topics included preferred uses and activities with the Parks, maintenance of natural features, construction and/or maintenance of Park amenities, safety considerations, and access to the Parks. In each meeting, the planning team presented information about conditions, opportunities, constraints, and possible programming ideas for the park, followed by a question and answer session with participants. After the Q&A session, participants engaged in two interactive exercises to state their preference for different types of programming ideas and to identify suggestions for activities or improvements within the parks. Following is a summary of the results of the meeting.



Open House #1 Meeting Summary

1



McClure Park

Project Presentation, One-on-One Comments, and Map Comments

Comments and questions during and after the presentation included the following:

- The project is being funded primarily through grants and the money for the project cannot be used for construction of facilities. A conceptual plan is needed prior to detailed design or construction of new park facilities.
- Whether or not a use permit is needed depends upon the activity. Small-scale activities by individuals or small groups don't require a use permit. However, a permit from the Parks & Recreation Department is needed for use of the entire park, or for a large group event.
- The lack of parking causes an ADA accessibility issue, especially at the north entrance where there are only 1-2 parking spaces. Possibly add temporary/loading ADA parking.
- During Movies in the Park, about 30 vehicles park around the site in the adjacent neighborhood.
- Add welcome and wayfinding signage at the northwest entrance.
- Add park name sign on NE corner at intersection or along east edge to notify visiting walkers on the way to the Astoria column.
- All that needs to be done is installation of the slide, and regular park maintenance. Keep it open, green, and natural.
- Members of Friends of McClure Park bring their own barbeque and tent to the park for events.
- Having a shelter would be nice. However, wind could be an issue. More picnic tables are needed.
- There are safety issues in regards to conflicts with activities such as baseball and Frisbee. The backstop should be kept for safety reasons.
- Maintain a flexible open area.
- Don't block the view with large structures. Add benches at viewpoints.
- Vegetation should be maintained if it helps reinforce the hillside. Maintain native landscaping in the northwest corner.
- Add pollinator plantings, food beds, and flowers.
- Leave the stairs and climbing wall natural.
- Add more/better swings, more like the ones at Shively Park. The seats on the swing now are too small and only allow one child and one young child to swing at a time. Also, consider moving swings further north, and adding a merry-go-round at the northern end of the park.
- Add historical signage showing history of McClure School and McClure himself, located in the park somewhere out of the way.
- Keep "neighborhood park" feel.
- Need improvements in lawn care.
- Is the climbing wall a liability with the rain?
- Put the climbing wall next to the slide so that kids can congregate in one area.

Comment Forms

- I'd love to see a design that enhances current features (views, slopes), has native landscaping, a natural playground, and makes it "Astoria's Outdoor Living Room."

Dot Exercise (listed in order of priority)

- Nature Based Play: 14
- Scenic Views: 9
- Embankment Play: 8

- Flexible Lawn – Kickball: 6
- Flexible Lawn – Dog Agility: 6
- Embankment Slide – Friends of McClure Park: 6
- Movies in the Park: 3
- Picnic – Shelter: 3
- ADA Improvements: 2
- Picnic – BBQ: 2
- McClure Interpretive Sign or Monument: 2
- Visitor Wayfinding: 1
- Seating: 1
- Fence: 0





SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Open House #2 Meeting Summary

April 11, 2017

Shively Hall

Staff Present: Angela Cosby, Parks Director; Jonah Dart-McClean, Parks Supervisor; Rosemary Johnson, Planning Consultant/Project Manager

Consultants Present: Derek Sergison, GreenWorks; Matt Hastie, Angelo Planning Group

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team are conducting community meetings to solicit feedback on planning priorities and concepts. A first set of meetings, conducted on March 7, 2017, focused on conditions, opportunities, constraints, and priorities for the two parks. At a second round of public meetings on April 11, the planning team presented two concepts for each Park for comment and consideration. Final draft Master Plans will be presented to the City Council for consideration later this year.

On March 11, the City of Astoria and its parks master planning consultants from GreenWorks and Angelo Planning Group conducted a combined public meeting for the two to discuss different planning concepts for McClure and Shively Parks. The meeting took place at Shively Hall. The meetings were announced via the City's Website; notices mailed to several hundred people who own property in the vicinity of the parks; flyers posted at various City facilities including the two parks, and meeting flyers distributed door-to-door in the McClure Park area. About 30-35 people attended the meeting.

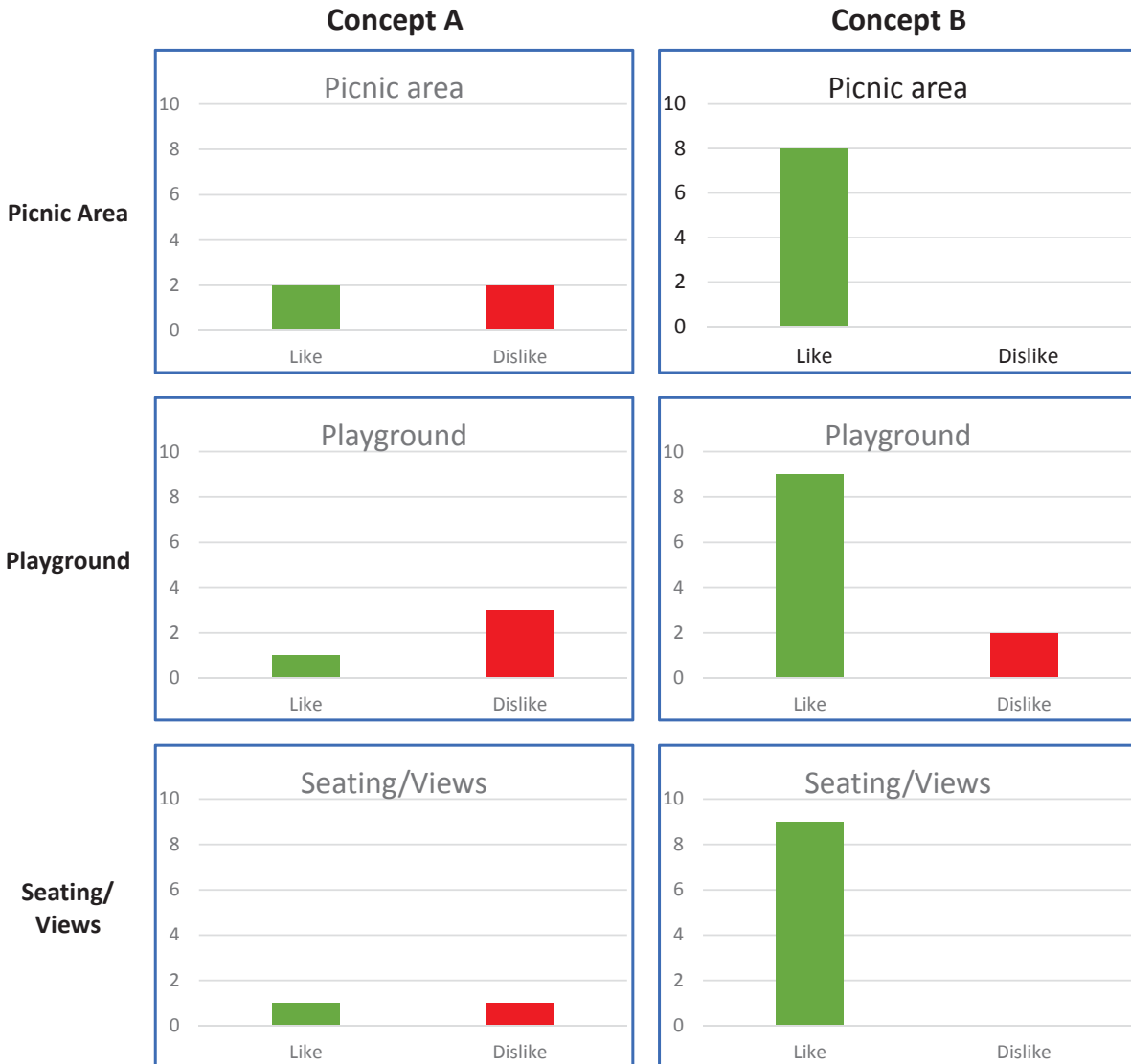
The purpose of the meetings was to provide community members with the opportunity to review and comment on draft concepts for the two parks. Each concept included a variety of elements and participants were asked to note whether they liked or disliked the specific elements or had any other recommendations for additional amenities or objectives, or whether they suggested any refinements to the concepts presented. The meeting included a brief presentation of the concepts, followed by a question and answer session with participants. After the Q&A session, participants engaged in interactive exercises to state their preference for different programming elements and concepts. Following is a summary of the results of the meeting.



McClure Park

Preferences for specific park elements

The following charts show participants' preferences for specific park elements and amenities shown in the two concepts. In all cases, the majority of participants preferred the elements illustrated in Concept B.



Project Presentation, One-on-One Comments, and Map Comments

Comments and questions during and after the presentation included the following:

- There should be plenty of space or separation between the bottom of the slide and the play area for safety.



- Would the swing set be a two-seater or a four-seater?
Response: A four-seater is shown in Concept A. Concept B includes multiple swing types on separate support structures but all of that is flexible.
- I don't see too many bright colors which is good but what materials are you considering for the play equipment? Would you use wood.
Response: We could use wood but we would not recommend it for this climate due to maintenance and longevity reasons. We would suggest steel and your color choices would be almost endless, including subdued or more natural colors.
- Are you planning to raise the level of the grade of the picnic area? The side of the park has significantly subsided and will continue to do so if we don't shore it up.
Response: Our understanding is that the movement of the slope is occurring gradually and at a deep level. Stabilization would need to occur at a significant depth and would be very expensive so we are not suggesting that at this time although it could be done if the resources are available. Improving the drainage in the park will also help address that to some degree.
- What kind of surface material are you suggesting in the play areas – wood chips or something else? The wood chips tend to get wet and need to be almost constantly replenished. And how deep would that need to be?
Response: We haven't suggested a specific material to this point. That is more of a design detail. However, you could use either wood chips, rubber/synthetic chips or a molded rubber surface. Recent studies have shown that the molded rubber surfaces can be more prone to causing injuries like sprains. The depth of the surface is usually 12-18 inches for chips and depends on the potential height someone could fall and the need to prevent head or neck injuries. The higher the height of the play equipment, the deeper the material.
- Even though neither of these parks are being suggested as dog park locations, both of them are used that way informally now.
- You should clarify that the concrete pad and bench project was actually a seniors project and not a boy scout project. And the city actually installed the pad.
- What kind of surfacing material needs to be used on pathways in the park to ensure that they are ADA accessible?
- Don't let the benches at the top of the hill block kids from sliding down the hills.
- Would the location of the movies in the park change under either alternative?
Response: No, that would not need to change unless the organizers wanted to do something different.
- Don't locate a picnic bench between the bottom of the slide and the playground.
- Not too cluttered with stuff (Concept A playground).
- No picnic table near the slide (Concept A picnic area). (2 comments)
- Climbing wall not necessary/don't like it (Concept A playground). (2 comments)
- Too much stuff (Concept B playground).
- Playground is too close to slide (Concept B playground).
- Like additional parking – lined please.
- Remove ivy and add native landscaping at corner of 8th and Grand.
- Love the embankment play zone on the west side.
- Would love extra McClure Park sign at 8th and Franklin.

- Area where already ponds needs to be separated from the playground.
- Like the idea of a stepped “backstop” that’s not too high.
- Shelter area ground surface that’s good for yoga.

Comment Forms

- Three (3) people noted a preference for Concept B for McClure Park. Additional comments included the following.
- Like sheltered picnic area, more play area.
- The shelter is a good concept. Separate bottom of slide from play area.



Precedent photos

Several participants noted support for certain amenities by placing green dots on the concept images board, noting the following support:

- Log climber – 1
- Embankment slide – 2
- Log climber – 1
- Ropewalk/balance – 2
- Shelter – 2
- Interpretive sign – 2
- Rocks and ropes – 1
- Basket swings – 3
- Embankment play – 1
- Steppers – 1
- Viewpoint Seating – 1 (dislike)
- Seat walls – 3





SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Online Survey Summary

May 26, 2017

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team have conducted a number of activities to reach out to community members about their desires and opinions related to plans for these two parks. Activities have included:

- Stakeholder meetings with members of Friends of McClure Park and the Astoria Parks Advisory Board.
- Two sets of community meetings for each park to solicit feedback on conditions, opportunities, constraints, planning priorities and concepts.
- An online survey to assess support for proposed Master Plan concepts, including support for the concepts overall as well as for specific programming objectives and recommended improvements at each park.

The City publicized the online survey through a variety of means, including email announcements to community members who had attended community meetings or otherwise expressed an interest in the plans; a Parks Department Website announcement; and information provided to the *Daily Astorian*. A total of 53 people responded to the survey. Following is a brief summary of the results:

- An overwhelming majority of respondents support the overall concepts for both parks with over 87% saying that they support or strongly support the concept for McClure Park and over 77% voicing support or strong support for the Shively Park concept. A larger number of survey participants said they were neutral about the Shively Park concept (15.6%), compared to McClure Park (4%). In each case, less than 10% said they do not support the concepts.
- A majority of people also support the programming objectives for each park. For McClure Park, 63-84% support the programming objectives, with most of the remainder saying they are neutral. For Shively Park, 51-75% support the programming objectives, with most of the remainder saying they are neutral. About 10% or fewer people say they don't support the overall objectives for the two parks.
- A majority of people also support the individual improvements proposed for each park. For McClure Park, the majority of elements receive about 70% support or better, while just a few elements (NW parking entrance, SE entrance design, and NE monument sign) receive just over 50% support. Most of the people who don't voice support for a particular element say they are neutral, with only 4-20% saying they don't support specific elements. For Shively Park, 51-75% support the individual improvements, with most of the remainder saying they are neutral. The elements with the least support (but still a majority of support) at Shively Park are the future phase accessible trail to the hilltop area and the park exit safety improvements.
- The three most popular types of play equipment identified for McClure Park are the rocks and rope climbers, log crawl and nature-based play equipment. While the basket swing received the fewest number of "top three" votes, just under half the respondents still placed this in their list of top three choices, and the project team note a variety of advantages for this particular feature.





Other notable comments included the following:

- Several people (less than 10% of survey respondents) noted concerns about the cost of improvements or about the City spending any money on improvements to these or other city parks.
- Several people expressed concerns about removing swings at Shively Parks. Their main concern is that the park should not eliminate the only play equipment there without incorporating some type of play activity for children who may be attending events at the park with their families.
- Several people recommended maintaining the uncrowded, off the beaten path, natural look and feel that they currently enjoy at Shively Park.
- Several people expressed general appreciation to the City for conducting the planning effort and for providing them with multiple opportunities to participate and share their thoughts.

Prepared By:

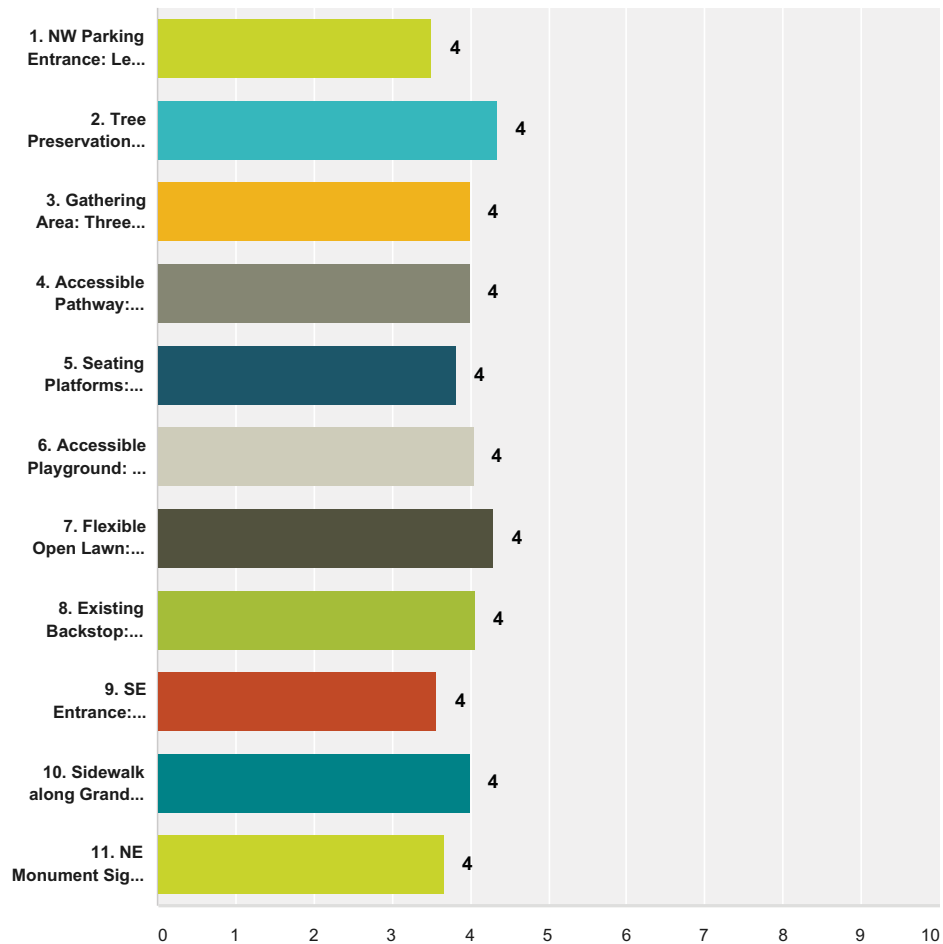
Matt Hastie
Angelo Planning Group



McClure and Shively Parks Preferred Concept Plan

Q1 Please rate your support for the following elements of the proposed plan for McClure Park, where 1 means do not support at all and 5 means strongly support:(Note: The numbered items below correspond to the numbered locations on the map above.)

Answered: 53 Skipped: 0



	1 - Do Not Support At All (1)	2 - Do Not Support (2)	3 - Neutral (3)	4 - Support (4)	5 - Strongly Support (5)	Total	Weighted Average
1. NW Parking Entrance: Level parking area for for 1-2 vehicles with an ADA path.	7.84% 4	11.76% 6	29.41% 15	23.53% 12	27.45% 14	51	3.51
2. Tree Preservation: Preserve existing Platanus tree and retaining walls along Franklin Ave.	3.85% 2	1.92% 1	5.77% 3	32.69% 17	55.77% 29	52	4.35



McClure and Shively Parks Preferred Concept Plan

3. Gathering Area: Three picnic tables and sheltered area.	3.85% 2	5.77% 3	11.54% 6	44.23% 23	34.62% 18	52	4.00
4. Accessible Pathway: Flexible surface material, low seatwalls, and handrails where slope exceeds 5%.	1.92% 1	3.85% 2	21.15% 11	38.46% 20	34.62% 18	52	4.00
5. Seating Platforms: Built into slope and oriented toward Columbia River views.	1.92% 1	13.46% 7	15.38% 8	38.46% 20	30.77% 16	52	3.83
6. Accessible Playground: ADA playground ramp, inclusive basket swing, a range of challenges for diverse abilities, and low equipment height to preserve views.	3.85% 2	7.69% 4	13.46% 7	30.77% 16	44.23% 23	52	4.04
7. Flexible Open Lawn: Maintain open lawn for community events and informal field sports.	3.85% 2	1.92% 1	9.62% 5	28.85% 15	55.77% 29	52	4.31
8. Existing Backstop: Retain existing backstop as a safety barrier from steep slopes and to facilitate informal field sports. Reduce height of north wing to open views while maintaining safety.	3.85% 2	0.00% 0	19.23% 10	38.46% 20	38.46% 20	52	4.08
9. SE Entrance: Protected landing at crossing and access path, stone wall with a park sign, landscape improvements, and an interpretive feature.	3.85% 2	13.46% 7	28.85% 15	30.77% 16	23.08% 12	52	3.56
10. Sidewalk along Grand Ave: Concrete walkway with curb from 7th St to 8th St with benches protected by bollards.	1.96% 1	7.84% 4	17.65% 9	33.33% 17	39.22% 20	51	4.00
11. NE Monument Sign: McClure Park sign at visible corner.	3.77% 2	5.66% 3	32.08% 17	35.85% 19	22.64% 12	53	3.68

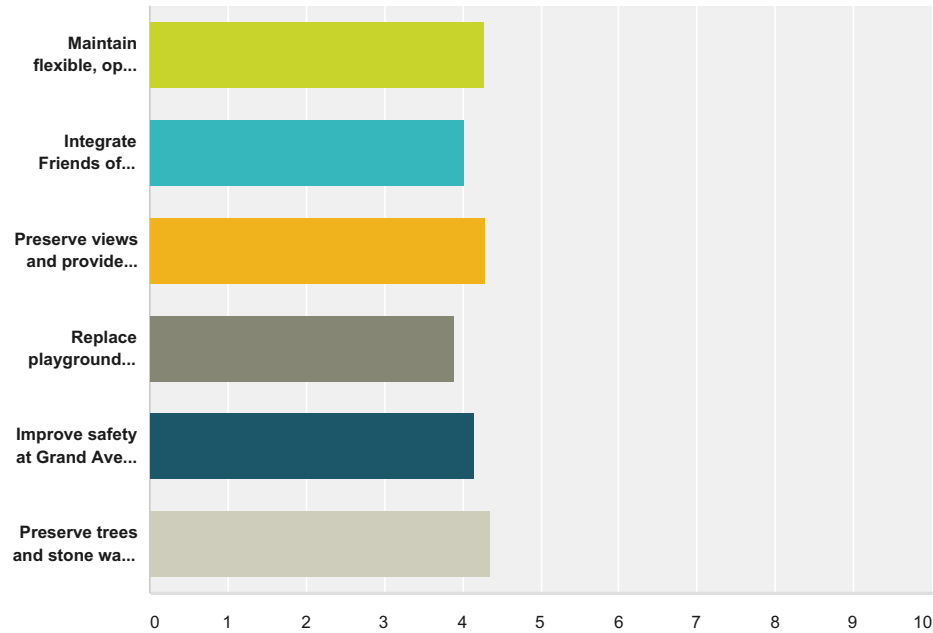
Basic Statistics					
	Minimum	Maximum	Median	Mean	Standard Deviation
1. NW Parking Entrance: Level parking area for for 1-2 vehicles with an ADA path.	1.00	5.00	4.00	3.51	1.23
2. Tree Preservation: Preserve existing Platanus tree and retaining walls along Franklin Ave.	1.00	5.00	5.00	4.35	0.96
3. Gathering Area: Three picnic tables and sheltered area.	1.00	5.00	4.00	4.00	1.02
4. Accessible Pathway: Flexible surface material, low seatwalls, and handrails where slope exceeds 5%.	1.00	5.00	4.00	4.00	0.94
5. Seating Platforms: Built into slope and oriented toward Columbia River views.	1.00	5.00	4.00	3.83	1.07
6. Accessible Playground: ADA playground ramp, inclusive basket swing, a range of challenges for diverse abilities, and low equipment height to preserve views.	1.00	5.00	4.00	4.04	1.11
7. Flexible Open Lawn: Maintain open lawn for community events and informal field sports.	1.00	5.00	5.00	4.31	0.99
8. Existing Backstop: Retain existing backstop as a safety barrier from steep slopes and to facilitate informal field sports. Reduce height of north wing to open views while maintaining safety.	1.00	5.00	4.00	4.08	0.96
9. SE Entrance: Protected landing at crossing and access path, stone wall with a park sign, landscape improvements, and an interpretive feature.	1.00	5.00	4.00	3.56	1.10
10. Sidewalk along Grand Ave: Concrete walkway with curb from 7th St to 8th St with benches protected by bollards.	1.00	5.00	4.00	4.00	1.03
11. NE Monument Sign: McClure Park sign at visible corner.	1.00	5.00	4.00	3.68	1.01



McClure and Shively Parks Preferred Concept Plan

Q2 Please rate your level of agreement for the following program objectives for McClure Park where 1 means strongly disagree and 5 means strongly agree:

Answered: 52 Skipped: 1

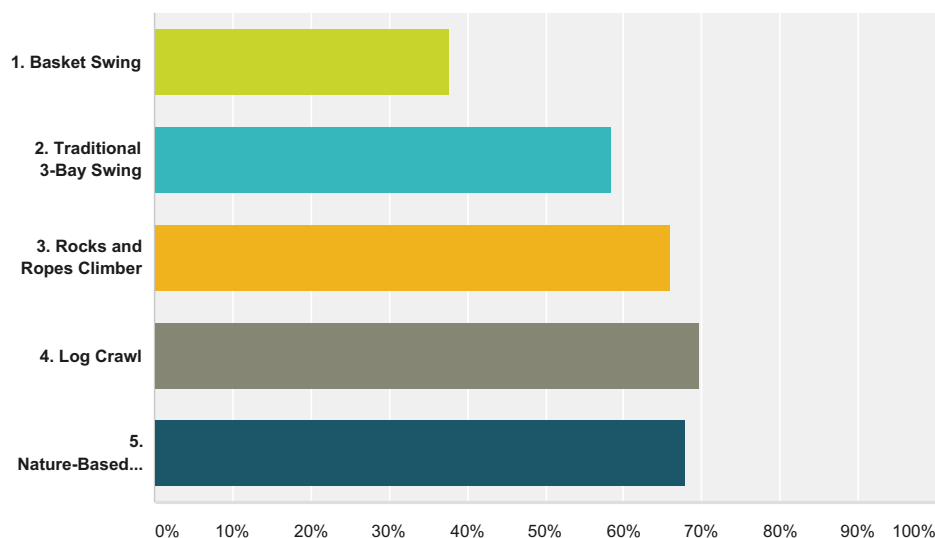


	1 - Strongly Disagree	2 - Disagree	3 - Neither Agree nor Disagree	4 - Agree	5 - Strongly Agree	Total	Weighted Average
Maintain flexible, open lawn space.	1.96% 1	1.96% 1	15.69% 8	27.45% 14	52.94% 27	51	4.27
Integrate Friends of McClure Park Embankment Slide and provide access.	1.92% 1	1.92% 1	26.92% 14	30.77% 16	38.46% 20	52	4.02
Preserve views and provide additional seating and picnicking areas.	1.92% 1	1.92% 1	7.69% 4	40.38% 21	48.08% 25	52	4.31
Replace playground equipment.	5.77% 3	1.92% 1	28.85% 15	23.08% 12	40.38% 21	52	3.90
Improve safety at Grand Ave and 8th St.	3.85% 2	1.92% 1	11.54% 6	40.38% 21	42.31% 22	52	4.15
Preserve trees and stone walls by minimizing impacts to slopes.	1.92% 1	1.92% 1	11.54% 6	26.92% 14	57.69% 30	52	4.37



Q3 Please pick your top three choices for play equipment for the proposed play area at McClure Park from among the following options.

Answered: 53 Skipped: 0

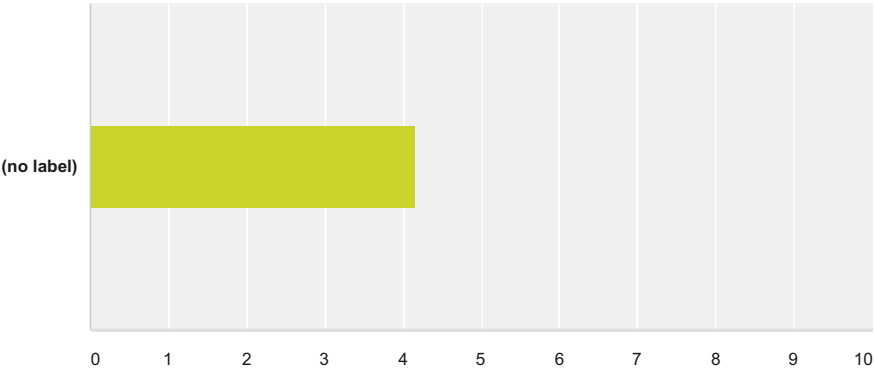


Answer Choices	Responses	
1. Basket Swing	37.74%	20
2. Traditional 3-Bay Swing	58.49%	31
3. Rocks and Ropes Climber	66.04%	35
4. Log Crawl	69.81%	37
5. Nature-Based Play Climbers and Steppers	67.92%	36
Total Respondents: 53		



Q4 Please indicate your overall level of support for this concept for McClure Park as a whole, where 1 means do not support at all and 5 means strongly support.

Answered: 49 Skipped: 4



	1 - Do Not Support At All	2 - Do Not Support	3 - Neutral	4 - Support	5 - Strongly Support	Total	Weighted Average
(no label)	2.04%	6.12%	4.08%	48.98%	38.78%	49	4.16
	1	3	2	24	19		

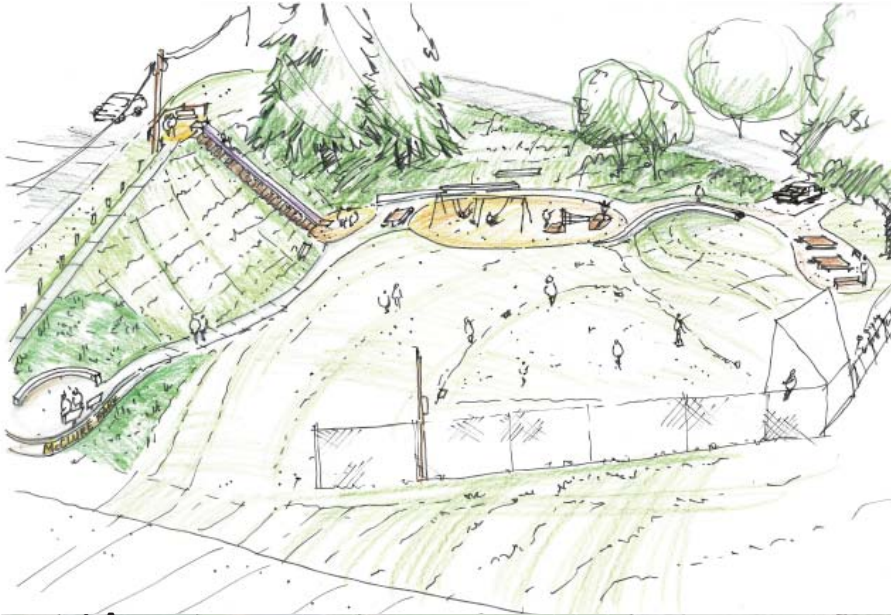
McClure and Shively Parks Preferred Concept Plan

Q5 Please note any suggestions you may have for refining or improving this concept.

Answered: 13 Skipped: 40

#	Responses	Date
1	i don't love it or hate it, but seems a little cluttered	5/23/2017 9:14 AM
2	I love the idea of the slide and improved playground as well as preserving the sycamore tree	5/21/2017 1:03 PM
3	Due to funding, I suggest a staged approach as funding permits	5/21/2017 8:45 AM
4	Safety barrier between outfield and playground re: balls.	5/20/2017 3:22 AM
5	X	5/19/2017 11:21 AM
6	I hope the long slide gets put in!	5/19/2017 5:16 AM
7	Stop spending other people's money. Do you really want affordable housing?	5/19/2017 4:26 AM
8	This plan rocks! I would love to see these improvements.	5/18/2017 6:15 AM
9	Please, do not spend too much money, that you do not have.	5/18/2017 5:42 AM
10	All of these are great ideas. How do you prioritize them? Can you add a question that ranks each idea compared to the others? And include estimated costs...	5/18/2017 3:25 AM
11	Looks appealing, great concept for families	5/18/2017 1:04 AM
12	Why are we building new parks when I keep hearing there is no money to maintain existing one.	5/17/2017 11:43 PM
13	We would really love to see the swings stay as is and taller equipment to the south and natural climbers to the north.	5/17/2017 10:23 PM





McCLURE PARK

CONCEPT A

Open House #2
April 2017

GREENWORKS





McCLURE PARK

CONCEPT B

Open House #2
April 2017

GREENWORKS



Horning Geosciences

808 26th Avenue, Seaside, OR 97138

Ph./FAX: (503)738-3738

Email: horning@pacifier.com



November 2, 2016

Friends of McClure Park
c/o Ron Law
620 Grand Avenue
Astoria, Oregon 97103

RE: Geologic Hazard/Geotechnical Report; Installation of McClure Park Children's Slide; Tax Lot 7300, Map 8 9 8CC; between 7th and 8th and Franklin and Grand Avenues, Astoria, Clatsop County, Oregon

Dear Friends:

At your request and in collaboration with Ron Law and Dave McElroy, Horning Geosciences has reviewed your plans to build a children's embankment slide that descends down the 54 percent slope that borders the south side of McClure Park from the north shoulder of Grand Avenue. It is also understood that a path will be constructed from the landing of the slide toward the northwest corner of the park, essentially running along the toe of the steeper slope that drops down from 7th Street. We understand that this report is needed by the city planning and engineering department in order to process your construction permit application. Several photos, maps, and drawings are provided in Figures 1 through 8 to assist in this application.

Slope Movement

The park lies within the Franklin Street Landslide. The slide moves in response to formerly active shoreline erosion, weak clay-silt soils, steep slopes, weak mudstone bedrock, groundwater saturation, and seismic shaking accelerations. As shown in Figure 6, the park lies between zones of extension south of the park and zones of compression northeast of the park. Utilizing available crack and fracture information from curbs, asphalt, sidewalks, and foundations, it appears that the park itself lies within a relatively quiet zone that does not appear to have through-going zones of deformation. However, it is possible that the absence of older engineered structures due to past demolition may be skewing the structural findings for the park area. Allowing for this possible bias and assuming that there may be some minor movements not indicated by landforms within the park, it is concluded that extensional deformation is more likely to be expected in the vicinity of the children's slide than would be compressive deformation. The embankment shows little deformation, although there is some hummocky slope east of the site of the children's slide where it looks like weak fill soils have shifted a small amount, bulged out the slope, and dropped the grassy shoulder of the road adjacent to Grand Avenue.

If any slope instability occurs, it would be differential northeast translation of the lower part of the slide toward the northeast with respect to the top of the slope. This movement has a low likelihood of occurring in the near term, based on the observed rates of deformation for engineered structures near the park. Mitigation options are not needed at this time.

A lesser hazard is possible movement of the embankment materials due to internal weakness and loads. However, given that this slope has remained stable for at least several decades and that slopes are less than 55 percent, it is reasonable to assume it has a very low risk of future movement. Provided that no significant loads from fill atop the slope are added, or that water is not allowed to drain onto the slope from the road, it is my opinion that the hazard is very low, approaching nil, for failure and that mitigation actions are not presently needed.



Soil creep can be expected to take place annually on the 54 percent slope. The depth of significant soil movement from freeze-thaw and wet-dry cycles in the weather will extend to a depth of about 2 to 3 ft. This hazard will be mitigated to a large degree by the use of piling foundations that will be embedded 4 ft into the slope. If creeping soil becomes an issue to the slide in the future, it may be necessary to embed lateral anchors or dead-men to resist the overturning forces of the creeping soils. This problem is not likely to manifest itself for 15 to 30 years, if at all, based on local experience and does not need to be addressed at this time.

Drainage Control

The topography of the project area will tend to cause standing water to accumulate near the base of the children's slide during rainy weather, as perched water tables may come to the surface temporarily. Development plans call for capturing the water and draining it northward away from the landing, as shown in Figure 4. Plans by the Friends of McClure Park suggest running the drains approximately along the elevation contours to the northwest corner of the lot for disposal. The route is very close to a proposed ADA-compliant walkway. The pipe should be perforated 3- or 4-inch diameter PVC. It should rest in a trench that is 12 to 24 inches deep and lined with geotextile fabric designed to keep out soil fines, the pipe laid in the bottom of the trench perforated side facing down, and the trench back-filled with 1-inch clean drain rock to within 4 inches of the surface, where the fabric is lapped at least 6 inches over itself and topsoil used to fill the trench to the surface. The trench should slope at least one inch in 10 ft of run. It is suggested that the pipe begin 20 ft east of the slide landing in order to capture water that might accumulate outside the landing area. The actual layout of the pipe route may vary according to local topography and the presence of trees. The effluents should be piped to the city storm sewers at the northwest corner of the park.

Revegetation of disturbed ground may be accomplished with standard grass seed, or with shrubbery, as determined by the Friends of McClure Park.

Soils Issues

Properties for undisturbed native ML-CL mineral soils*

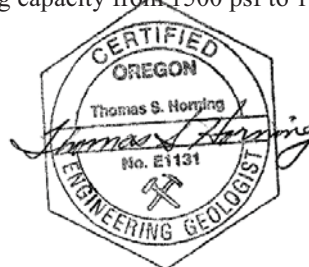
Allowable vertical foundation pressure	1500 psf
Lateral bearing pressure	200 psf per ft below natural grade
Lateral sliding resistance; coefficient of friction	0.30
Cohesion	130 psf
Friction angle	27°
Maximum unit weight	110 lb/cu ft
Lateral soil bearing pressure on <i>Unrestrained</i> retaining walls with level backfill, equivalent fluid weight (active pressure excluding surcharge effects)	40 lb/cu ft
Lateral soil bearing pressure on <i>Restrained</i> retaining walls with level backfill, equivalent fluid weight (active pressure excluding surcharge effects)	60 lb/cu ft

*- extracted, in part, from Table 1806.2- Presumptive Load Bearing Values- of the 2010 Oregon Structural Specialty Code

It is difficult to predict what the vertical bearing capacity of the soils will be, particularly if the soils have been disturbed in the past. It might be desirable to reduce the bearing capacity from 1500 psf to 1000 psf.

Please feel free to call or write if you have questions.

Thomas S. Horning, CEG #1131
Horning Geosciences



Expires: 7/1/17



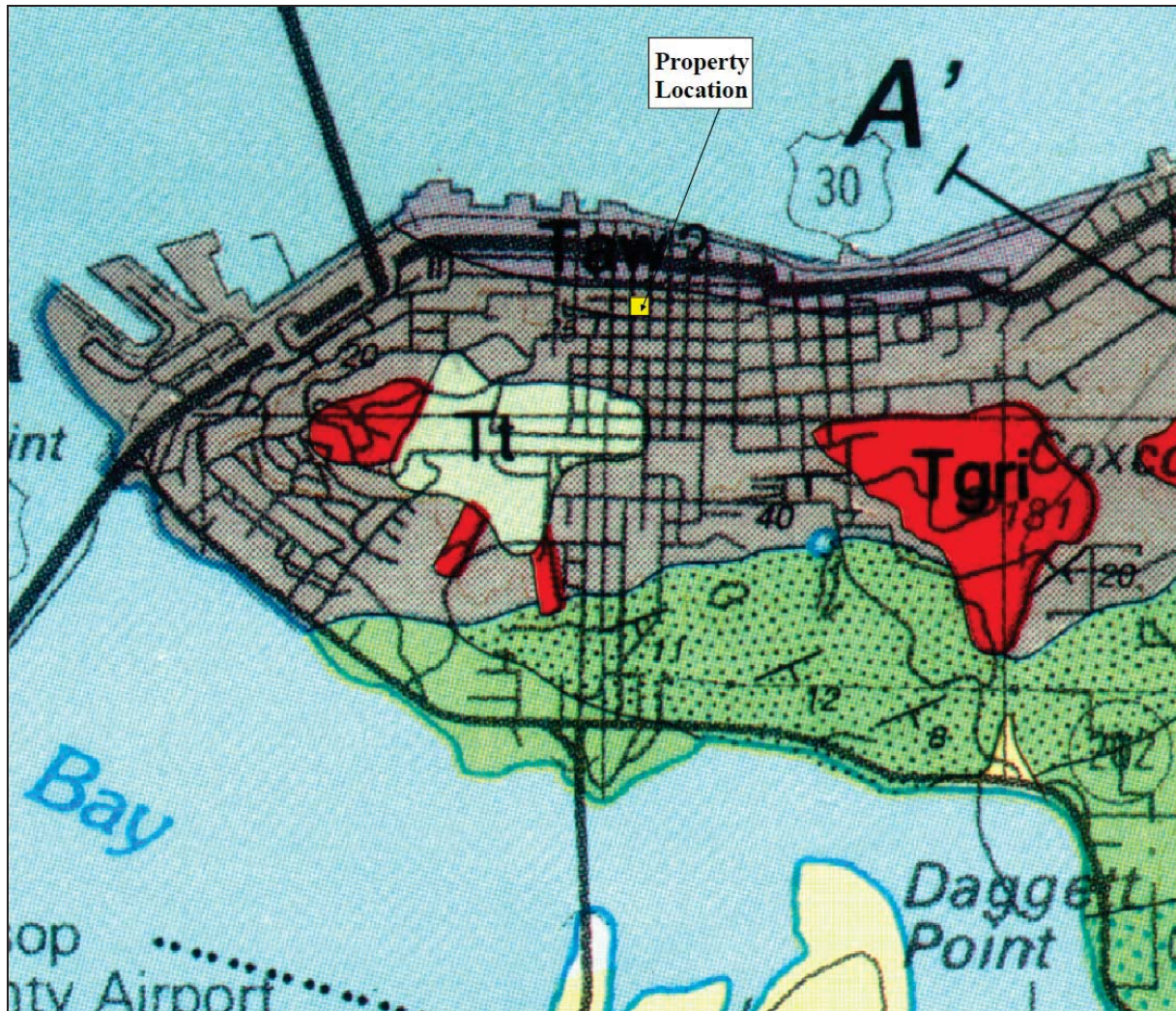


Figure 1: Geologic map of Astoria; after Niem and Niem (1985). Tax Lot 7300 lies on the lower north slope of the hill on ground that is underlain by marine mudstone of the Cannon Beach member of the Miocene Astoria Formation (gray). Sandstone (stippled) crops out on the south slope. It fills an undersea canyon that was incised into the older mudstone and represents a canyon head deposit that formed along the front of the Columbia River submarine delta. Intruding the two sedimentary units is 15-million-year-old invasive Grand Ronde (Tgri) basalt of the Miocene Columbia River Basalt Group. The erosionally resistant lava forms the hilltops of Astoria and contributes to steep slopes of the city. Pliocene muddy cobbles of the Pliocene Troutdale Formation cap the west end of the hill and represent channel deposits of the Columbia River that have been uplifted by mountain-building processes. The deposits are about 2 to 4 million years old. Landslides mantle most of the slopes of the city.

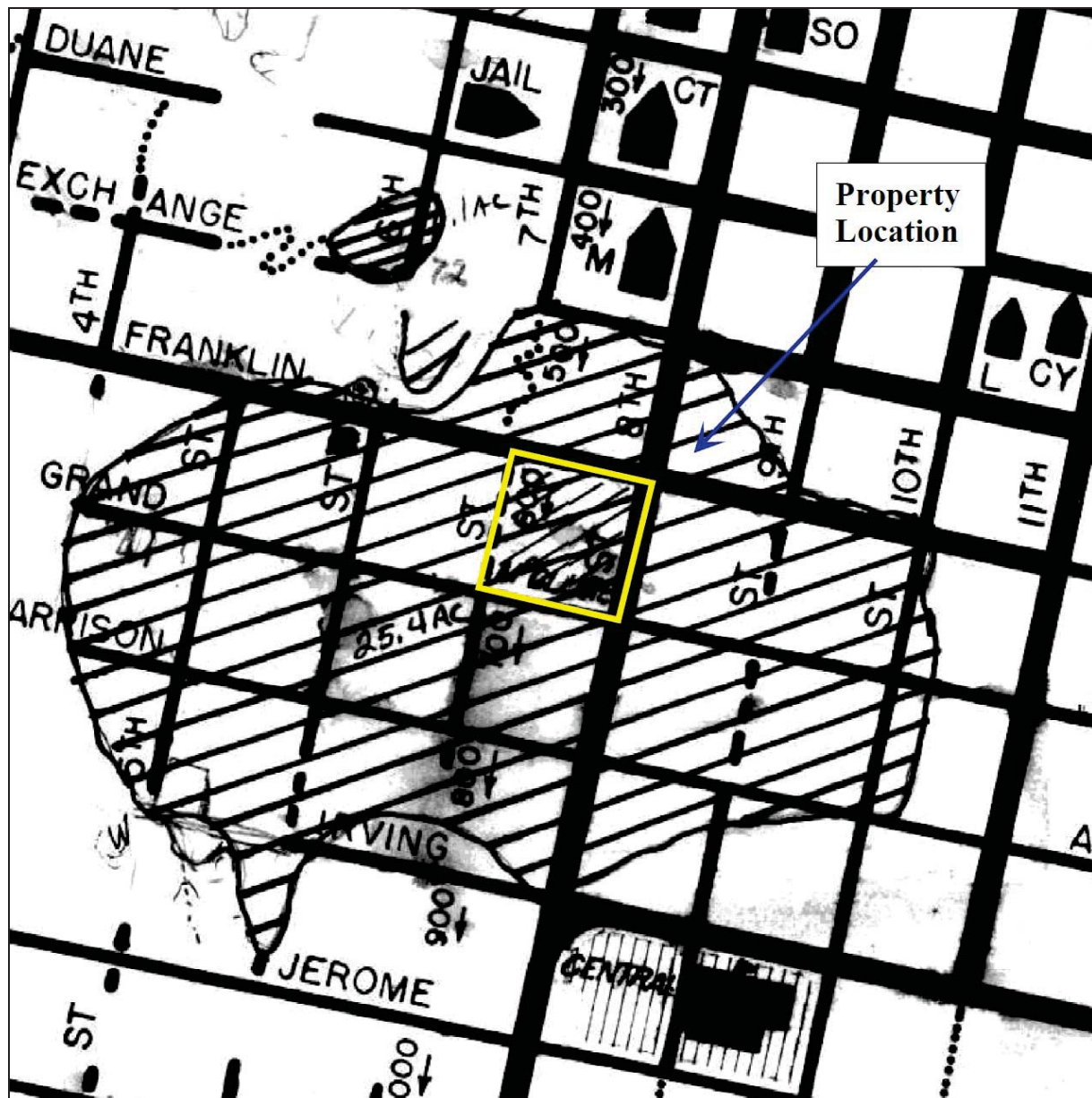


Figure 2: Tax Lot 7300 lies within the Franklin Street Landslide, shown here by hatching. Map is courtesy of the Astoria Engineering Office.





Figure 3: Aerial view of TL 7300 with 2 ft topographic contours and the position of the proposed slide and French drain line shown. The position of the route is approximate; it has been borrowed from drawings provided by the Friends. The route may need to deviate to avoid damaging tree roots or to permit easy construction and grading of the drain. The drain extends about 15 ft east of the toe of the slide in order to soak up any accumulating storm water near the base of the project. Downslope direction is indicated by arrows, inclinations expressed in percents, calculated from the rise and run; the lot is 200 ft on a side. See Figure 4 for construction details.



Figure 3a: Aerial view of TL 7300 showing existing structures within 25 ft of the project ground work.



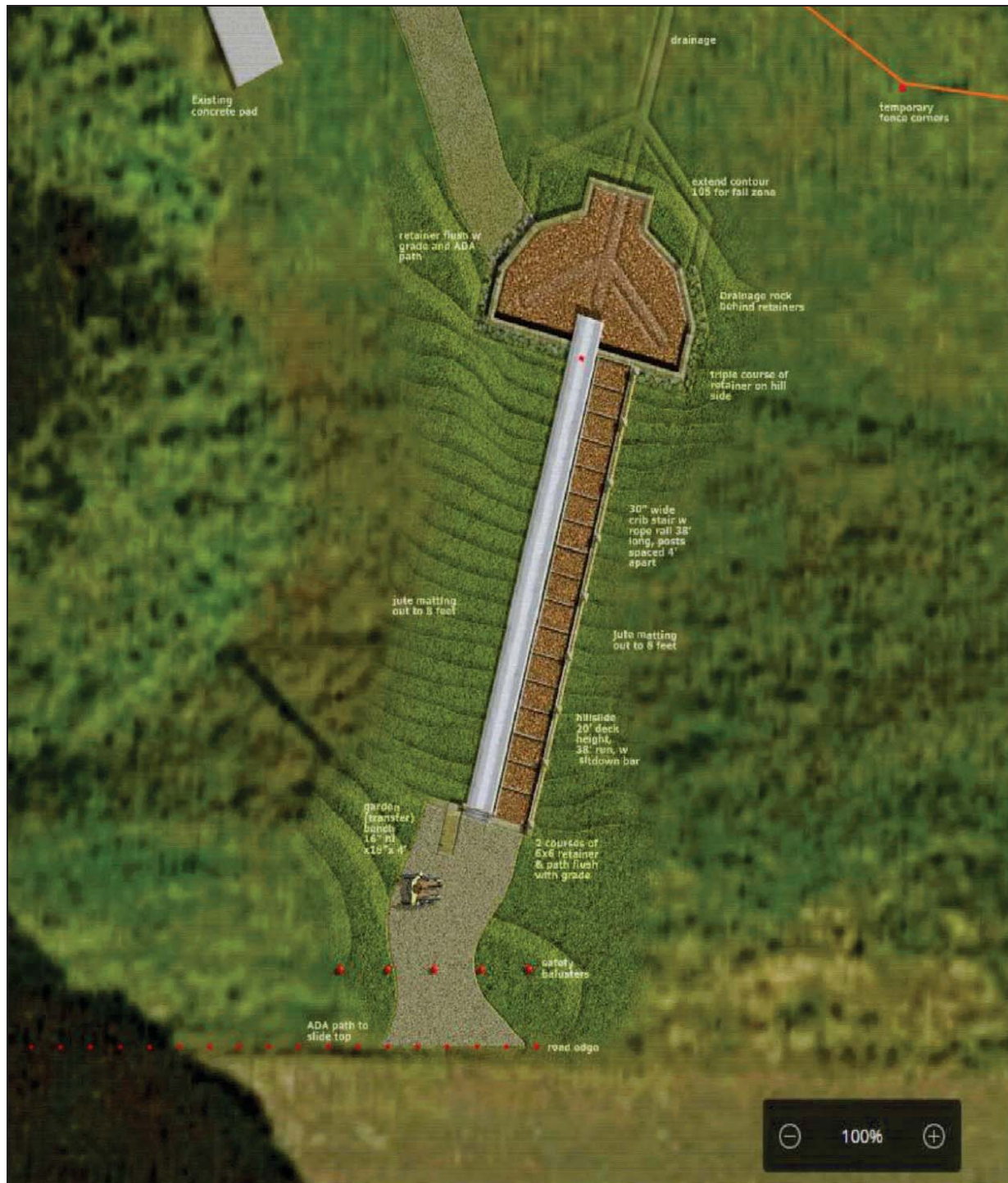
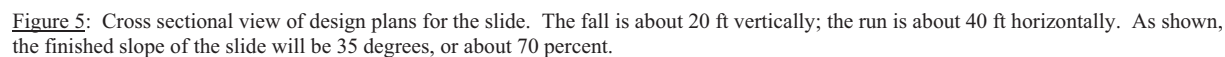


Figure 4: Details for the slide, extracted from design drawings provided by the Friends of McClure Park.



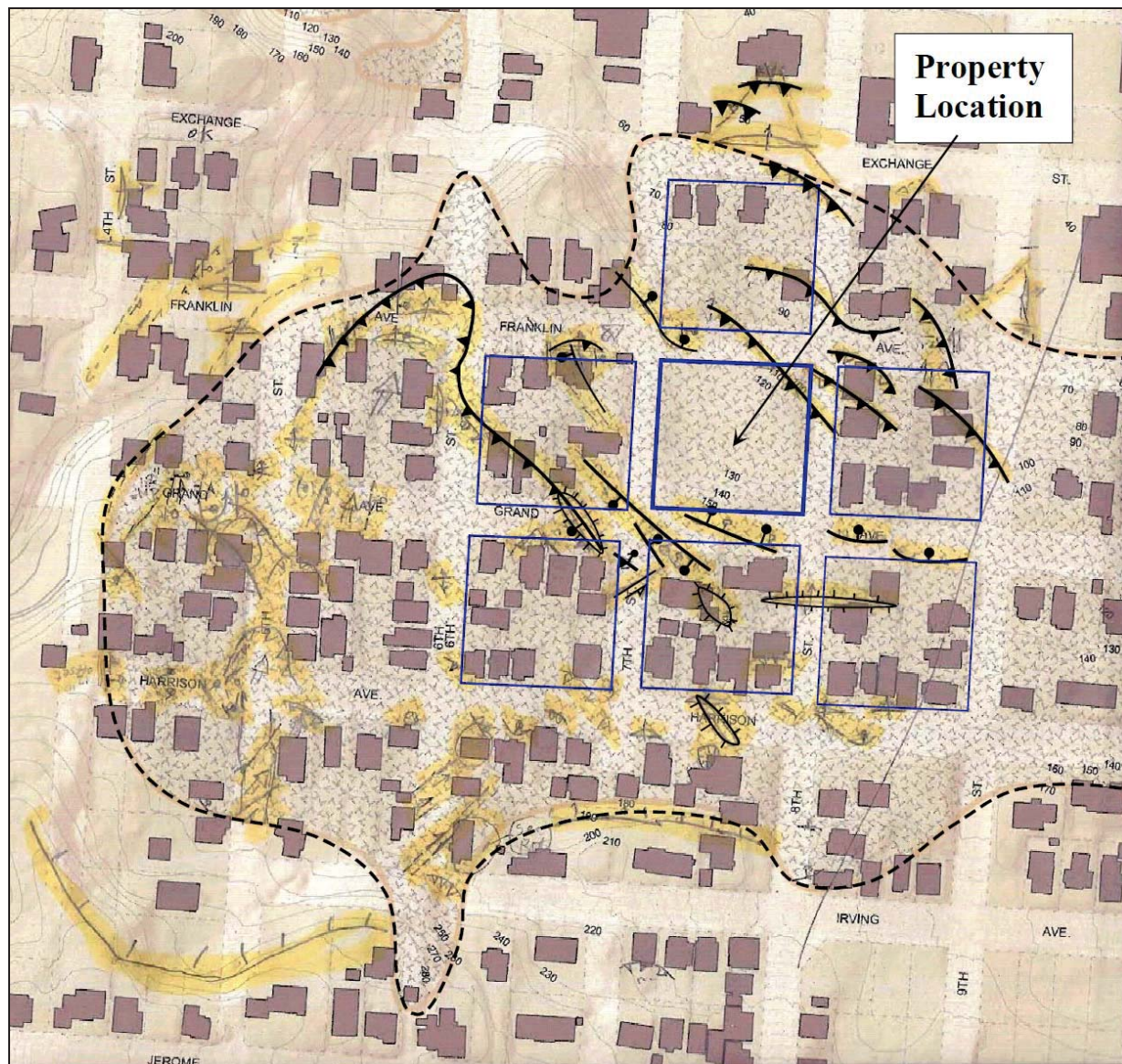


Figure 6: Landslide geologic map for the Franklin Street Landslide. Zones of thrusting and compression are indicated by solid toothed lines, the teeth point back toward the source of compression. Zones of extension are indicated by solid black lines with the ball-on-stick on the side of down-dropped ground. Areas of mounding from compression or from the effects of subsurface structural highs are indicated by medium solid black lines with barbs. The mounding generally forms oval masses and generally separate zones of compression from zones of extension, suggesting that the slides are spreading over ledges or ridges in bedrock beneath the slide rubble. The greater Franklin Street Landslide is shifting to the northeast in response to former erosion along the waterfront. Dark dashed line marks the approximate boundary of the landslide. McClure Park appears to be free of recent landslide features. This is due, in part, to the absence of old concrete or asphalt sidewalks, curbs, road beds, or building foundations that could indicate the nature of cracking from the ground movement. Given the preponderance of extensional features near the proposed children's slide, and based on landscape features of the park area, it is possible that the lower part of the slide may shift northeastward incrementally with respect to the top of the children's slide; although the amount of movement is expected to be small.



Figure 7: View east along Grand Avenue near the top of the proposed children's slide. The groomed slope on the left drops at about 50 percent and appears to be reasonably free of hummocks or indicators of slope instability, except for the slope where the shadow of the telephone pole falls, where it appears to bulge out on the slope and to have settled on the grassy shoulder. This possible instability lies east of the preferred construction site.



Figure 8: View to NW corner of the park from the top of the proposed children's slide. An access pathway and route for the French drain runs between the concrete slab and the swing set, continuing toward the distant sign post.



UTILITY DIAGRAM FOR MASTER PLAN

SANITARY SEWER SERVICE:

There does not appear to be any existing facilities with sanitary sewer hookups on the site.

Based on the provided system map it appears that there are sanitary sewer mains located in both 7th and 8th Streets adjacent to the site.

The size of the main located in 7th is not noted in the mapping provided. There does appear to be a lateral extending from this main to the site at the northwest corner.

There appears to be two sanitary sewer mains located in 8th. The first is noted as a 10" C.I. drain that appears to be abandoned adjacent to the site. The second is noted as a 12" SS installed in 2013. This system appears to include flexible fittings which were likely installed to address the slide that was noted at the project site. There is a 6" service lateral from this main located at the northeast corner of the site.

Given that the service later on 8th is located near the lowest elevations of the site, it appears that extending sanitary sewer services into the site is feasible if desired.

WATER SERVICE:

There does not appear to be existing facilities with water service hookups on the site.

Based on the provided system map it appears that there are water mains located in both Franklin Ave. and 8th Street adjacent to the site.

The size of the main located in Franklin is noted as a 6" main.

The system located in 8th Street is noted as a 10" main.

There is a fire hydrant located at the southeast corner of the site.

The system maps do not include any indication of water service being currently provided to the project site.

Incorporating water service to the site appears to be feasible and would likely be easy to achieve.

STORM DRAINAGE:

There does not appear to be any formal storm drainage facilities within the park site.

The system map provided shows drainage facilities at the intersection of Franklin and 7th connecting into what is shown as a sanitary sewer system.

There is a 12" storm drainage main indicated in 8th Street adjacent to the project site.

Currently surface runoff appears to be sheet flowing from the park generally to the northeast corner of the site.

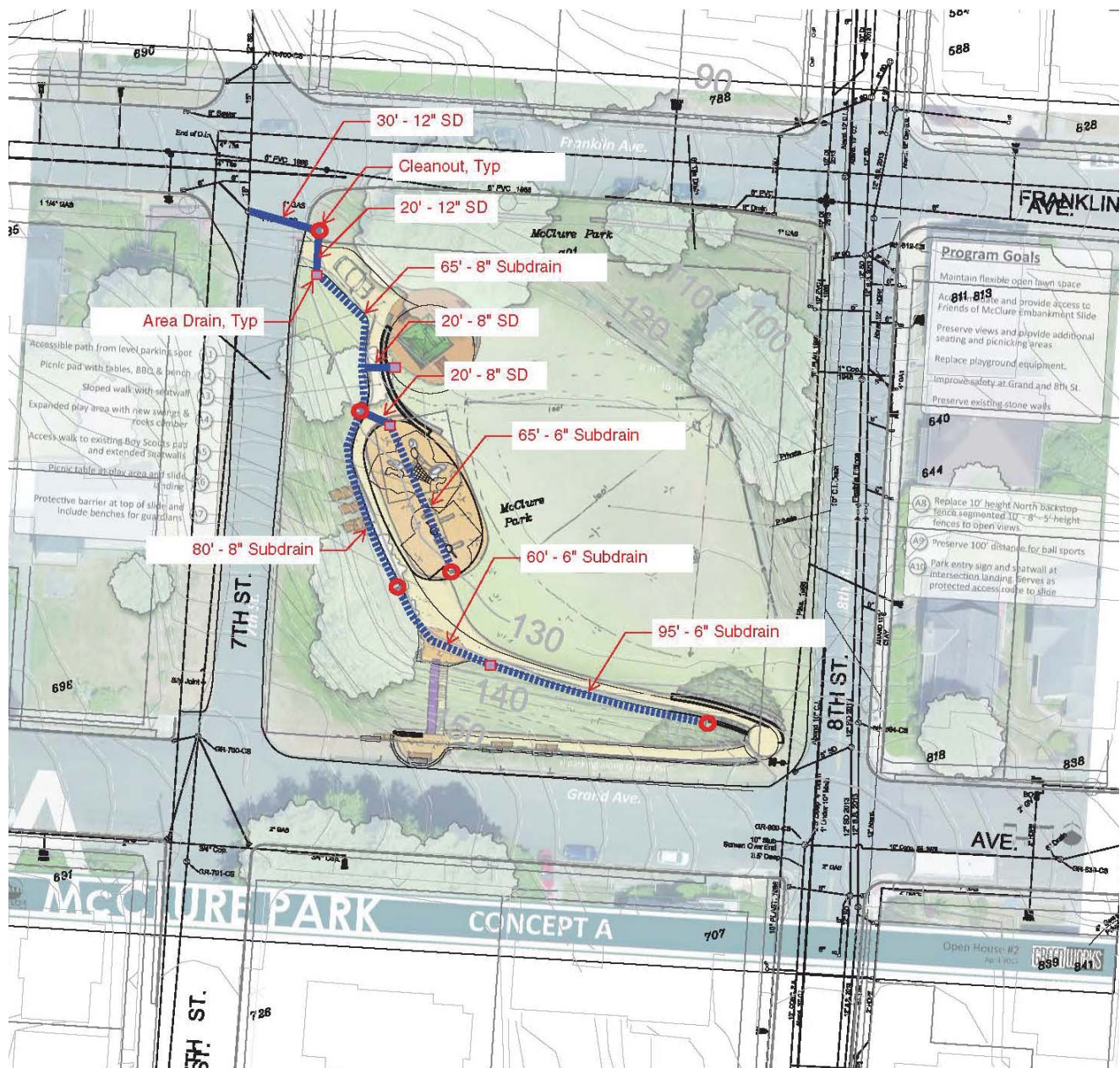
The use of infiltration for disposal of stormwater would likely prove to be problematic due to the steep slopes and the existing slide located at the site.

Given the site topography the existing system located in 8th Street should be adequate to accommodate any desired drainage facilities at the site.



DRAINAGE DIAGRAM

The sketch below is a diagram of subdrain piping for the improvements. Additional survey information would be required for a stormwater report.



McCLURE PARK - ESTIMATE OF PROBABLE COST

Preferred Master Plan

	ITEM	QTY.	UNIT	UNIT COST	EXT. COST	REMARKS
1.00	SITE CLEARING			Subtotal	\$22,700	
0.01	Erosion Control	1	LS	\$7,500.00	\$7,500	
0.01	Clearing and Grubbing	20000	SF	\$0.25	\$5,000	
0.02	Tree Pruning	1	LS	\$2,000.00	\$2,000	
0.03	Fence Removal	40	LF	\$5.00	\$200	
0.04	Construction Fencing	600	LF	\$10.00	\$6,000	
0.05	Construction Entrance	1	EA	\$2,000.00	\$2,000	
2.00	EARTHWORK			Subtotal	\$29,420	
2.01	Rough Grading	741	CY	\$25.00	\$18,519	
2.02	Finish Grading	20000	SF	\$0.15	\$3,000	
2.03	Geotextile Fabric at Playground	2100	SF	\$2.00	\$4,200	
2.04	Drain Rock Base at Playground	46	CY	\$80.00	\$3,701	
3.00	UTILITIES			Subtotal	\$25,350	
3.01	6" DRAIN PIPE	220	LF	\$25.00	\$5,500	
3.02	8" DRAIN PIPE	145	LF	\$30.00	\$4,350	
3.03	8" PVC SD	40	LF	\$45.00	\$1,800	
3.04	12" PVC SD	50	LF	\$55.00	\$2,750	
3.05	Cleanouts	5	LF	\$750.00	\$3,750	
3.06	Area Drain	4	EA	\$1,300.00	\$5,200	
3.07	Storm Sewer Connection	1	EA	\$2,000.00	\$2,000	
4.00	PAVING AND WALLS			Subtotal	\$62,290	
4.01	CIP Concrete Paving at Sidewalk	1500	SF	\$12.00	\$18,000	
4.02	CIP Concrete Paving at Shelter - 8"	1000	SF	\$14.00	\$14,000	
4.03	AC Paving at Driveway	600	SF	\$5.00	\$3,000	
4.04	Seat Wall	338	FF	\$80.00	\$27,040	2' ht. keystone or gabion
4.05	Concrete Curb at Playground	225	LF	\$50.00	\$11,250	
4.06	Concrete Curb at Grand Ave	110	LF	\$50.00	\$5,500	
4.07	Concrete ADA Ramp at Playground	1	EA	\$1,500.00	\$1,500	
5.00	PLAYGROUND EQUIPMENT AND SURFACING			Subtotal	\$54,239	
5.01	Playground Equipment - Basket Swings	1	LS	\$12,000.00	\$12,000	Incl. Feight and install
5.02	Playground Equipment - Rocks and Ropes	1	LS	\$30,000.00	\$30,000	Incl. Feight and install
5.03	Playground Equipment - Independents	3	LS	\$3,000.00	\$9,000	Incl. Feight and install
5.04	Play Surfacing - EWF	93	CY	\$35.00	\$3,239	
6.00	SITE FURNISHINGS			Subtotal	\$91,400	
6.01	Picnic Shelter	1	LS	\$45,000.00	\$45,000	Incl. 25% install
6.02	Perimeter Fencing	40	LF	\$40.00	\$1,600	42" ht vinyl chain link fence
6.03	Backstop Fencing replacement	40	LF	\$60.00	\$2,400	North backstop replacement
6.04	Bench - Park Standard	5	EA	\$1,200.00	\$6,000	
6.05	Custom Seat Platform	3	EA	\$3,000.00	\$9,000	
6.06	Picnic Tables - Park Standard	3	EA	\$2,000.00	\$6,000	
6.07	Trash Receptacle - Park Standard	1	EA	\$500.00	\$500	
6.08	Park Signage - Rules	1	LS	\$500.00	\$500	
6.09	Park Signage - Monument	1	LS	\$5,000.00	\$5,000	
6.10	Bollard - Removable at Grand Ave. & ADA Parking	6	EA	\$1,000.00	\$6,000	
6.11	Interpretive Sign	1	EA	\$3,000.00	\$3,000	
6.12	Handrail	80	LF	\$80.00	\$6,400	
7.00	PLANTING			Subtotal	\$6,200	
7.01	Planting - Shrubs and Groundcover	900	SF	\$5.00	\$4,500	
7.02	Seeded Lawn	10000	SF	\$0.15	\$1,500	
7.03	Bark Mulch	5	CY	\$40.00	\$200	
8.00	SOIL PREPARATION			Subtotal	\$4,290	
8.01	Topsoil at Lawn	60	CY	\$40.00	\$2,400	4" deep
8.02	Topsoil at Planting Areas	16	CY	\$50.00	\$800	6" deep
8.03	Soil Amendments at Lawn Area	10000	SF	\$0.10	\$1,000	
8.04	Soil Amendments at Planting Areas	900	SF	\$0.10	\$90	

Subtotal \$301,189

Additional Cost Factors:

Mobilization (10%)	\$30,119
Estimating Contingency (30%)	\$90,357
General Conditions (10%)	\$42,166
G.C. Bond & Insurance (3%)	\$13,915
G.C. Overhead & Profit (7%)	\$33,442

Total Construction Cost \$511,187

Square foot cost
\$25.56

Soft Costs:

Internal Staffing/Management (3%)	\$15,336
Permitting (2%)	\$10,224
Design and Engineering (20%)	\$102,237

Soft costs
25%

\$127,797

Total with Soft Costs \$638,984



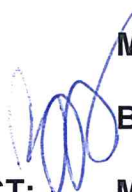


CITY OF ASTORIA
Founded 1811 • Incorporated 1856

MEMORANDUM

DATE: JUNE 1, 2017

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: MEMORANDUM OF AGREEMENT WITH FRIENDS OF MCCLURE PARK

DISCUSSION

The City has been working with the Friends of McClure Park (FOMP) since 2013 to coordinate maintenance and site improvements in McClure Park located at 701 Franklin Avenue. FOMP has provided a tremendous service to the City by assisting in the Park's care and upkeep. FOMP members regularly pick up litter, mow grass, hold events to promote awareness about the park, and have sponsored and supported improvement projects; such as leveling and re-seeding the central grass area. McClure Park serves as a neighborhood gathering area for the upper north side and includes a small ballfield with back stop, swing set, picnic table, and seating area. Other playground equipment previously located in the Park has been removed over the years due to various reasons such as damage, age, or safety concerns. Locals and tourists use the Park, it provides great views of the Columbia River and its proximity to the Flavel House Museum and access to walking paths up to the Astoria Column make it a destination.

FOMP, with City Council approval, has fundraised over \$30,000 to construct an embankment slide on the hillside along the south side of the Park. The City has developed a McClure Park Master Plan which will address issues such as preferred uses and activities in the Park, maintenance of natural features, safety considerations, access to the Park, and construction and/or maintenance of Park amenities. FOMP has been actively involved in this process and the final Master Plan will include recommendations to build the slide and orient other amenities around the slide's use zone. The Master Plan is presented to City Council during this same meeting for review and approval.

Design and location of the slide equipment and associated improvements such as access, safety features, and landscaping will be reviewed and approved by the Parks and Recreation Director in accordance with the approved McClure Park Master Plan,

Comprehensive Parks Master Plan, and all pertinent local, state, and federal requirements. FOMP has worked closely with staff throughout the planning process and they are aware and in support of all the requirements to make the slide a reality. Due to the Park's location within a known geological hazard area, a geotechnical report was obtained by FOMP and the recommendations in that report are included in the conditions of approval for construction. The equipment will be installed by a licensed contractor and will follow all required permitting and regulatory procedures.

After construction and installation is finished, the City will inspect the project for compliance with all City requirements and approve the project as complete. FOMP will then dedicate ownership of the equipment to the City and provide a document accepting the improvements by the City will be presented to the City Council for approval at that time. The proposed Memorandum of Agreement states that FOMP will support the City to maintain the equipment and associated improvements for the life of the slide. The City has entered into similar public/private partnerships in the past. In 2005, the community constructed playground equipment in Tapiola Park which was then donated to the City. In 2004, Star of the Sea School constructed playground equipment at the 14th and Grand Playground which was also donated to the City. However, in these cases, the City assumed the all responsibility for maintenance of these features. In this case, FOMP has committed to supporting the City in carrying out partial maintenance of the proposed slide including:

- Graffiti removal
- Weed-eating, weed removal
- Pressure-washing of structure and hardscapes associated
- Replenishment of bark chips or other loose material

The attached Memorandum of Agreement has been reviewed with the Friends of McClure Park and is acceptable to them. City Attorney Henningsgaard has reviewed the Agreement as to form. The Parks and Recreation Advisory Board reviewed an earlier iteration of the agreement and included more specificity as to maintenance to be provided by FOMP, however following Parks Board review the Friends of McClure Park board requested revisions to its current language.

RECOMMENDATION

It is recommended that the Astoria City Council consider construction of the improvements within McClure Park by the Friends of McClure Park and subsequently consider authorizing the Mayor to sign the attached Memorandum of Agreement.

By: 
Angela Cosby
Director of Parks & Recreation

MEMORANDUM OF AGREEMENT
BETWEEN FRIENDS OF MCCLURE PARK AND CITY OF ASTORIA
FOR INSTALLATION AND MAINTENANCE OF EMBANKMENT SLIDE
AT MCCLURE PARK

This Memorandum of Agreement, hereinafter referred to as "Agreement" made and entered into this _____ day of _____, 2017 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and Friends of McClure Park, a neighborhood organization in the State of Oregon, hereinafter referred to as "FOMP."

WHEREAS, the CITY is the owner of certain real property hereinafter described and known as McClure Park; and

WHEREAS, FOMP has CITY, City Council approval for construction of a playground slide to be located in McClure Park for the benefit of the general public with funds acquired by FOMP; and

WHEREAS CITY and FOMP have reached this agreement relative to FOMP's construction, maintenance and use of that property; and

WHEREAS, the purpose of this Agreement is to described terms for the construction and maintenance of the playground equipment and associated improvements; and

WHEREAS, the CITY is agreeable to such development, but nothing in this Agreement shall be construed in any way to limit the ownership rights of the CITY regarding this property;

NOW, THEREFORE, the CITY grants permission to FOMP for construction of said playground equipment and associated improvements within McClure Park, subject to the terms hereinafter set forth.

1. PREMISES

CITY hereby allows FOMP to construct and maintain a slide upon the premises at 701 Franklin Avenue in the City of Astoria as depicted on the attached map,

2. REPRESENTATIVES

- a. CITY representative shall be Angela Cosby, Parks and Recreation Director, 1555 W Marine Drive, Astoria OR 97103, 503-298-2460, acosby@astoria.or.us.
- b. FOMP representative shall be Darcy Cronin, FOMP Chairperson , 726 7th Street, Astoria OR 97103, 503-998-7507, darcyrosecronin@gmail.com.
- c. Representatives shall notify the other representative of any changes in contact information within 30 days of any change.

3. CITY RESPONSIBILITIES

Whereas, the CITY has reviewed and approved all designs and locations prior to start of the work on the site.

- a. CITY shall coordinate with FOMP on the design and placement of the improvements.
- b. CITY shall inspect the completed project for compliance with all requirements prior to acceptance of the improvements.

4. FOMP RESPONSIBILITIES

Whereas, FOMP has funded, designed, and will support the construction improvements in accordance with City and park design requirements. And;

Whereas, FOMP had a geotechnical site evaluation of the proposed location for the improvements and shall comply with the recommendations and/or requirements noted in the geotechnical report.

- a. FOMP shall submit all plans to the CITY for review and approval prior to start of any work on the site.
- b. FOMP shall install necessary associated improvements to include, but not be limited to:
 - 1) Slide landing area exit zone consisting of border and fall material. Engineered wood fiber that meets ADA requirements that would be raked and replenished to a depth of 9". Other materials may be approved by the Parks Director.
 - 2) ADA path from the slide exit area to a functional point as confirmed with Parks Director as near the NW Park drive entry to regain access to the top of the slide, identified in Attachment B to this document. The path's surface should be crushed gravel or other material approved by the Parks Director, and shall have a sufficiently tall plastic border along the edges to prevent gravel or other loose material from spilling into the park.
 - 3) Concrete bollards, or other material approved by the Parks Director, installed at the top of the slide, along the street edge (assuming the top platform is situated at the top of the hill).
 - 4) Proper storm water drainage piped out of the park boundary from the slide exit area.

- 5) Other features within the project's scope; as deemed necessary by the CITY and/or Building Official and agreed upon by FOMP.
- c. Construction of the structural improvements shall be completed by a licensed contractor. Contractor shall obtain a City Occupational Tax (business license) and shall obtain any needed grading, building, or other permits required for the project. All standard governmental rules, regulations, conditions, and requirements shall be applicable to the project and FOMP agrees to follow them. This shall include obtaining any required licenses and permits.
- d. FOMP shall repair and/or install landscaping within the Park area that is disturbed during construction. The landscaping shall be reviewed and approved by the Parks and Recreation Director prior to installation and shall be installed prior to final inspection approval.
- e. Upon completion, FOMP shall dedicate the improvements to the CITY as City-owned improvements within the McClure Park upon acceptance by the City Council. All work shall be completed prior to acceptance by the CITY. However, construction of an ADA approved access may be deferred and re-evaluated no later than June 30, 2018.
- f. FOMP shall support the CITY to maintain, repair, and replace the premises and the improvements. Maintenance shall include the following:
 1. Removal of any graffiti within an acceptable and realistic timeframe, or by request of the Parks Director or her/his designee.
 2. Pressure wash the equipment as necessary, or by request of the Parks Director or her/his designee, in addition to regular cleaning.
 3. Weed-eating around border of slide exit area, top platform, bollards, and any other installed hard surfaces as needed, or by request of the Parks Director or her/his designee.
 4. Repair/replacement of any bark chips or other loose material. If check-steps filled with gravel, bark chips, or other loose material are used for access to the top of the slide platform and/or walkway/stair surfaces, regular weeding, and replenishment of material to keep the steps sufficiently filled and safe.

5. CLOSURE/REMOVAL OF FACILITY.

- a. CITY shall have the right to restrict use of the slide at any time, either permanently or for a designated period for reasons of economy, if it is determined that proper maintenance is not being performed by FOMP, if conditions exist that render use of the slide a danger or if use of the slide is causing a nuisance to neighboring property owners.

- b. CITY may remove the slide and dispose of it at the City's discretion but prior to doing so the CITY will allow FOMP the option of removing any improvements identified by the CITY from the site at FOMP's own expense within 90 days of identification by the CITY. In that case FOMP shall surrender the Premises in a state of good condition and repair, free and clear of all occupancies as required by the CITY.

6. TERM

The term of this Agreement shall be for the life of the playground equipment slide unless terminated prior to such date by mutual agreement of both parties. This Agreement may be extended upon the written request of the FOMP and approval of the City.

IN WITNESS, WHEREOF, CITY and FOMP have executed this Memorandum of Agreement as of the date and year mentioned above.

CITY: THE CITY OF ASTORIA

By:

Attest:

Arline LaMear, Mayor

Brett Estes, City Manager

FOMP: FRIENDS OF MCCLURE PARK

By:

Darcy Cronin, Chairperson

APPROVED AS TO FORM:

Blair Henningsgaard, City Attorney

MEMORANDUM OF AGREEMENT
BETWEEN FRIENDS OF MCCLURE PARK AND CITY OF ASTORIA

Attachment B
ADA Path Location

