



AGENDA

ASTORIA CITY COUNCIL

MONDAY, June 19, 2017
7:00 PM
2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103

1. CALL TO ORDER

2. ROLL CALL

3. REPORTS OF COUNCILORS

4. CHANGES TO AGENDA

5. 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 30, 2017
- b) Arts and Cultural Program Grant Approval – Promote Astoria (Finance)
- c) Community Organization Grants Approvals for Distribution (Finance)
- d) Promote Astoria Funds Agreement for Professional Services with Astoria-Warrenton Chamber
- e) Promote Astoria Funds Agreement for Professional Services with Astoria Downtown Historic District Association (ADHDA) (Finance)
- f) Agreement for Professional Services with Clatsop Economic Development Resources (CEDR)
- g) ABC Transcription Services, Inc., Contract Renewal (Finance)
- h) CSO Program Modeling Support Contract for Professional Services Renewal (Public Works)
- i) Fuel System Replacement Project Final Pay Adjustment (Public Works)

6. 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 (A17-01) & First Reading Advance Astoria (Community Development)
- b) Second Reading & Adoption of Vacation of Portion of Alley Abutting 3115 Harrison and Adjacent Lot (Public Works)
- c) Liquor License Application from Bumble Art Studio LLC, doing business as Bumble Art Studio, located at 230 10th Street, Astoria for a New Outlet for a Limited On--Premises Sales License
- d) Liquor License Application from Astoria Hospitality Venturer LLC, Doing Business as Astoria Riverwalk Inn, Located at 400 Industry, Astoria for a New Outlet for a Limited On—Premises Sales License and an Off-Premises Sales License (Finance)
- e) Lien Foreclosure Approval Resolution Request (City Attorney and Community Development)
- f) End of Fiscal Year Budget Adjustment Resolution (Finance)
- g) Discussion to Implement Parks and Recreation Fee (Parks)

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



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

June 14, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JUNE 19, 2017

CONSENT CALENDAR

Item 5(a): City Council Minutes May 30, 2017

The minutes of the City Council meetings of May 30, 2017 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(b): Arts and Cultural Program Grant Approval – Promote Astoria (Finance)

City Code Section 8.045.18 states “Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations.” Each year the Arts and Cultural sub-committee recommends distributions of Promote Astoria Funds to the Budget Committee, based on applications to the City and available funds. Applications were approved by a subcommittee of the Budget Committee to recommend distribution to the Budget Committee, distributions were approved by the Budget Committee and adopted as part of the FY 17-18 Budget by Council at on June 5, 2017. It is recommended Council approve disbursement of the Arts and Cultural Programs funds as recommended and approved in the adopted Fiscal Year 2017-2018 budget, utilizing the disbursement letter attached.

Item 5(c): Community Organization Grants Approvals for Distribution (Finance)

Community Organizations apply for City Grant funds which are available through the General Fund.

The recommended distributions incorporated into Adopted 2017-18 Budget are as follows:

501(c)(3) Organization	17-18 Grant Amount
Astoria Alano Club	\$ 1,000
Astoria Warming Center	4,000
Clatsop CASA Program, Inc.	4,000
Clatsop Community Action	15,000
Friends of the Armory	1,040
The Harbor, Inc.	8,000
Helping Hands Reentry Outreach Centers	8,000
Lower Columbia Hispanic Council	7,000
Senior Citizens Services of Astoria	6,000
Total	\$ 54,040

It is recommended Council approve disbursements of the Community Organization – Social Services Grant funds as recommended and approved in the Adopted Fiscal Year 2017-2018 budget, utilizing the suggested disbursement letter.

Item 5(d): Promote Astoria Funds Agreement for Professional Services with Astoria-Warrenton Chamber (Finance)

City Code Section 8.045.18 states “Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations.”

An agreement for Astoria-Warrenton Chamber of Commerce for Visitor Center Services in the budgeted amount of \$ 125,000 and Lower Columbia Tourism Committee professional services in the budgeted amount of \$ 180,750 has been reviewed by the City Attorney and is attached for Council consideration.

It is recommended the City Council approve execution of the Agreement for Professional Service with Astoria-Warrenton Area Chamber of Commerce.

Item 5(e): Promote Astoria Funds Agreement for Professional Services with Astoria Downtown Historic District Association (ADHDA) (Finance)

City Code Section 8.045.18 states “Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations.”

An agreement in the budgeted amount of \$ 35,000 for Astoria Downtown Historic District Association (ADHDA) has been reviewed by the City Attorney and is attached for Council consideration.

It is recommended the City Council approve execution of the Agreement for Professional Service with Astoria Downtown Historic District Association (ADHDA).

Item 5(f): Agreement for Professional Services with Clatsop Economic Development Resources (CEDR) (Finance)

In prior years the City Council has requested a contract with Clatsop Economic Development Resources for their economic development services. Funding sources for the Clatsop Economic Development Resources (CEDR) agreement are included in the budget and will be paid out accordingly from the following funds:

General Fund (Non-Interdepartmental)	\$ 3,320
Astoria East Urban Renewal District Fund	\$ 3,340
Astoria West Urban Renewal District Fund	<u>\$ 3,340</u>
Total	\$ 10,000

It is recommended the City Council approve execution of the Agreement for Professional Service with Clatsop Economic Development Resources (CEDR) for Fiscal Year 2017-2018.

Item 5(g): ABC Transcription Services, Inc., Contract Renewal (Finance)

The City of Astoria has contracted with ABC Transcription Services, Inc., (ABC) since April 2010 for the transcription of meeting minutes for the City Council, Planning Commission, Historic Landmarks Commission, Design Review Committee, Parks Board and Library Board. The current contract expires on June 30, 2017. ABC is proposing no rate increase for Fiscal Year 2017-2018. A total of \$ \$25,000 has been allocated as part of the Fiscal Year 2017-2018 budget for these services which is the same amount budgeted for Fiscal Year 2016-2017. ABC has been both responsive and timely. The draft contract has been reviewed and approved as to form by City Attorney Henningsgaard. It is recommended that Council approve a Contract for Professional Services with ABC Transcription Services, Inc., for the period July 1, 2017 to June 30, 2018.

Item 5(h): Authorization CSO Modeling Consultant Contract Renewal with HDR (Public Works)

An essential tool for the success of the combined sewer overflow (CSO) program is the computerized hydrologic and hydraulic model that is used to delineate and scope each CSO project. This model contains important information regarding the storm and sewer infrastructure, geographic areas that flow to each pipe segment, rainfall information, and historic

flows that are used to predict the system response after CSO project completion. There is ongoing maintenance and calibration that must occur to the model so that it closely replicates actual conditions in the field. Determining the scope of future CSO projects is accomplished by a specialized CSO modeling engineer who analyzes the data generated by the model, and then recommends the most cost effective approach to meet the overflow criteria that is established by the Department of Environmental Quality (DEQ). The scope of the project is then given to a design engineering consultant to produce plans and specifications for bidding the construction of the project.

In April 2012, Council authorized a contract for CSO Modeling Support Services to HDR with the option of annual renewal of this contract. During the past five years, HDR has updated and refined the CSO collection system model, identified additional monitoring needs to further characterize flows for future projects, completed necessary documentation to submit to the Department of Environmental Quality (DEQ) to verify implementation of completed projects and began developing preliminary scopes for future projects.

HDR has provided a scope of work and estimated budget of \$74,976 for July 2017 through June 2018. Staff has reviewed the scope and fee and find the proposal to be appropriate and reasonable. The contract has been reviewed by City Attorney Blair Henningsgaard and approved as to form. Funds are available through the Public Works Improvement Fund.

It is recommended that City Council renew the contract for CSO Modeling Support Services with HDR for a total not to exceed amount of \$74,976.

Item 5(i): Fuel System Replacement Project Final Pay Adjustment (Public Works)

The Fuel System Replacement Project is intended to provide the most cost effective, sustainable way to provide fuel for the City fleet. The new fuel system includes new above ground fuel storage (6,000 gallon unleaded and 4,000 gallon diesel), associated piping and appurtenances, 2 new fuel pumps, and an updated fuel management system. The existing fuel tanks have been removed or decommissioned as part of this project.

In July, Council authorized staff to award a contract to 4C's Environmental, Inc. (4Cs) to complete the project for \$231,157. The first pay adjustment primarily covered the cost of the Spill Prevention Control and Containment Plan (SPCC) at a cost \$26,567.50.

During removal and decommissioning of the existing underground fuel tanks, contaminated soil was encountered. 4Cs took appropriate steps to categorize, remove, dispose and report the contamination to the Oregon Department of Environmental Quality (DEQ). The Final Pay Adjustment

covers the cost of this additional, unanticipated work. The Fuel Tank Replacement Project is budgeted in the Capital Improvement and funds are available for the additional \$21,316.55 associated with the Final Pay Adjustment. While this amount is within the City Manager's new spending authority, it was brought to the Council because the first change order was approved by them.

It is recommended that Council authorize the Final Pay Adjustment in the amount of \$21,316.55.

REGULAR CALENDAR

Item 6(a): Public Hearing (A17-01) & First Reading Advance Astoria (Community Development)

The Comprehensive Plan is a land use planning document that describes how the city will grow and develop over a twenty year horizon and addresses twenty statewide land use planning goals, including Goal 9 – Economic Development. The City Council adopted a FY 15-16 goal to “promote positive economic development through strengthening partnerships.” The “Advance Astoria” initiative is in direct response to this goal that also provides an opportunity to update the Comprehensive Plan. In October 2016, Advance Astoria was launched with a public event at Fort George Brewery Lovell Showroom. A public hearing was held on May 23, 2017 with the Planning Commission to consider amendments to the Comprehensive Plan Chapter 190-210 and a “Future Industrial Sites” map. After considering the findings of fact, and public testimony, the Planning Commission recommended approval to the City Council on May 23. A public hearing before the City Council has been noticed for June 19. It is recommended that the Council open the hearing and take public testimony. If Council is in agreement, the Council can hold a 1st reading of the Ordinance.

Item 6(b): Second Reading & Adoption of Vacation of Portion of Alley Abutting 3115 Harrison and Adjacent Lot (Public Works)

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.

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 meeting of June 5, 2017, 2017, the City Council conducted a public hearing and first reading of the ordinance of vacation.

It is recommended that the Astoria City Council conduct the second reading, and consider adoption the ordinance to vacate of a portion of the alley that abuts 3115 Harrison.

Item 6(c): Liquor License Application from Bumble Art Studio LLC, doing business as Bumble Art Studio, located at 230 10th Street, Astoria for a New Outlet for a Limited On--Premises Sales License (Finance)

A liquor license application has been filed by Chelsea Mattingly for Bumble Art Studio LLC doing business as Bumble Art Studio. This application is a New Outlet for a Limited On-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval of the application.

Item 6(d): Liquor License Application from Astoria Hospitality Venturer LLC, Doing Business as Astoria Riverwalk Inn, Located at 400 Industry, Astoria for a New Outlet for a Limited On—Premises Sales License and an Off-Premises Sales License (Finance)

A liquor license application has been filed by William Orr and Chester Trabucco for Astoria Hospitality Venturer LLC doing business as Astoria Riverwalk Inn. This application is a New Outlet for a Limited On-Premises Sales License and an Off-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval of the application.

Item 6(e): Lien Foreclosure Approval Resolution Request (City Attorney and Community Development)

Long term code enforcement efforts have failed to yield an appropriate and acceptable response from the owner of 4867 Birch (Leroy Olvey) in the Alderbrook neighborhood. Through repeated written notices, warnings, citations, collections attempts, declarations as a nuisance property, and assigned liens, the City has taken all available steps to have the property owner abate the nuisance violations. The owner has failed in each case to correct the violations or respond to the written notices sent both certified and regular US mail. Staff has tried repeatedly to visit the owner at his known residence over the last two years. Beginning in 2014, the Municipal Court has levied fines totaling \$58,500.00. The City Attorney filed a lien on real property and requested payment in February 2016 that has not resulted in any action. The first action requires City Council approval, be made by resolution, and be entered in the electronic lien docket of the City. This approval is required by City Code section 5.726 (A). It is recommended that the Council consider adoption of the resolution to resolve a longstanding code enforcement issue.

Item 6(f): End of Fiscal Year Budget Adjustment Resolution (Finance)

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 an Aquatic Center Coordinator but it was later approved to hire an Aquatic Center Supervisor. This amount along with required hours to operate the pool requires additional appropriations for the Aquatic Center in the amount of \$ 100,000. Appropriations are available in Parks Operations - Maintenance due to anticipated expenditures which have not been incurred.

Based on analysis it is estimated the budgeted transfer from the General Fund to Parks Operation Fund is sufficient for the current fiscal year operations.

Additionally, a transfer within the General Fund is required for \$ 7,000 to the City Manager Department in order to cover costs associated with retirement of the Executive Assistant. At the time the budget was originally prepared and then adopted the additional expenditures associated with retirement of a long-term employee were not anticipated. Funds are available within the Municipal Court budget for this transfer.

It is recommended that Council approve a resolution transferring appropriation of \$ 100,000 from Parks Operations - Maintenance to Parks Operations - Aquatics within the Parks Operation Fund # 158 and transferring appropriation of \$ 7,000 from Municipal Court to City Manager within the General Fund # 001.

Item 6(g): Discussion to Implement Parks and Recreation Fee (Parks)

During the June 5th City Council meeting, City Council directed staff to prepare an ordinance and resolution to implement a \$3 per water meter Parks and Recreation Fee for residential customers. This item is on the agenda to allow citizens to provide comment on this matter and also allow Councilors to dialogue about implementation of a Parks and Recreation Fee. Staff will be prepared to discuss this issue and answer questions from City Council.

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

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

Councilors Excused: None

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

CHANGES TO AGENDA

City Manager Estes added the following item to the agenda: Regular Agenda Item 4(b): Consideration of Utility Easements for Mo's Restaurant.

REGULAR AGENDA ITEMS

Item 4(a): Library Foundation – Library Remodel (Library)

The Astor Library will celebrate 50 years of service on October 8, 2017. The current building was designed by the local architectural firm Brown & Brown. It is in need of renovation to further its service to the citizens of Astoria. In January 2017, City Council set the goal of renovating the library with the intent of completing the project in 2020.

Director Pearson will present a brief synopsis of library history; discuss changes in the Library that have been made since he became Director; discuss ongoing preparations for a remodel project; and discuss unique items within the library holdings. He will also provide an overview of City of Astoria funds currently available for renovation. This includes approximately \$158,000 for initial design assistance/ building maintenance in the proposed budget for next fiscal year and \$1,639,500 in other various City funds for future construction needs. The President of the Library Foundation, Willis L. Van Dusen will discuss the Foundation's fundraising goal of an additional \$3.5 million for the project. The fundraising goal would include grants and / or donations. City Manager, Brett Estes, will discuss the proposed process to initiate design and technical services.

Should Council concur with the proposed budget (including City cash in hand and the Foundation's fundraising goal) staff would initiate the process of securing the design consultant services needed to move forward. Additionally, the Library Foundation would begin a fundraising campaign to secure donations and prepare grant applications in which they would be eligible to receive. City staff would work in conjunction with the Foundation to prepare any grant applications, which the City of Astoria would be an eligible recipient. City staff and the Library Foundation would be working hand in hand on this effort.

Director Pearson asked members of the Library Foundation Board, Astor Library Friends Association (ALFA), Library Staff, and the Astoria Library Board to introduce themselves. He gave a presentation on the history of the library, recent changes he has made to library facilities and programs, and unique items in the library's collection.

Kate Summers, Astoria Library Board Chair, gave a slideshow presentation on the ongoing efforts by the Library Foundation to prepare for the renovation.

Willis Van Dusen, Library Foundation Board President, discussed the importance of renovating the library and shared details about the Library Foundation's plan to raise funds for the renovation project.

City Manager Estes said that should City Council direct Staff to move forward on the library renovation project, Staff would begin the Request for Proposal/Request for Qualification process to hire an architecture team that includes a contractor, cost estimator, and technical professionals. Additionally, Staff would have that same

architecture firm develop conceptual designs and renderings that would be used during fundraising. A little more than \$150,000 has been appropriated for those services and building repairs in the next fiscal year's budget.

Councilor Nemlowill said she was very excited about the people who are members of the Library Foundation and Board. She thanked Director Pearson for his work and for being so delightful to her family. The library is exactly the same now as it was when she was growing up. She supported all of the efforts to renovate the library.

Mayor LaMear called for public comments.

Cheryl Johnson, Foundation Board Member, said she worked as the media specialist at Astoria Public Schools for almost 20 years. As a 40-year resident of Clatsop County, she believed the timing of this project was perfect. Director Pearson talked a lot about the history housed in the library building and the beauty of the old books. However, he did not mention how beautifully his staff is moving forward. The library is reaching out to children by offering a program on Wednesdays that allows kids to read to dogs. This is a nice way to get reluctant readers to read. The library is doing a beautiful reach out to teens in the community. Having been a middle school librarian and middle school teacher, she believed middle schoolers were forgotten children. The library is doing fabulous programs that reach out to teens instead of waiting for them to come into the door. Staff has put together a teen advisory group. The library needs to be physically updated because the fabulous staff is moving forward to make future generations of readers, not just housing old things or checking out books to people who are already readers.

City Council Action: Motion made by Mayor LaMear, seconded by Councilor Price to direct Staff to initiate the process of securing the design consultant services and work with the Library Foundation to prepare grant applications. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Councilor Brownson said after seeing deliberations on the library renovation last fall, he felt satisfied that moving forward on the project would be a good decision. Director Pearson has been a great addition to Staff and he could not wait to see the library get renovated.

Item 4(b): Consideration of Utility Easements for Mo's Restaurant

This item was added to the agenda during Item 3: Changes to the Agenda.

City Manager Estes explained that this item was added to the agenda because the fifth week of the month would delay the project, as the restaurant would have to wait an extra week for a decision to be made. Staff requested that City Council consider approving the addition of an easement on City property to allow Pacific Power to install utility lines across the property to serve Mo's Restaurant. Staff also requested that City Council accept a utility easement granted by Mo's for a public water line that needs to be extended on to Mo's property. The water line extension will fix some ongoing issues with water flow caused by a dead end water line along the waterfront. A new fire hydrant will also be installed. Staff recommends that City Council approve the easement grant from Newport Pacific Corporation for the construction and maintenance of the new water line, and approve an easement for Pacific Power on a portion of City property, with the condition that Pacific Power provide the City with a meets and bounds description upon completion of the project.

Councilor Nemlowill declared a potential conflict of interest, as Mo's was a client of Fort George. She said she would not vote, but did not believe the easements represented a direct conflict of interest.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Brownson to approve the easement grant from Newport Pacific Corporation for the construction and maintenance of the new water line, and approve an easement for Pacific Power on a portion of City property, with the condition that Pacific Power provide the City with a meets and bounds description upon completion of the project. Motion carried unanimously. Ayes: Councilors Price, Jones, Brownson, and Mayor LaMear; Nays: None.

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

There was none.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:37 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

DRAFT



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date: June 9, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ARTS & CULTURAL PROGRAM GRANTS – PROMOTE ASTORIA

DISCUSSION/ANALYSIS

City Code Section 8.045.18 states "Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations." Each year the Arts and Cultural Sub-committee recommends distributions of Promote Astoria Funds to the Budget Committee, based on applications to the City and available funds. Each application contains the intended scope and proposed budget for each organization seeking funding. Revisions to proposed scope of work and budgets will be noted in individual organizational letters, if applicable.

Arts and Cultural Programs to Promote Tourism	Recommended Applicant Allocation
Astoria Arts and Movement Center	\$ 3,000
Astoria Regatta Association	10,000
Astoria Scandinavian Heritage Association	5,000
Astoria Tenor Guitar Foundation	3,000
Astoria Visual Arts	3,000
Clatsop Community College Foundation	1,000
Coast Community Radio/Tillacum Foundation	3,000
Fisher Poets Gathering	3,000
Liberty Restoration, Inc.	8,000
Little Ballet Theatre	4,000
Lower Columbia Q Center	3,000
North Coast Chorale	2,000
North Coast Symphonic Band	2,000
Total	<u>\$ 50,000</u>

The attached letter is the same format approved by Council for Fiscal Year 2016-17. This letter incorporates the accounting and reporting requirements, deadlines and the adopted City non-discrimination policy. Arts and Cultural grants are related to specific promotional events rather

than on-going services. The recipient organization is not authorized to cash the disbursement check unless they agree to the City terms listed and referenced in the letter.

RECOMMENDATION

It is recommended Council approve disbursement of the Arts and Cultural Programs funds as recommended and approved in the Adopted Fiscal Year 2017-2018 budget, utilizing the disbursement letter attached.

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

July 28, 2017

Organization
Address
Astoria , OR 97103

Enclosed please find the City of Astoria check # in the amount of \$ XXXX in support of your organization's tourist related event.

The City of Astoria budget sub-committee would like to remind your organization that funds must be used for the purpose stated in your organization's application, during the fiscal year July 1, 2017 through June 30, 2018. It is the policy of the City that all persons are entitled to equal opportunities and benefits to City programs, services and activities regardless of race, religion, color, gender (sex), national origin, sexual orientation, gender identity and expression, disability, veteran status, marital status, familial status, domestic partnership, political affiliation, age, genetic information, mental or physical disability, credit history, course of income or association with a protected class. The City requires its contractors and grantees to comply with this policy.

The budget sub-committee requires accounting for the amount your organization is receiving. Records must include a written report with supporting documentation in the form of paid invoices. Expenses must relate to the encouragement and support for Astoria tourism and may include advertising and rent for a venue or equipment related to hosting the event. Tourist related expenses do not include payment to entertainers for their travel, lodging and meals.

The report and expense accounting should be submitted to the City of Astoria Finance Department in a timely manner, we suggest within a month of completing your event. If your organization does not provide report and accounting, your organization's ability to receive funds in subsequent years could be jeopardized. Enclosed is a W-9 required by the City for tax identification purposes. Please complete the form and return it in the enclosed envelope.

You are not authorized to cash the enclosed check unless you agree to the terms.

Thank you for your efforts to stimulate tourism in Astoria.

Regards,

Susan E Brooks, CPA
Director of Finance and Administrative Services
City of Astoria



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date: June 9, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: COMMUNITY ORGANIZATION GRANTS

DISCUSSION/ANALYSIS

Community Organizations apply for City Grant funds through an application process which was due for Budget Committee consideration by February 28, 2017.

The recommended distributions incorporated into Adopted 2017-18 Budget are as follows:

501(c)(3) Organization	17-18 Grant Amount
Astoria Alano Club	\$ 1,000
Astoria Warming Center	4,000
Clatsop CASA Program, Inc.	4,000
Clatsop Community Action	15,000
Friends of the Armory	1,040
The Harbor, Inc.	8,000
Helping Hands Reentry Outreach Centers	8,000
Lower Columbia Hispanic Council	7,000
Senior Citizens Services of Astoria	6,000
Total	\$ 54,040

The attached letter is the same format approved by Council for Fiscal Year 2016-17 to distribute funds. This letter incorporates the accounting and reporting requirements, deadlines and the adopted City non-discrimination policy.

RECOMMENDATION

It is recommended Council approve disbursements of the Community Organization – Social Services Grant funds as recommended and approved in the Adopted Fiscal Year 2017-2018 budget, utilizing the disbursement letter attached.

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



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

July 28, 2017

Organization
Address
Astoria, OR 97103

The City of Astoria budget for the Fiscal Year End June 30, 2018 contains an appropriation of \$ XXXXXX for the **Organization Name**.

Enclosed please find the City of Astoria check # in the amount of \$ XXXX, which represents the first of two payments for this fiscal year.

Please mark your calendar to complete and submit a report for July 1 through December 31, 2017 in early January 2018. Receipt of this report will generate the second payment of \$ XXXX for Fiscal Year End June 30, 2018. Failure to submit reports and appropriate accounting documentation may jeopardize organization's ability to receive funds in subsequent years.

Applications for FY 2018-2019 grants will be available after January 1, 2018 and will be due February 28, 2018. Final reports for the period January 1, 2018 through June 30, 2018 are due no later than August 15, 2018.

You are reminded, provided grant funds must be used for the purposes stated in your organization's application and expenditures must meet or exceed the amount your organization is receiving. Records must include a written report with supporting documentation in the form of paid invoices. Expenses must relate to the purpose stated in your application.

It is the policy of the City that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City requires its contractors and grantees to comply with this policy.

Enclosed is a W-9, required by the City for tax identification purposes. Please complete the form and return it in the enclosed envelope.

You are not authorized to cash the enclosed check unless you agree to the terms.

Thank you for your social service efforts in Astoria community.

Regards,

Susan E Brooks
Director of Finance and Administrative Services
City of Astoria

Synopsis:

Community Organizations apply for City Grant funds which are available through the General Fund.

The recommended distributions incorporated into Adopted 2017-18 Budget are as follows:

501(c)(3) Organization	17-18 Grant Amount
Astoria Alano Club	\$ 1,000
Astoria Warming Center	4,000
Clatsop CASA Program, Inc.	4,000
Clatsop Community Action	15,000
Friends of the Armory	1,040
The Harbor, Inc.	8,000
Helping Hands Reentry Outreach Centers	8,000
Lower Columbia Hispanic Council	7,000
Senior Citizens Services of Astoria	6,000
Total	\$ 54,040

It is recommended Council approve disbursements of the Community Organization – Social Services Grant funds as recommended and approved in the Adopted Fiscal Year 2017-2018 budget, utilizing the suggested disbursement letter.



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date June 19, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: PROMOTE ASTORIA FUNDS - AGREEMENT FOR PROFESSIONAL SERVICES WITH ASTORIA-WARRENTON CHAMBER OF COMMERCE

DISCUSSION/ANALYSIS

City Code Section 8.045.18 states "Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations."

An agreement for Astoria-Warrenton Chamber of Commerce for Visitor Center Services in the budgeted amount of \$ 125,000 and Lower Columbia Tourism Committee professional services in the budgeted amount of \$ 180,750 has been reviewed by the City Attorney and is attached for Council consideration. The amounts for this agreement are in the Fiscal Year 2017-18 budget, adopted by Council at their June 5, 2017 meeting. The Scope of Work was developed in conjunction with Skip Hauke, Executive Director of the Astoria-Warrenton Chamber.

RECOMMENDATION

It is recommended the City Council approve execution of the Agreement for Professional Service with Astoria-Warrenton Area Chamber of Commerce.

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

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 1st day of July, 2017, between **City of Astoria**, hereinafter "**CITY**" and **Astoria-Warrenton Area Chamber of Commerce**, an Oregon Not-for-Profit Corporation and independent contractor in good standing, hereinafter called "**CHAMBER**".

WITNESSETH

Whereas, the CITY requires services which CHAMBER is capable of providing, under terms and conditions hereinafter described; and

Whereas, CHAMBER is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

In consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Term. The term of this agreement shall commence on July 1, 2017 and terminate on June 30, 2018. Agreement may be terminated with a 60 day written notice by either party.
2. Services. CHAMBER agrees to provide services to CITY in accordance with the Scope of Work incorporated by reference as Exhibit "A".
3. Compensation. The amount the CITY shall pay the CHAMBER is not to exceed \$125,000 for Visitor Center Services and an amount not to exceed \$ 180,750 for Lower Columbia Tourism Committee Services. These amounts are dependent upon motel tax collections.
 - a. CHAMBER shall furnish the CITY with updated W-9 information, as designated by the Internal Revenue Service.
 - b. CITY shall make payments to CHAMBER on a monthly basis, after full execution of agreement.
4. CITY Contacts. For purposes hereof, the CITY contacts are the City Manager and Director of Finance and Administrative Services, 1095 Duane Street, Astoria, OR 97103.
5. CHAMBER Contacts. For purposes hereof, the CHAMBER contact is the Executive Director, PO Box 176, Astoria, OR 97103.
6. CITY's Business License. Before permitting a sub consultant to begin work, CHAMBER shall verify a current business license is on file for the sub consultant.
7. Insurance. Prior to provision of services under this contract, CHAMBER shall procure professional and comprehensive general liability insurance with limits that, at a minimum, comply with the limits of local public body liability described in ORS 30.272-273 and shall provide original certificates of insurance to the City Director of Finance and Administrative Services, evidencing proof of CHAMBER insurance policies in effect for the type of coverage set forth below and within the stated limits.

At all times during the term of this agreement, CHAMBER shall keep such insurance policies in full force and effect and shall provide the CITY with original certificates of insurance. The CITY shall be named as an additional insured and no cancellation, material change, exhaustion

of aggregate limits or intent not to renew insurance coverage shall occur without 30-days written notice to City of Astoria Finance Department. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30-day notice of cancellation provision shall be physically endorsed on to the policy.

8. Worker's Compensation. CHAMBER, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.
9. Laborers and Materialmen, Contributions to Industrial Accident Fund, Liens and Withholding Taxes. CHAMBER shall make payment promptly, as due, to all persons supplying contractor labor or material necessary to execute the work provided for in this Agreement. CHAMBER shall pay all contributions or amounts due the Industrial Accident Fund from CHAMBER or any sub consultant incurred in the performance of the Agreement. CHAMBER shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, Municipal Corporation or subdivision thereof, on account of any labor or material furnished. CHAMBER shall pay to the Department of Revenue all sums withheld from Employees pursuant to ORS 316.167.
10. Books and Records. CHAMBER shall keep all invoices, vouchers and other documentation for review by CITY's Finance Department, as needed, for the purposes of audit, examination, excerpts and transcripts.
11. Assignment. The responsibility for performing CHAMBER services under the terms of this agreement shall not be assigned, transferred, delegated or otherwise referred by CHAMBER to a third person without prior consent of City agent.
12. Indemnity. CHAMBER agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, CHAMBER, or others resulting from or arising out of CHAMBER'S negligent acts, errors or omission in service pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CHAMBER and CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CHAMBER.
13. Accounting and Reporting. Per city Code 8.045.18 Non-Profit shall provide City, semi-annual financial reports by August 1 and February 1, covering the six months ended June 30 and December 31, respectively, of each year. These reports shall provide a verified listing of the expenditures with adequate narrative, so the City can be satisfied as to the appropriateness of the expenditures. In addition a report of services performed shall be presented in a format acceptable to City, and will, at City's discretion, include a presentation at a meeting of the Budget Committee of the City. The Budget committee of the City shall review reports during the budget process and recommend to the City Council the continuance, discontinuance, or changes to a contract each year.

14. Complete Agreement. This Agreement and its referenced attachments constitute the complete agreement between CITY and CHAMBER and supersedes all prior written or oral discussions or agreements. CHAMBER's services are defined solely by this Agreement and its attachments and not by any other contract or agreement that may be associated with this Agreement.
15. No Religious Activities: No City funds may be used to promote institutions of religion or religious activities, symbols or presentations.
16. Equal Opportunity and Non Discrimination. It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.
17. Applicable Law. The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance and any other claims related to it.

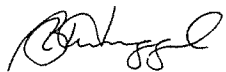
City:

**Astoria-Warrenton Area
Chamber of Commerce:**

Arline LaMear, Mayor

Skip Hauke, Executive Director

Brett Estes, City Manager



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Exhibit A

Scope of Work

Tourism Information, Marketing and Promotional Efforts

The Astoria-Warrenton Area Chamber of Commerce "Chamber" shall at a minimum provide the following efforts to proactively market the City of Astoria to promote tourism and local businesses by leveraging existing marketing and promotional resources and strategies to accomplish the following objectives:

- Maintain affiliations, conduct promotions, incur advertising and printing expenses and create and operate a marketing program designed to encourage travelers to visit the area.
- Maintain, update and expand an exciting and informational website with a dynamic press kit and provide a link to the City website.
- Build and strengthen visitor relationships to encourage repeat trips while working with the community to minimize negative tourist impacts on the local population.
- Educate and highlight positive tourism impacts while working with City staff and law enforcement to minimize possible negative impacts
- Reinforce Astoria's image as an inviting tourist destination with a rich heritage, historical significance, unique festivals/events and a variety of interesting experiences.
- Reinforce existing media relationships and expand reach.
- Develop, update and distribute event dates and information to long lead publications for tourism promotion.
- Staff and maintain the Astoria Visitor Information Center on a daily basis, throughout the year, except for major holidays. The Center will provide considerate service to visitor, after hour access to information, a variety of information regarding local attractions, lodging facilities, restaurants, festivals, historical interests and activities. The Center will provide assistance to business and visitors requesting relocation information or development in the local vicinity. The Center will maintain statistics on visitors.
- Produce, distribute and have available a comprehensive Visitor Guide for the area.
- Coordinate distribution of up-to-date walking maps for visitors, tour groups, boat and cruise ship passengers
- Produce and distribute pads of area visitor maps to local businesses, lodging facilities and organizations.
- Represent the interest of Astoria with state and regional tourism agencies, through partnerships

to stimulate tourism in the county and the state.

- Respond appropriately to inquiries generated by the Lower Columbia Tourism Committee advertising, public relations and through internet/website.
- Provide reporting and accounting as required in Agreement under section 13.
- The Chamber shall acknowledge City of Astoria, Promote Astoria Fund participation in all documents or publications prepared (not inclusive of print advertising) or equipment and software purchased in the performance of this agreement




CITY OF ASTORIA


Founded 1811 • Incorporated 1856

Date June 7, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT:  PROMOTE ASTORIA FUNDS - AGREEMENT FOR PROFESSIONAL SERVICES WITH ASTORIA DOWNTOWN HISTORIC DISTRICT ASSOCIATION (ADHDA)


DISCUSSION/ANALYSIS

City Code Section 8.045.18 states "Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations."

An agreement in the budgeted amount of \$ 35,000 for Astoria Downtown Historic District Association (ADHDA) has been reviewed by the City Attorney and is attached for Council consideration. The amount for this agreement is contained in the Fiscal Year 2017-18 budget, adopted by Council at their June 5, 2017 meeting. It should be noted funds were budgeted for ADHDA to manage parking control in the downtown area and this agreement will be brought to Council at a later meeting for consideration.

RECOMMENDATION

It is recommended the City Council approve execution of the Agreement for Professional Service with Astoria Downtown Historic District Association (ADHDA).

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

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 1st day of July, 2017, between **City of Astoria**, hereinafter "**CITY**" and **Astoria Downtown Historic District Association**, an Oregon Not-for-Profit Corporation and independent contractor in good standing, hereinafter called "**ADHDA**".

WITNESSETH

Whereas, the CITY requires services which ADHDA is capable of providing, under terms and conditions hereinafter described; and

Whereas, ADHDA is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

In consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Term. The term of this agreement shall commence on July 1, 2017 and terminate on June 30, 2018. Agreement may be terminated with a 60 day written notice by either party.
2. Services. ADHDA agrees to provide services to CITY in accordance with the Scope of Work incorporated by reference as Exhibit "A".
3. Compensation. The amount the CITY shall pay the ADHDA is not to exceed \$35,000. These amounts are dependent upon motel tax collections.
 - a. ADHDA shall furnish the CITY with updated W-9 information, as designated by the Internal Revenue Service.
 - b. CITY shall make payments to ADHDA on a semi-annual basis, after full execution of agreement.
4. CITY Contacts. For purposes hereof, the CITY contacts are the City Manager and Director of Finance and Administrative Services, 1095 Duane Street, Astoria, OR 97103.
5. ADHDA Contacts. For purposes hereof, the ADHDA contact is the Executive Director, PO Box 261, Astoria, OR 97103.
6. CITY's Business License. Before permitting a sub consultant to begin work, ADHDA shall verify a current business license is on file for the sub consultant.
7. Insurance. Prior to provision of services under this contract, ADHDA shall procure professional and comprehensive general liability insurance with limits that, at a minimum, comply with the limits of local public body liability described in ORS 30.272-273 and shall provide original certificates of insurance to the City Director of Finance and Administrative Services, evidencing proof of ADHDA insurance policies in effect for the type of coverage set forth below and within the stated limits.

At all times during the term of this agreement, ADHDA shall keep such insurance policies in full force and effect and shall provide the CITY with original certificates of insurance. The CITY shall be named as an additional insured and no cancellation, material change, exhaustion

of aggregate limits or intent not to renew insurance coverage shall occur without 30-days written notice to City of Astoria Finance Department. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30-day notice of cancellation provision shall be physically endorsed on to the policy.

8. Worker's Compensation. ADHDA, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.
9. Laborers and Materialmen. Contributions to Industrial Accident Fund. Liens and Withholding Taxes. ADHDA shall make payment promptly, as due, to all persons supplying contractor labor or material necessary to execute the work provided for in this Agreement. ADHDA shall pay all contributions or amounts due the Industrial Accident Fund from ADHDA or any sub consultant incurred in the performance of the Agreement. ADHDA shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, Municipal Corporation or subdivision thereof, on account of any labor or material furnished. ADHDA shall pay to the Department of Revenue all sums withheld from Employees pursuant to ORS 316.167.
10. Books and Records. ADHDA shall keep all invoices, vouchers and other documentation for review by CITY's Finance Department, as needed, for the purposes of audit, examination, excerpts and transcripts.
11. Assignment. The responsibility for performing ADHDA services under the terms of this agreement shall not be assigned, transferred, delegated or otherwise referred by ADHDA to a third person without prior consent of City agent.
12. Indemnity. ADHDA agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, ADHDA, or others resulting from or arising out of ADHDA'S negligent acts, errors or omission in service pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of ADHDA and CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the ADHDA.
13. Accounting and Reporting. Per city Code 8.045.18 Non-Profit shall provide City, semi-annual financial reports by August 1 and February 1, covering the six months ended June 30 and December 31, respectively, of each year. These reports shall provide a verified listing of the expenditures with adequate narrative, so the City can be satisfied as to the appropriateness of the expenditures. In addition a report of services performed shall be presented in a format acceptable to City, and will, at City's discretion, include a presentation at a meeting of the Budget Committee of the City. The Budget committee of the City shall review reports during the budget process and recommend to the City Council the continuance, discontinuance, or changes to a contract each year.
14. Complete Agreement. This Agreement and its referenced attachments constitute the complete agreement between CITY and ADHDA and supersedes all prior written or oral discussions or agreements. ADHDA's services are defined solely by this Agreement and its attachments and not by any other contract or agreement that may be associated with this Agreement.

15. No Religious Activities: No City funds may be used to promote institutions of religion or religious activities, symbols or presentations.
16. Equal Opportunity and Non Discrimination. It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.
17. Applicable Law. The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance and any other claims related to it.

City:

**Astoria Downtown Historic District
Association (ADHDA):**

Arline LaMear,
Mayor

Date

Alana Garner,
Executive Director

Date

Brett Estes,
City Manager

Date

Dulcye Taylor,
ADHDA President

Date

Exhibit A

Scope of Work

Tourism Information, Marketing and Promotional Efforts

The Astoria Downtown Historic District Association "ADHDA" shall at a minimum provide the following efforts to proactively market the City of Astoria to promote tourism and local businesses by leveraging existing marketing and promotional resources and strategies to accomplish the following objectives:

- Represent the interest of Astoria through participation in the Oregon Main Street Program and the National Main Street Network while incorporate the following benefits of the Main Street Program:
 - Improved image and community pride
 - Increased occupancy rates
 - Business retention, recruitment, expansion, and jobs
 - Technical assistance, funding opportunities, finance assistance, and training
 - New business and job opportunities
 - Better relations between local government and private sector
 - Promotion and marketing of community
 - Increased variety of service
- Encourage community involvement and investment in preserving the character of downtown Astoria while promoting its health and future.
- Maintain, update and expand an exciting and informational website with a link to the City website.
- Build and strengthen visitor relationships to encourage repeat trips while working within the community to minimize negative impacts on the local population.
- Reinforce Astoria's image as an inviting tourist destination and business opportunity location with a rich heritage, historical significance, unique festivals/events and a variety of interesting experiences.
- Reinforce existing media relationships.
- Promote downtown Astoria through programs and coordinated events.
- Provide reporting and accounting as required in Agreement under section 13.
- ADHDA shall acknowledge City of Astoria, Promote Astoria Fund participation in all documents or publications prepared (not inclusive of print advertising) or equipment and software purchased in the performance of this agreement

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 1st day of July, 2017, between **City of Astoria**, hereinafter "**CITY**" and **Astoria Downtown Historic District Association**, an Oregon Not-for-Profit Corporation and independent contractor in good standing, hereinafter called "**ADHDA**".

WITNESSETH

Whereas, the CITY requires services which ADHDA is capable of providing, under terms and conditions hereinafter described; and

Whereas, ADHDA is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

In consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Term. The term of this agreement shall commence on July 1, 2017 and terminate on June 30, 2018. Agreement may be terminated with a 60 day written notice by either party.
2. Services. ADHDA agrees to provide services to CITY in accordance with the Scope of Work incorporated by reference as Exhibit "A".
3. Compensation. The amount the CITY shall pay the ADHDA is not to exceed \$35,000. These amounts are dependent upon motel tax collections.
 - a. ADHDA shall furnish the CITY with updated W-9 information, as designated by the Internal Revenue Service.
 - b. CITY shall make payments to ADHDA on a semi-annual basis, after full execution of agreement.
4. CITY Contacts. For purposes hereof, the CITY contacts are the City Manager and Director of Finance and Administrative Services, 1095 Duane Street, Astoria, OR 97103.
5. ADHDA Contacts. For purposes hereof, the ADHDA contact is the Executive Director, PO Box 261, Astoria, OR 97103.
6. CITY's Business License. Before permitting a sub consultant to begin work, ADHDA shall verify a current business license is on file for the sub consultant.
7. Insurance. Prior to provision of services under this contract, ADHDA shall procure professional and comprehensive general liability insurance with limits that, at a minimum, comply with the limits of local public body liability described in ORS 30.272-273 and shall provide original certificates of insurance to the City Director of Finance and Administrative Services, evidencing proof of ADHDA insurance policies in effect for the type of coverage set forth below and within the stated limits.

At all times during the term of this agreement, ADHDA shall keep such insurance policies in full force and effect and shall provide the CITY with original certificates of insurance. The CITY shall be named as an additional insured and no cancellation, material change, exhaustion

of aggregate limits or intent not to renew insurance coverage shall occur without 30-days written notice to City of Astoria Finance Department. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30-day notice of cancellation provision shall be physically endorsed on to the policy.

8. Worker's Compensation. ADHDA, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.
9. Laborers and Materialmen, Contributions to Industrial Accident Fund, Liens and Withholding Taxes. ADHDA shall make payment promptly, as due, to all persons supplying contractor labor or material necessary to execute the work provided for in this Agreement. ADHDA shall pay all contributions or amounts due the Industrial Accident Fund from ADHDA or any sub consultant incurred in the performance of the Agreement. ADHDA shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, Municipal Corporation or subdivision thereof, on account of any labor or material furnished. ADHDA shall pay to the Department of Revenue all sums withheld from Employees pursuant to ORS 316.167.
10. Books and Records. ADHDA shall keep all invoices, vouchers and other documentation for review by CITY's Finance Department, as needed, for the purposes of audit, examination, excerpts and transcripts.
11. Assignment. The responsibility for performing ADHDA services under the terms of this agreement shall not be assigned, transferred, delegated or otherwise referred by ADHDA to a third person without prior consent of City agent.
12. Indemnity. ADHDA agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, ADHDA, or others resulting from or arising out of ADHDA'S negligent acts, errors or omission in service pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of ADHDA and CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the ADHDA.
13. Accounting and Reporting. Per city Code 8.045.18 Non-Profit shall provide City, semi-annual financial reports by August 1 and February 1, covering the six months ended June 30 and December 31, respectively, of each year. These reports shall provide a verified listing of the expenditures with adequate narrative, so the City can be satisfied as to the appropriateness of the expenditures. In addition a report of services performed shall be presented in a format acceptable to City, and will, at City's discretion, include a presentation at a meeting of the Budget Committee of the City. The Budget committee of the City shall review reports during the budget process and recommend to the City Council the continuance, discontinuance, or changes to a contract each year.
14. Complete Agreement. This Agreement and its referenced attachments constitute the complete agreement between CITY and ADHDA and supersedes all prior written or oral discussions or agreements. ADHDA's services are defined solely by this Agreement and its attachments and not by any other contract or agreement that may be associated with this Agreement.

15. No Religious Activities: No City funds may be used to promote institutions of religion or religious activities, symbols or presentations.
16. Equal Opportunity and Non Discrimination. It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.
17. Applicable Law. The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance and any other claims related to it.

City:

**Astoria Downtown Historic District
Association (ADHDA):**

Arline LaMear,
Mayor

Date

Sarah Heath,
Executive Director

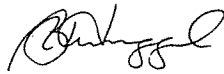
Date

Brett Estes,
City Manager

Date

Dulcye Taylor,
ADHDA President

Date



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Exhibit A

Scope of Work

Tourism Information, Marketing and Promotional Efforts

The Astoria Downtown Historic District Association "ADHDA" shall at a minimum provide the following efforts to proactively market the City of Astoria to promote tourism and local businesses by leveraging existing marketing and promotional resources and strategies to accomplish the following objectives:

- Represent the interest of Astoria through participation in the Oregon Main Street Program and the National Main Street Network while incorporate the following benefits of the Main Street Program:
 - Improved image and community pride
 - Increased occupancy rates
 - Business retention, recruitment, expansion, and jobs
 - Technical assistance, funding opportunities, finance assistance, and training
 - New business and job opportunities
 - Better relations between local government and private sector
 - Promotion and marketing of community
 - Increased variety of service
- Encourage community involvement and investment in preserving the character of downtown Astoria while promoting its health and future.
- Maintain, update and expand an exciting and informational website with a link to the City website.
- Build and strengthen visitor relationships to encourage repeat trips while working within the community to minimize negative impacts on the local population.
- Reinforce Astoria's image as an inviting tourist destination and business opportunity location with a rich heritage, historical significance, unique festivals/events and a variety of interesting experiences.
- Reinforce existing media relationships.
- Promote downtown Astoria through programs and coordinated events.
- Provide reporting and accounting as required in Agreement under section 13.
- ADHDA shall acknowledge City of Astoria, Promote Astoria Fund participation in all documents or publications prepared (not inclusive of print advertising) or equipment and software purchased in the performance of this agreement



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date June 7, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AGREEMENT FOR PROFESSIONAL SERVICES WITH CLATSOP
ECONOMIC DEVELOPMENT RESOURCES (CEDR)

DISCUSSION/ANALYSIS


City Code Section 8.045.18 states "Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. In prior years the City has issued a contract with CEDR even though Promote Astoria Funds are not used for this purpose. The contract will designate how the funds will be expended by contracting organizations." Funding sources for the CEDR agreement are included in the budget and will be paid out accordingly from the following funds:

General Fund (Non-Interdepartmental)	\$ 3,320
Astoria East Urban Renewal District Fund	\$ 3,340
Astoria West Urban Renewal District Fund	<u>\$ 3,340</u>
Total	\$ 10,000

While the agreement is with the City of Astoria, there will be funds distributed from the Astoria Development Commission which are within the City Manager's spending authority.

RECOMMENDATION

It is recommended the City Council approve execution of the Agreement for Professional Service with Clatsop Economic Development Resources (CEDR) for Fiscal Year 2017-2018.

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

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 1st day of July, 2017, between **City of Astoria**, hereinafter "**CITY**" and **Clatsop Economic Development Resources**, an Oregon Not-for-Profit Corporation and independent contractor in good standing, hereinafter called "**CEDR**".

WITNESSETH

Whereas, the CITY requires services which CEDR is capable of providing, under terms and conditions hereinafter described; and

Whereas, CEDR is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

In consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Term. The term of this agreement shall commence on July 1, 2017 and terminate on June 30, 2018. Agreement may be terminated with a 60 day written notice by either party.
2. Services. CEDR agrees to provide services to CITY in accordance with the Scope of Work incorporated by reference as Exhibit "A".
3. Compensation. The amount to be paid to CEDR is not to exceed \$ 10,000, with \$ 3,334 coming from the CITY funds and remainder from Astoria Urban Renewal District funds.
 - a. CEDR shall furnish the CITY with updated W-9 information, as designated by the Internal Revenue Service.
 - b. CITY shall make payments to CEDR after full execution of agreement.
4. CITY Contacts. For purposes hereof, the CITY contacts are the City Manager and Director of Finance and Administrative Services, 1095 Duane Street, Astoria, OR 97103.
5. CEDR Contacts. For purposes hereof, the CEDR contact is the Executive Director, Clatsop Economic Development Resources, 1455 North Roosevelt, Seaside, OR 97138.
6. CITY's Business License. Before permitting a sub consultant to begin work, CEDR shall verify a current business license is on file for the sub consultant.
7. Insurance. Prior to provision of services under this contract, CEDR shall procure professional and comprehensive general liability insurance with limits that, at a minimum, comply with the limits of local public body liability described in ORS 30.272-273 and shall provide original certificates of insurance to the City Director of Finance and Administrative Services, evidencing proof of CEDR insurance policies in effect for the type of coverage set forth below and within the stated limits.

At all times during the term of this agreement, CEDR shall keep such insurance policies in full force and effect and shall provide the CITY with original certificates of insurance. The CITY shall be named as an additional insured and no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage shall occur without 30-days written notice to City of Astoria Finance Department. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30-day notice of cancellation provision shall be physically endorsed on to the policy.

8. Worker's Compensation. CEDR, its subcontractors, if any, and all employers working under

this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

9. Laborers and Materialmen. Contributions to Industrial Accident Fund, Liens and Withholding Taxes. CEDR shall make payment promptly, as due, to all persons supplying contractor labor or material necessary to execute the work provided for in this Agreement. CEDR shall pay all contributions or amounts due the Industrial Accident Fund from CEDR or any sub consultant incurred in the performance of the Agreement. CEDR shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, Municipal Corporation or subdivision thereof, on account of any labor or material furnished. CEDR shall pay to the Department of Revenue all sums withheld from Employees pursuant to ORS 316.167.
10. Books and Records. CEDR shall keep all invoices, vouchers and other documentation for review by CITY's Finance Department, as needed, for the purposes of audit, examination, excerpts and transcripts.
11. Assignment. The responsibility for performing CEDR services under the terms of this agreement shall not be assigned, transferred, delegated or otherwise referred by CEDR to a third person without prior consent of City agent.
12. Indemnity. CEDR agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, CEDR, or others resulting from or arising out of CEDR'S negligent acts, errors or omission in service pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CEDR and CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CEDR.
13. Accounting and Reporting. Non-Profit shall provide City, semi-annual financial reports by August 1 and February 1, covering the six months ended June 30 and December 31, respectively, of each year. These can be satisfied as to the appropriateness of the expenditures. In addition a report of services performed shall be presented in a format acceptable to City, and will, at City's discretion, include a presentation at a meeting of the Budget Committee of the City. The Budget committee of the City shall review reports during the budget process and recommend to the City Council the continuance, discontinuance, or changes to a contract each year.
14. Complete Agreement. This Agreement and its referenced attachments constitute the complete agreement between CITY and CEDR and supersedes all prior written or oral discussions or agreements. CEDR's services are defined solely by this Agreement and its attachments and not by any other contract or agreement that may be associated with this Agreement.
15. No Religious Activities: No City funds may be used to promote institutions of religion or religious activities, symbols or presentations.
16. Equal Opportunity and Non Discrimination. It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.
17. Applicable Law. The law of the State of Oregon shall govern the validity of this Agreement, its

interpretation and performance and any other claims related to it.

City:

Clatsop Economic Development
Resources (CEDR):

Arline LaMear,
Mayor

Date

Kevin Leahy,
Executive Director

Date

Brett Estes,
City Manager

Date

Exhibit A

Scope of Work

Economic Development Efforts

The Clatsop Economic Development Resources "CEDR" shall at a minimum provide the following efforts to proactively market the City of Astoria to promote business-driven economic development services to create, grow and retain local businesses:

- Expand, retain and recruit desirable businesses and industry working with local partnerships.
- Develop existing and new industry clusters working in conjunction with local input.
- Increase per capita income, diversify the economy and promote managed economic growth through year-round family jobs.
- Deliver professional economic development searches by bring together the efforts of multiple organizations.
- Provide business connections with in Clatsop County
- Participation on the City of Astoria Economic Development Committee
- CEDR shall acknowledge City of Astoria, in documents or publications prepared (not inclusive of print advertising) or equipment and software purchased in the performance of this agreement

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 1st day of July, 2017, between **City of Astoria**, hereinafter "**CITY**" and **Clatsop Economic Development Resources**, an Oregon Not-for-Profit Corporation and independent contractor in good standing, hereinafter called "**CEDR**".

WITNESSETH

Whereas, the CITY requires services which CEDR is capable of providing, under terms and conditions hereinafter described; and

Whereas, CEDR is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

In consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Term. The term of this agreement shall commence on July 1, 2017 and terminate on June 30, 2018. Agreement may be terminated with a 60 day written notice by either party.
2. Services. CEDR agrees to provide services to CITY in accordance with the Scope of Work incorporated by reference as Exhibit "A".
3. Compensation. The amount to be paid to CEDR is not to exceed \$ 10,000, with \$ 3,334 coming from the CITY funds and remainder from Astoria Urban Renewal District funds.
 - a. CEDR shall furnish the CITY with updated W-9 information, as designated by the Internal Revenue Service.
 - b. CITY shall make payments to CEDR after full execution of agreement.
4. CITY Contacts. For purposes hereof, the CITY contacts are the City Manager and Director of Finance and Administrative Services, 1095 Duane Street, Astoria, OR 97103.
5. CEDR Contacts. For purposes hereof, the CEDR contact is the Executive Director, Clatsop Economic Development Resources, 1455 North Roosevelt, Seaside, OR 97138.
6. CITY's Business License. Before permitting a sub consultant to begin work, CEDR shall verify a current business license is on file for the sub consultant.
7. Insurance. Prior to provision of services under this contract, CEDR shall procure professional and comprehensive general liability insurance with limits that, at a minimum, comply with the limits of local public body liability described in ORS 30.272-273 and shall provide original certificates of insurance to the City Director of Finance and Administrative Services, evidencing proof of CEDR insurance policies in effect for the type of coverage set forth below and within the stated limits.

At all times during the term of this agreement, CEDR shall keep such insurance policies in full force and effect and shall provide the CITY with original certificates of insurance. The CITY shall be named as an additional insured and no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage shall occur without 30-days written notice to City of Astoria Finance Department. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30-day notice of cancellation provision shall be physically endorsed on to the policy.

8. Worker's Compensation. CEDR, its subcontractors, if any, and all employers working under

this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

9. Laborers and Materialmen, Contributions to Industrial Accident Fund, Liens and Withholding Taxes. CEDR shall make payment promptly, as due, to all persons supplying contractor labor or material necessary to execute the work provided for in this Agreement. CEDR shall pay all contributions or amounts due the Industrial Accident Fund from CEDR or any sub consultant incurred in the performance of the Agreement. CEDR shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, Municipal Corporation or subdivision thereof, on account of any labor or material furnished. CEDR shall pay to the Department of Revenue all sums withheld from Employees pursuant to ORS 316.167.
10. Books and Records. CEDR shall keep all invoices, vouchers and other documentation for review by CITY's Finance Department, as needed, for the purposes of audit, examination, excerpts and transcripts.
11. Assignment. The responsibility for performing CEDR services under the terms of this agreement shall not be assigned, transferred, delegated or otherwise referred by CEDR to a third person without prior consent of City agent.
12. Indemnity. CEDR agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, CEDR, or others resulting from or arising out of CEDR'S negligent acts, errors or omission in service pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CEDR and CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CEDR.
13. Accounting and Reporting. Non-Profit shall provide City, semi-annual financial reports by August 1 and February 1, covering the six months ended June 30 and December 31, respectively, of each year. These can be satisfied as to the appropriateness of the expenditures. In addition a report of services performed shall be presented in a format acceptable to City, and will, at City's discretion, include a presentation at a meeting of the Budget Committee of the City. The Budget committee of the City shall review reports during the budget process and recommend to the City Council the continuance, discontinuance, or changes to a contract each year.
14. Complete Agreement. This Agreement and its referenced attachments constitute the complete agreement between CITY and CEDR and supersedes all prior written or oral discussions or agreements. CEDR's services are defined solely by this Agreement and its attachments and not by any other contract or agreement that may be associated with this Agreement.
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17. Applicable Law. The law of the State of Oregon shall govern the validity of this Agreement, its

interpretation and performance and any other claims related to it.

City:

**Clatsop Economic Development
Resources (CEDR):**

Arline LaMear,
Mayor

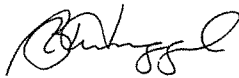
Date

Kevin Leahy,
Executive Director

Date

Brett Estes,
City Manager

Date



Digitally signed by
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7754144546f59324e744d354e773d3d
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Date: 2017.06.13 12:44:34 -08'00'

Exhibit A

Scope of Work

Economic Development Efforts

The Clatsop Economic Development Resources "CEDR" shall at a minimum provide the following efforts to proactively market the City of Astoria to promote business-driven economic development services to create, grow and retain local businesses:

- Expand, retain and recruit desirable businesses and industry working with local partnerships.
- Develop existing and new industry clusters working in conjunction with local input.
- Increase per capita income, diversify the economy and promote managed economic growth through year-round family jobs.
- Deliver professional economic development searches by bring together the efforts of multiple organizations.
- Provide business connections with in Clatsop County
- Participation on the City of Astoria Economic Development Committee
- CEDR shall acknowledge City of Astoria, in documents or publications prepared (not inclusive of print advertising) or equipment and software purchased in the performance of this agreement



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

Date June 5, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER


SUBJECT: ABC TRANSCRIPTION SERVICES, INC., CONTRACT RENEWAL

DISCUSSION/ANALYSIS

The City of Astoria has contracted with ABC Transcription Services, Inc., (ABC) since April 2010 for the transcription of meeting minutes for the City Council, Planning Commission, Historic Landmarks Commission, Design Review Committee, Parks Board and Library Board. The current contract expires on June 30, 2017. ABC is proposing no rate increases for Fiscal Year 2017-2018. A total of \$ \$25,000 has been allocated as part of the Fiscal Year 2017-2018 budget for these services which is the same amount budgeted for Fiscal Year 2016-2017. ABC has been both responsive and timely. The draft contract has been reviewed and approved as to form by City Attorney Henningsgaard.

RECOMMENDATION

It is recommended that Council approve a Contract for Professional Services with ABC Transcription Service, Inc., for the period July 1, 2017 through June 30, 2018.

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

**CITY OF ASTORIA
CONTRACT FOR PROFESSIONAL SERVICES**

This Contract, made and entered into this _____ day of June, 2017, by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter called "CITY", and ABC Transcription Services, Inc., hereinafter called "CONTRACTOR", duly authorized to perform such services in Oregon.

W I T N E S S E T H

WHEREAS, the CITY requires services which CONTRACTOR is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, CONTRACTOR is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. CONTRACTOR SERVICES

- A. CONTRACTOR shall perform transcription services for the City of Astoria as provided in the attached Exhibit A from July 1, 2017 to June 30, 2018.
- B. Contractor's services are defined solely by this Contract and not by any other contract or agreement that may be associated with this project.
- C. CONTRACTOR'S services shall be performed as expeditiously as is consistent with professional skill and the orderly progress of work.

2. COMPENSATION

- A. CITY agrees to pay CONTRACTOR in accordance with the schedule attached as Exhibit A for performance of those services provided herein;
- B. CONTRACTOR will submit invoices for payment as follows: City Council/ADC, Budget Committee and Library Board to attention of Jennifer Benoit jbenoit@astoria.or.us; Planning Commission, Historic Landmarks Commission, and Design Review Committee to attention of Anna Stamper astamper@astoria.or.us; and Parks Board, Maritime Memorial Committee, and Parks Master Plan Citizen Advisory Committee to attention of Terra Patterson tpatterson@astoria.or.us; Budget Committee to attention of Susan Brooks sbrooks@astoria.or.us or 1095 Duane Street, Astoria OR 97103.

C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract.

3. CONTRACTOR IDENTIFICATION

CONTRACTOR shall furnish to the CITY the CONTRACTOR'S employer identification number, as designated by the Internal Revenue Service, or CONTRACTOR'S Social Security Number, as CITY deems applicable.

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Julie Yuill, Executive Secretary to the City Manager, City of Astoria, 1095 Duane Street, Astoria, Oregon, 97103, (503) 325-5824, jbenoit@astoria.or.us.

5. CONTRACTOR'S REPRESENTATIVE

For purposes hereof, the CONTRACTOR'S authorized representative will be Paula Pinyerd, President, ABC Transcription Services, Inc., 42340 NW Depot Street, Banks, Oregon 97106, (503) 324-0198, abc4transcription@yahoo.com.

6. CITY'S OBLIGATIONS

In order to facilitate the work of the CONTRACTOR as above outlined, the CITY shall furnish to the CONTRACTOR access to all relevant audio, exhibits, reports and site information which is in the City's possession concerning the project.

7. CONTRACTOR IS INDEPENDENT CONTRACTOR

- A. CONTRACTOR shall be an independent CONTRACTOR for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract.
- B. CONTRACTOR acknowledges that for all purposes related to this Contract, CONTRACTOR is and shall be deemed to be an independent contractor and not an employee of the City, shall not be entitled to benefits of any kind to which an employee of the City is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONTRACTOR is found by a court of law or an administrative agency to be an employee of the City for any purpose, City shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONTRACTOR under the terms of the Contract, to the full extent of any benefits or other remuneration CONTRACTOR receives (from City or third party) as result of said finding and to the full extent of any payments that City is required to make (to CONTRACTOR or a third party) as a result of said finding.

C. The undersigned CONTRACTOR hereby represents that no employee of the City of Astoria, or any partnership or corporation in which a City of Astoria employee has an interest, has or will receive any remuneration of any description from the CONTRACTOR, either directly or indirectly, in connection with the letting or performance of this Contract, except as specifically declared in writing.

8. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONTRACTOR breaches any of the terms herein or in the event of any of the following: Insolvency of CONTRACTOR; voluntary or involuntary petition in bankruptcy by or against CONTRACTOR; appointment of a receiver or trustee for CONTRACTOR, or any assignment for benefit of creditors of CONTRACTOR. Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees, and other costs of litigation at trial and upon appeal. CONTRACTOR may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

9. EARLY TERMINATION

A. This Contract may be terminated without cause by mutual written consent of the parties. In addition, the parties may agree to terminate the contract:

1) If work under the Contract is suspended by an order of a public agency for any reason considered to be in the public interest other than by a labor dispute or by reason of any third party judicial proceeding relating to the work other than a suit or action filed in regard to a labor dispute; or

2) If the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the Contract.

B. Payment of CONTRACTOR shall be prorated to and include the day of termination and shall be in full satisfaction of all claims by CONTRACTOR against CITY under this contract.

C. Termination under any provision of this paragraph shall not affect any right, obligation, or liability of CONTRACTOR or CITY which accrued prior to such termination.

D. If work is suspended under circumstances described in 9(1) but the contract is not terminated, the Contractor is entitled to a reasonable extension of time to complete the contract.

10. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and records of contract as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts.

11. FORCE MAJEURE

Neither CITY nor CONTRACTOR shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the party so disenabled provided the party so disenabled shall within ten (10) days from the beginning such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

12. NONWAIVER

The failure of the CITY to insist upon or enforce strict performance by CONTRACTOR of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

13. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

14. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

15. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the proposal of the CONTRACTOR, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

16. INDEMNIFICATION

With regard to Comprehensive General Liability, CONTRACTOR agrees to indemnify and hold harmless the City of Astoria, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to city, consultant, or others resulting from or arising out of CONTRACTOR negligent acts, errors or omissions in services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and The City of

Astoria this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONTRACTOR.

With regard to Professional Liability, CONTRACTOR agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees from any and all liability, settlements, loss, reasonable defense costs, attorney fees and expenses arising out of CONTRACTOR 'S negligent acts, errors or omissions in service provided pursuant to this Agreement; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and the Client, this indemnification and agreement to assume defense costs applies only to the extent of negligence of CONTRACTOR.

With respect to Commercial Liability and Professional Liability, CONTRACTOR reserves the right to approve the choice of counsel.

17. INSURANCE

Prior to starting work hereunder, CONTRACTOR, at CONTRACTOR'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance:

- A. Professional Liability Insurance. The CONTRACTOR shall have in force a policy of Professional Liability Insurance in an amount not less than \$1,000,000. The CONTRACTOR shall keep such policy in force and current during the term of this contract.
- B. Comprehensive General Liability Insurance. CONTRACTOR shall obtain and maintain comprehensive general liability insurance, including auto, against any and all claims for damages to persons or property which may arise out of his operations under this agreement. Insurance shall name the CITY as additional insured. Coverage shall include CONTRACTOR, sub-consultants, and anyone directly or indirectly employed by either. The comprehensive general liability shall be combined single limit for broad form liability property damage and bodily injury, of at least \$1,000,000.00 and shall increase such limits to the limits of Oregon Tort Claims Act if Act's limits are increased. Such insurance shall not be canceled or its limits of liability reduced without thirty (30) days prior notice to City. A copy of an insurance certificate in a form satisfactory to City certifying the issuance of such insurance shall be furnished to City.

18. WORKMEN'S COMPENSATION

The Contractor, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

19. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES

Contractor shall make payment promptly, as due, to all persons supplying contractor labor or material for the prosecution of the work provided for this contract.

Contractor shall pay all contributions or amounts due the Industrial Accident Fund from contractor or any subcontractor incurred in the performance of the contract.

Contractor shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

20. PAYMENT OF CLAIMS BY PUBLIC OFFICERS

If the contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or a subcontractor by any person in connection with the public contract as such claim becomes due, the proper officer or officers representing the municipality may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the contractor by reason of such contract.

The payment of a claim in the manner here authorized shall not relieve the contractor or the contractor's surety from obligation with respect to any unpaid claims.

21. PAYMENT OF MEDICAL CARE

Contractor shall promptly, as due, make payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such contractor, of all sums which the contractor agrees to pay for such services and all moneys and sums which the contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

22. OVERTIME

Consultant's employees shall be paid for overtime work performed under this contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 U.S.C. sections 201 to 209).

23. STANDARD OF CARE

The standard of care applicable to CONTRACTOR'S services will be the degree of skill and diligence normally employed by a professional performing the same or similar

services at the time CONTRACTOR'S services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation.

24. OCCUPATIONAL TAX

CONTRACTOR shall pay the City of Astoria Occupational Tax as provided in Astoria Code Sections 8.000 to 8.035.

25. NO THIRD PARTY BENEFICIARIES

This contract gives no rights or benefits to anyone other than the CITY and CONTRACTOR and has no third party beneficiaries.

26. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability shall survive termination of this Agreement for any cause.

27. NON-DISCRIMINATION POLICY

It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity / expression. The City of Astoria also requires its contractors and grantees to comply with this policy.

28. COMPLETE CONTRACT

This Contract and its referenced attachments constitute the complete contract between CITY and CONTRACTOR and supersedes all prior written or oral discussions or agreements. CONTRACTOR services are defined solely by this Contract and its attachments and not by any other contract or agreement that may be associated with this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written above.

APPROVED AS TO FORM:



Digitally signed by
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67754144546f59324e744d354e773d3d
DN:
cn=com.apple.idms.appleid.prd.49317566476d4
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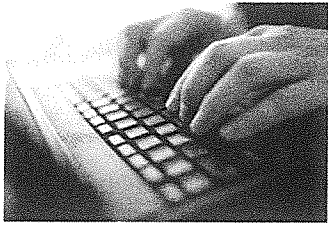
City Attorney

BY: _____
Mayor Date

BY: _____
City Manager Date

ABC TRANSCRIPTION SERVICES, INC.

BY: _____
Contractor Date



ABC Transcription Services, Inc.

Transcription Services Proposal

The following is ABC Transcription's 2017-18 bid proposal tailored to the transcription services requested by the City of Astoria.

Transcription Services:

Proposed base transcription rates given the noted business day turnaround times and a meeting to transcript preparation ratio of approximately five hours to one hour (5:1) of meeting time (*see additional considerations below*):

<u>City Council: 12 business days</u>	\$39 per labor hour
<u>Planning Commission/Library and other Boards:</u> 12+ business days	\$39 per labor hour
<u>Engineering Precons/Preapplications (verbatim work):</u> (4:1 ratio; deadline as determined by staff)	\$37 per labor hour

Turnaround time periods begin the day the meeting's audio is available. Audio received after 12 pm (PST), results in the day count starting the next business day.

<u>Additional Considerations:</u>	<u>Add to base transcription rate:</u>
Meetings longer than 3 hours:	\$2
Poor Audio Quality	\$2
Turnaround Time	
5 business days or less	\$10
6 to 11 business days	\$4

Added rates for Technical Content and Editing/Rewriting only apply to that specific portion of the meeting.

Technical content:	\$2
Code rewrites, transportation, etc.	
Editing/Rewriting:	\$4
Identify/insert pronouns, reword for better flow, more concise content, polished grammatical structure, etc.	

Supplemental Information

- ABC Transcription does not outsource any work offshore and only contracts with U.S. citizens.
- As an Oregon Certified Tier-1 Emerging Small Business (ESB), having ABC Transcription as your transcription service provider can help the City better meet possible quota requirements.
- With more than 11 years' experience transcribing public meetings in accordance with public records law, ABC Transcription is well acquainted with procedures regarding the public record. ABC Transcription also understands the importance of nuances and tone within meetings, as well as maintaining a clear record.
- ABC works hard to ensure speakers sound their best while maintaining accuracy for the record. Our clients trust us to provide accurate, on time transcripts.
- Having served the City of Astoria since 2010, ABC Transcription is well acquainted with City Staff and its Council and Commission members. ABC is also very familiar with the various upcoming projects in the City, including the library renovation and key issues like affordable housing.

References and sample transcripts are available upon request.

ABC Transcription Services, Inc. Company Profile

Contact: Paula Pinyerd, President
Address: 42340 NW Depot St, Banks, OR 97106
Phone: 503-324-0198
Mobile: 503-310-3482
Email: abc4transcription@yahoo.com
EIN: #26-3741559
ESB Certification: #5336
Certificate of Insurance: Available upon request



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

June 6, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **CSO PROGRAM MODELING SUPPORT – CONTRACT FOR PROFESSIONAL SERVICES**

DISCUSSION

An essential tool for the success of the combined sewer overflow (CSO) program is the computerized hydrologic and hydraulic model that is used to delineate and scope each CSO project. This model contains important information regarding the storm and sewer infrastructure (e.g. pipe size, length, and material), geographic areas that flow to each pipe segment, rainfall information, and historic flows that are used to predict the system response after CSO project completion. There is ongoing maintenance and calibration that must occur to the model so that it closely replicates actual conditions in the field and gives the City the most accurate data for the design of future CSO projects. Determining the scope of future CSO projects is accomplished by a specialized CSO modeling engineer who analyzes the data generated by the model, and then recommends the most cost effective approach to meet the overflow criteria that is established by the Department of Environmental Quality (DEQ). The scope of the project is then given to a design engineering consultant to produce plans and specifications for bidding the construction of the project.

In April 2012, Council authorized a contract for CSO Modeling Support Services to HDR with the option of annual renewal of this contract. During the past five years, HDR has updated and refined the CSO collection system model, identified additional monitoring needs to further characterize flows for future projects, completed necessary documentation to submit to the Department of Environmental Quality (DEQ) to verify implementation of completed projects and began developing preliminary scopes for future projects.

HDR has provided a scope of work and estimated budget (see Attachment A of the Contract) of \$74,976 for July 2017 through June 2018. The scope of services includes continued model updates, further development of preliminary project scopes, processing data, and monthly reporting for DEQ requirements. Staff has reviewed the scope and fee and has found the proposal to be appropriate and reasonable. The contract has been reviewed by City Attorney Blair Henningsgaard and approved as to form. Funds are available through the Public Works Improvement Fund.

RECOMMENDATION

Recommend that City Council renew the contract for CSO Modeling Support Services with HDR for a total not to exceed amount of \$74,976.

Submitted By: _____
Ken P. Cook, Public Works Director

Prepared By: _____
Cindy D. Moore, City Support Engineer

<p style="text-align: center;">CITY OF ASTORIA CONTRACT FOR PERSONAL SERVICES</p>

CONTRACT:

This Contract, made and entered into this ____ day of _____, 2017 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter called "CITY", and HDR Engineering, Inc., 1001 SW 5th Avenue, Suite 1800, Portland, Oregon 97204 hereinafter called "CONSULTANT", duly authorized to perform such services in Oregon.

WITNESSETH

WHEREAS, the CITY requires services which CONSULTANT is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, CONSULTANT is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. CONSULTANT SERVICES

- A. CONSULTANT shall perform professional services, as outlined in the Attachment A, to the City of Astoria regarding the CSO Modeling Support Services.
- B. Consultant's services are defined solely by this Contract and its attachment and not by any other contract or agreement that may be associated with this project.
- C. The CONSULTANT'S services shall be performed as expeditiously as is consistent with professional skill and the orderly progress of work. All work shall be completed between July 1, 2017 and June 30, 2018.

2. COMPENSATION

- A. The CITY agrees to pay CONSULTANT a total not to exceed \$74,976 on a time and materials basis for performance of those services provided herein;
- B. The CONSULTANT will submit monthly billings for payment which will be based upon time and materials for the work completed in each of the categories listed in the scope of work. Said progress billings shall be payable within 30 days of receipt by City.
- C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract.

3. CONSULTANT IDENTIFICATION

CONSULTANT shall furnish to the CITY the CONSULTANT'S employer identification number, as designated by the Internal Revenue Service, or CONSULTANT'S Social Security number, as CITY deems applicable.

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Cindy Moore, City of Astoria, 1095 Duane Street, Astoria, Oregon, 97103, (503) 338-5173.

5. CONSULTANT'S REPRESENTATIVE

For purposes hereof, the CONSULTANT'S authorized representative will be Lisa Tamura, HDR Engineering Inc., 1001 SW 5th Avenue, Suite 1800, Portland, Oregon 97204, (503) 423-3700.

6. CITY'S OBLIGATIONS

In order to facilitate the work of the CONSULTANT as above outlined, the CITY shall furnish to the CONSULTANT access to all relevant maps, aerial photographs, reports and site information which is in the City's possession concerning the project area. In addition, the CITY shall act as liaison for the CONSULTANT, assisting the CONSULTANT with making contacts and facilitating meetings, as necessary.

7. CONSULTANT IS INDEPENDENT CONSULTANT

A. CONSULTANT'S services shall be provided under the general supervision of City's project director or his designee, but CONSULTANT shall be an independent consultant for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract,

B. CONSULTANT acknowledges that for all purposes related to this Contract, CONSULTANT is and shall be deemed to be an independent CONSULTANT and not an employee of the City, shall not be entitled to benefits of any kind to which an employee of the City is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONSULTANT is found by a court of law or an administrative agency to be an employee of the City for any purpose, City shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONSULTANT under the terms of the Contract, to the full extent of any benefits or other remuneration CONSULTANT receives (from City or third party) as result of said finding and to the full extent of any payments that City is required to make (to CONSULTANT or a third party) as a result of said finding.

C. The undersigned CONSULTANT hereby represents that no employee of the City of Astoria, or any partnership or corporation in which a City of Astoria employee has an interest, has or will receive any remuneration of any description from the CONSULTANT, either directly or indirectly, in connection with the letting or performance of this Contract, except as specifically declared in writing.

8. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONSULTANT materially breaches any of the terms herein and fails to cure such breach within 10 days after receiving notice thereof, or in the event of any of the following: Insolvency of CONSULTANT; voluntary or involuntary petition in bankruptcy by or against CONSULTANT; appointment of a receiver or trustee for CONSULTANT, or any assignment for benefit of creditors of CONSULTANT. Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees, and other costs of litigation at trial and upon appeal. CONSULTANT may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

9. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and time-based and reimbursable expense records of contract as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts.

10. FORCE MAJEURE

Neither CITY nor CONSULTANT shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the party so disenabled provided the party so disenabled shall within ten (10) days from the beginning such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

11. NONWAIVER

The failure of the CITY to insist upon or enforce strict performance by CONSULTANT of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

12. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

13. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

14. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the proposal of the CONSULTANT, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

15. INDEMNIFICATION

With regard to Comprehensive General Liability, CONSULTANT agrees to indemnify and hold harmless the City of Astoria, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to city, consultant, or others resulting from or arising out of CONSULTANT'S negligent acts, errors or omissions in services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONSULTANT and The City of Astoria this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONSULTANT.

With regard to Professional Liability, CONSULTANT agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees from any and all liability, settlements, loss, reasonable defense costs, attorney fees and expenses to the extent it arises out of CONSULTANT'S negligent acts, errors or omissions in service provided pursuant to this Agreement; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONSULTANT and the Client, this indemnification and agreement to assume defense costs applies only to the extent of negligence of CONSULTANT.

With respect to Commercial Liability and Professional Liability, CONSULTANT reserves the right to approve the choice of counsel.

16. INSURANCE

Prior to starting work hereunder, CONSULTANT, at CONSULTANT'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance, written on an occurrence basis, in amounts not less than the limitations on liability for local public bodies provided in ORS 30.272 and ORS 30.273:

A. Commercial General Liability. CONSULTANT shall obtain, at CONSULTANT'S expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage. Coverage shall include consultants, subconsultants and anyone directly or indirectly employed by either.

B. Automobile Liability. Automobile Liability. CONSULTANT shall obtain, at CONSULTANT'S expense and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

C. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to CONSULTANT'S activities to be

performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONSULTANT shall furnish a certificate to CITY from each insurance company providing insurance showing that the CITY is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

D. Professional Liability Insurance. The CONSULTANT shall have in force a policy of Professional Liability Insurance. The CONSULTANT shall keep such policy in force and current during the term of this contract.

E. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from CONSULTANT or its insurer(s) to CITY. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

17. CITY'S BUSINESS LICENSE

Prior to beginning work, the CONSULTANT shall have a current City of Astoria business license (occupational tax). Before permitting a sub-consultant to begin work, CONSULTANT shall verify that sub-consultant has a current City of Astoria business license.

18. WORKMEN'S COMPENSATION

The CONSULTANT, its subconsultants, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

19. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES

CONSULTANT shall make payment promptly, as due, to all persons supplying CONSULTANT labor or material for the prosecution of the work provided for this contract.

CONSULTANT shall pay all contributions or amounts due the Industrial Accident Fund from CONSULTANT or any subconsultants incurred in the performance of the contract.

CONSULTANT shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

CONSULTANT shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

20. NONDISCRIMINATION

It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age,

disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.

21. PAYMENT OF MEDICAL CARE

CONSULTANT shall promptly, as due, make payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONSULTANT, of all sums which the CONSULTANT agrees to pay for such services and all moneys and sums which the CONSULTANT collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

22. OVERTIME

Employees shall be paid for overtime work performed under this contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 U.S.C. Sections 201 to 209).

23. USE OF ENGINEER'S DRAWINGS AND OTHER DOCUMENTS

The CITY retains all drawings and other documents prepared by the CONSULTANT for the project after payment to CONSULTANT.

CONSULTANT will not be held liable for reuse of documents or modifications thereof for any purpose other than those authorized under this Agreement.

24. STANDARD OF CARE

The standard of care applicable to consultant's services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time CONSULTANT'S services are performed. CONSULTANT will re-perform any services not meeting this standard without additional compensation.

25. NO THIRD PARTY BENEFICIARIES

This contract gives no rights or benefits to anyone other than the CITY and CONSULTANT and has no third party beneficiaries.

26. ASSIGNMENT

This contract is personal to Consultant and may not be assigned by either party or any work subcontracted without consent from the other party.

27. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability shall survive termination of this Agreement for any cause.

28. COMPLETE CONTRACT

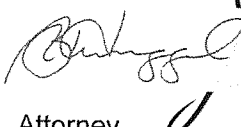
This Contract and its referenced attachments constitute the complete contract between CITY and CONSULTANT and supersedes all prior written or oral discussions or agreements. CONSULTANT services are defined solely by this Contract and its attachments and not by any other contract or agreement that may be associated with this Contract.

29. RELEASE OF INFORMATION

All dissemination of information related to future CSO design and construction projects will be released by the CITY. The CONSULTANT will refer all requests for information to the CITY including requests by other HDR staff members who are not working directly on the tasks associated with this contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written above.

Approved as to form:


Attorney

Digitally signed by
com.apple.idms.appleid.prd.49317566
476d4a3867754144546f59324e744d35
4e773d3d
CN:
com.apple.idms.appleid.prd.49317
566476643867754144546f59324e744
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Date: 2017.06.07 15:09:37 -08'00'

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

BY: _____
Mayor Date

BY: _____
City Manager Date

BY: _____
HDR Engineering, Inc. Date

City of Astoria
Hydraulic / Hydrologic Modeling Support Services for Combined Sewer Overflow Program
Scope of Services (2017-2018)

HDR Engineering (HDR) will perform the following Scope of Services for this project:

Task 1 – Project Management

This task includes management and coordination of the work defined in this scope of services. Specific elements under this task are listed below.

HDR Responsibilities:

- Management of the project including project coordination, maintaining the project schedule, and coordination and performance of Quality Assurance/Quality Control (QA/QC) activities.
- Prepare monthly progress reports and invoices. Progress reports will describe activities during the invoice period, plans for the upcoming invoicing period, and schedule status. The report shall document the reasons for any change(s) previously discussed with the City's project manager.
- Conduct twelve monthly one-hour progress meetings. Meetings will be by phone.

Assumption:

- This Scope of Services anticipates a schedule from July 2017 through June 2018.

Deliverables:

- Twelve monthly progress reports and invoices.

Task 2 – CSO Program Technical Support

This task includes validating, updating and maintaining the existing hydraulic model developed to support the analysis of the performance of the CSO collection system. The hydraulic model will be used to evaluate system performance and aid in identifying projects needed to meet CSO program goals. The analysis will characterize the performance of the collection system, determine the hydraulic bottlenecks, and evaluate alternatives to achieve control at uncontrolled CSO outfalls. This task will build upon work performed under the 2016-2017 Scope of Services.

HDR Responsibilities:

- Update the model to include newly constructed facilities and any other facilities and improvements that have been added to the system since the model was last updated.
- Maintain the model through the annual on-call contract. Model calibration and validation may be revisited as new data is collected. Model verification will be performed when new facilities come on-line that significantly change the operation of the CSO system.
- Use hydraulic model to evaluate system performance and identify projects needed to meet CSO program goals for uncontrolled outfalls. The analysis will characterize the performance of the collection system, determine hydraulic bottlenecks, and evaluate alternatives to achieve control at the uncontrolled outfalls. The focus will be on identifying a plan to bring the remaining nine uncontrolled outfalls into control as well as identifying improvements needed to address issues at controlled locations.
- As needed, prepare conceptual design plan equivalent to a 10% level of design for the identified projects. Projects will be developed to a concept level showing project limits and identifying the design criteria.

- As needed, prepare planning-level estimate of probable construction cost for each CSO infrastructure project area.
- Prepare draft and final Technical Memorandum describing the projects necessary to meet the CSO program goals.

Assumptions:

- The model will be maintained by HDR.
- Information on recently constructed CSO projects as well as any other information on facilities and improvements to be incorporated into the model to be provided by the City.
- HDR will verify calibration of the updated model for both the outfalls discharging to Youngs Bay and those discharging to the Columbia River. Calibration guidelines published by the Wastewater Planning Users Group (November 2002) will be followed for this project.
- Model calibration and validation will be performed using currently available flow monitoring data from the City.
- Additional calibration and validation data will be collected by the City and provided to HDR upon request. This will be done up to two times under this Scope of Services.
- Conceptual design of projects will include project description, a definition of project limits, and design criteria for further development in subsequent design efforts.
- The uncontrolled CSO projects will address control requirements outfalls 05, 08, 09, 10, 27, 28, 29, 30 and 32. The outfalls will be grouped into up to three project areas.
- Planning-level costs will include project capital, O&M, engineering, administration, real estate contingency, and financing costs. Costs will be annualized for each proposed alternative on 2017 dollars.
- City will provide one set of consolidated comments on the draft CSO Projects Technical Memorandum. One revision will be made prior to finalizing the document.

Deliverables:

- Updated and calibrated hydraulic model
- Technical Memorandum summarizing projects identified to meet the CSO program goals for the upcoming outfalls.
- Planning-level estimate of probable construction cost for each CSO conceptual design.

Task 3 – Monthly CSO Reporting Support

Assist the City with the preparation of monthly DEQ CSO Reports. This includes supporting the City's monitoring program.

HDR Responsibilities:

- Review existing monitoring data and identify additional monitoring locations, as necessary.
- Provide feedback on system flow monitoring data quality for validating and/or calibrating the model and assessing infrastructure deficiencies. Feedback will include flagging sites where data quality begins to deteriorate or where battery voltage is low (less than 8.0V). Identified sites will be noted in an email to the City's maintenance crew.
- Download monitoring data and update the existing Microsoft Access database containing historical CSO monitoring data.
- Prepare draft of the CSO Report each month for the City's review. Reports will be prepared for June 2017 through May 2018.
- Conduct monthly conference call to discuss draft CSO Report and receive City's comments.
- Prepare draft and final CSO Event Technical Memorandum (TM), as needed. This TM will evaluate disallowed overflows that are occurring at controlled outfalls and recommend steps to address the disallowed overflows.

Assumptions:

- City will provide monitoring equipment and staff for monitor installation, data collection, and maintenance.
- HDR will update the Microsoft Access database with data downloaded from the City's online data source.
- The City will review drafts of the CSO Report each month and finalize them prior to submittal to DEQ.
- The City will provide a consolidated set of comments on each draft CSO Report. Only one revision will be made by HDR before submitting the report for the City to finalize.
- The City will submit the final reports to DEQ.

Deliverables:

- Microsoft Access database containing historical CSO monitoring data.
- Monthly drafts of CSO Reports
- Draft and Final versions of CSO Event Technical Memorandum.

Level of Effort	HDR Engineering											Total Fee (includes escalation)
	Project Manager	QA/QC	Technical Advisor	Senior Engineer	Project Engineer / Hydraulic Modeler	Project Assistant	Project Controller	Hours	Labor	Total Expenses	HDR Fee	
	\$ 184.80	\$ 280.50	\$ 297.00	\$ 231.00	\$ 132.00	\$ 99.00	\$ 99.00					
Task Description												
Task 1: Project Management												
1.1 Progress meetings	12							12	\$ 2,218	\$ 22	\$ 2,240	\$ 2,273
1.2 Invoicing & progress reports	24						16	40	\$ 6,019	\$ 60	\$ 6,079	\$ 6,170
1.3 QA/QC overall project activities	2	10						12	\$ 3,175	\$ 32	\$ 3,206	\$ 3,254
Sub-total	38	10	0	0	0	0	16	64	\$ 11,411	\$ 114	\$ 11,526	\$ 11,697
Task 2: CSO Program Technical Support												
2.1 Update the hydraulic model	20				50			70	\$ 10,296	\$ 103	\$ 10,399	\$ 10,553
2.2 Model maintenance	15				8			23	\$ 3,828	\$ 38	\$ 3,866	\$ 3,924
2.3 Evaluate system performance & identify control plan	40		8	16	16			80	\$ 15,576	\$ 156	\$ 15,732	\$ 15,965
2.4 Prepare conceptual level design plan	24		2	2	16			44	\$ 7,603	\$ 76	\$ 7,679	\$ 7,793
2.5 Prepare cost estimate	2				4			6	\$ 898	\$ 9	\$ 907	\$ 920
2.6 Prepare draft and final CSO Program Plan (TM)	20	8		2		8		38	\$ 7,194	\$ 72	\$ 7,266	\$ 7,374
Sub-total	121	8	10	20	94	8	0	261	\$ 45,395	\$ 454	\$ 45,849	\$ 46,530
Task 3: Monthly CSO Reporting Support												
3.1 Review monitoring data	2				12			14	\$ 1,954	\$ 20	\$ 1,973	\$ 2,002
3.2 Provide feedback on monitoring data quality	8							8	\$ 1,478	\$ 15	\$ 1,493	\$ 1,515
3.3 Update Microsoft Access monitoring data database	6							6	\$ 1,109	\$ 11	\$ 1,120	\$ 1,137
3.4 Prepare monthly draft CSO Report	12				16			28	\$ 4,330	\$ 43	\$ 4,373	\$ 4,438
3.5 Prepare draft and final CSO Event TM	24	8				8		40	\$ 7,471	\$ 75	\$ 7,546	\$ 7,658
Sub-total	52	8	0	0	28	8	0	96	\$ 16,342	\$ 163	\$ 16,505	\$ 16,750
Hours	211	26	10	20	122	16	16	421				
Fee	\$38,993	\$7,293	\$2,970	\$4,620	\$16,104	\$1,584	\$1,584		\$73,148	\$ 731	\$ 73,879	
Escalation									\$ 1,097			
												\$ 74,976



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

June 8, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **FUEL SYSTEM REPLACEMENT PROJECT – FINAL PAY ADJUSTMENT**

DISCUSSION/ANALYSIS

The Fuel System Replacement Project is intended to provide the most cost effective, sustainable way to provide fuel for the City fleet. The new fuel system includes new above ground fuel storage (6,000 gallon unleaded and 4,000 gallon diesel), associated piping and appurtenances, 2 new fuel pumps, and an updated fuel management system. As part of this project, two fuel tanks have been removed and one tank was decommissioned and left in place.

In July, Council authorized staff to award a contract to 4C's Environmental, Inc. (4Cs) to complete the project for \$231,157. The first pay adjustment was approved by Council in November 2016 and primarily covered the cost of the Spill Prevention Control and Containment Plan (SPCC) and associated containment measures. The total cost of Pay Adjustment #1 was \$26,567.50.

During removal and decommissioning of the existing underground fuel tanks, contaminated soil was encountered. The likely source of the contamination is the fuel valve box. Though the existing valves did not appear to be leaking, previous valves in the same location could have been the source of a release. 4Cs took appropriate steps to categorize, remove, dispose and report the contamination to the Oregon Department of Environmental Quality (DEQ). The Final Pay Adjustment covers the cost of this additional, unanticipated work. The City has received a Letter of No Further Action (NFA) from DEQ for the contaminated material found at the site.

The Fuel Tank Replacement Project is budgeted in the Capital Improvement and funds are available for the additional \$21,316.55 associated with the Final Pay Adjustment. A summary of project costs associated with 4C's contract is detailed in Table 1 on the following page.

Table 1 – 4Cs Contract Summary		
Item	Description	Cost
1	Fuel System Replacement Project	\$231,157.00
2	Pay Adjustment #1 – SPCC Plan	\$26,567.50
3	Final Pay Adjustment – Contaminated Soil	\$21,316.55
	Contract Total =	\$279,041.05

RECOMMENDATION

It is recommended that Council authorize the Final Pay Adjustment in the amount of \$21,316.55.

Submitted By Ken Cook com
Ken P. Cook, Public Works Director

Prepared By: Nathan Crater com
Nathan Crater, P.E., Assistant City Engineer



Astoria
ENGINEERING
DIVISION

CHANGE ORDER #1

DATE: June 8, 2017
PROJECT: Fuel System Replacement Project
CONTRACTOR: 4C's Environmental, Inc.

The purpose of this change order is to account for work not covered in the bid items. This change order amount constitutes total compensation for the changes indicated below and their cumulative effects on the project to date.

Item	Description	Quantity	Unit Cost	Total Cost
1	Contaminated material removal and mitigation	1 LS	\$18,429.29	\$18,429.29
2	Additional asphalt associated with SPCC work and contaminated material removal	1 LS	\$2,8887.26	\$2,887.26
	Change Order Total =			\$21,316.55
	Previous Contract Amount =			\$257,724.50
	Revised Contract Amount =			\$279,041.05

This Change Order becomes part of and in conformance with the existing contract. The above change warrants a 60 day time extension. The contract completion date is revised to January 29, 2017.

EXPLANATION:

Items 1 covers the cost of handling, disposal and reporting associated with contaminated material encountered during removal of the existing underground fuel tanks. The attached document from 4Cs has additional details.

Item 2 covers the cost of additional asphalt pavement required to accommodate changes associated with the SPCC plan and contaminated soil removal.

CHANGE ORDER ACCEPTED BY:

Walter Cuth 6/8/17
City Engineer Date

Cory M. Qe 6/8/17
Contractor Date

Ken P. Cook 6/8/17
Public Works Director Date

City Manager Date



Petroleum Construction * Tank Installation * Decommission * Soil & Groundwater Remediation * Excavation

1590 SE Uglow St., Dallas, OR 97338

Phone: 503-606-3020

Fax: 503-606-3120

CCB # 153255

WRITTEN CHANGE ORDER

WRITTEN CHANGE ORDER #2:

Date: 6/7/17

Nathan Crater, PE

City of Astoria

1095 Duane Street,

Astoria, OR 97103

Proposal/Contract#: Fuel System Replacement

.....

Changes to Scope of Work/Contract:

Additional Work from Contamination:

Soil and Water contamination was encountered in and around the existing underground storage tanks and piping. Sampling from within the excavation pit was conducted to determine the levels of contamination present. 44.55 tons of petroleum contaminated soil (PCS) was excavated, transported, and disposed of at the Hillsboro landfill. Another round of sampling was conducted from within tank excavation pit. After review of the analytical data by UST site supervisor and professional geologist, lateral samples were required per DEQ requirements to determine and define the lateral extent of the soil/water contamination plume. Backfill PCS removal area and compact with rock. Collected lateral samples outside tank excavation pit with track mounted hydraulic sampling probe and review analytical for DEQ closure. Provide professional stamped Risk Based Clean-up closure report, Contaminated Management Media Plan (CMMP), and Health and Safety Plan (HASP). Obtain a No Further Action letter from the Oregon DEQ for the site work.

Increases contract amount by \$18,429.29

Additional Asphalt:

Asphalt provided at areas excavated for the installation of the tank fueling pad, storm piping, catch basin and valve location.

Increases contract amount by \$2,887.26

Total of Change Order #2:

INCREASES Contract amount by \$21,316.55

Agreed by Client :

Signature: _____

Name: _____

Title: _____

Date: _____

Agreed by 4C's:

Signature: _____

Name: _____

Title: _____

Date: _____



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: June 14, 2017

TO: CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: A17-01: PLAN AMENDMENT APPLICATION: ADVANCE ASTORIA
COMPREHENSIVE PLAN AMENDMENT (TEXT & MAP). CP.190 - CP.210

BACKGROUND

The Comprehensive Plan is a land use planning document that describes how the city will grow and develop over a twenty year horizon and addresses twenty statewide land use planning goals, including Goal 9 – Economic Development. The City Council adopted a FY 15-16 goal to “promote positive economic development through strengthening partnerships.” The “Advance Astoria” initiative is in direct response to this goal that also provides an opportunity to update the Comprehensive Plan. The City received a \$40,000 grant from the Department of Land Conservation & Development (DCLD) Coastal Zone Management Program in 2016 to help fund the project and hire a consultant. In October 2016, Advance Astoria was launched with a public event at Fort George Brewery Lovell Showroom.

A public hearing was held on May 23, 2017 with the Planning Commission to consider amendments to the Comprehensive Plan Chapter 190-210 and a “Future Industrial Sites” map. After considering the findings of fact, and public testimony, the Planning Commission recommended approval to the City Council on May 23. A public hearing before the City Council has been noticed for June 19.

The full record for the plan amendment application (A17-01: Plan Amendment), including the findings of fact, is contained in the staff report dated May 16, 2017. A draft ordinance showing the proposed changes is also attached.

DISCUSSION/ANALYSIS

Below is a brief summary of the proposed text changes to the Comprehensive Plan.

- Adds a new paragraph in the “Background Summary” section that describes the recent economic conditions and rationale for the economic development strategy.
- Adds a new paragraph in “Conclusions and Problems” section describing the current need to diversify from the tourism-based economy.
- Revises and adds new policies in “Goals” section.
- Add a reference to implementation of the Advance Astoria: Economic Development Strategic Plan in “Recommendations” section.

Some sections of the Comprehensive Plan Economic Element remain unchanged since the scope of Advance Astoria was focused on strengthening specific business sectors and a job creation focus.

PROCESS

The public hearing is scheduled for June 19 and has been properly noticed in the newspaper and sent via email to an interested parties list. The City Council has several procedural options to move forward with the request. Following the public hearing it can:

- 1) Continue the hearing to a date certain and take additional testimony on the matter; July 17 is recommended due to the July 4th Holiday,
- 2) Vote to hold a 1st reading on the amendments as proposed by the Planning Commission,
- 3) Amend the proposal and vote to hold a 1st reading, or
- 4) Table the proposal.

RECOMMENDATION

It is recommended that the Council hold a public hearing to take public testimony. If the Council is in agreement, it would be in order for Council to hold a 1st Reading of the Ordinance.

By: _____


Kevin A. Cronin, AICP
Community Development Director

Appendixes

Ordinance 17-XX: Amendment to Comprehensive Plan CP.190-CP.210 & Future Industrial Sites Map

A 17-01: APC Hearing Staff Report – Comprehensive Plan Amendment (Text & Map) - May 2017

A 17-01: Comprehensive Plan CP.190-CP210 Track Changes Version – June 2017

A 17-01: Comprehensive Plan - Employment Lands Map, 2016
Advance Astoria: Five Year Economic Development Strategic Plan – Final Draft June 15, 2017
Future Industrial Sites Map (1981)
Advance Astoria: Economic Opportunities Analysis, May 2, 2017
Astoria Planning Commission Minutes: May 23, 2017

ORDINANCE NO. 17-_____

AN ORDINANCE AMENDING THE ASTORIA COMPREHENSIVE PLAN ECONOMIC
ELEMENT AND FUTURE INDUSTRIAL SITES MAP

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Astoria Comprehensive Plan Economic Element CP.190-CP.210 is amended to
read as follows:

ECONOMIC ELEMENT

CP.190. Economic Element Background Summary.

As the largest City, and the county seat of Clatsop County, Astoria's economy is reflected in that of the region. There is heavy reliance on the natural resources of the area including timber, fish, and shipping. As the commercial and governmental center of the region, retail and wholesale trade is important to the City. Government activities, including education, the US Coast Guard, the Tongue Point Job Corps Center, and State and local government facilities are a significant part of the local economy. As the financial, cultural, and medical center of the region, the community college, hospital, clinics, and related facilities employ a large number of professional people.

Astoria's economy is evolving from one based on natural resources, primarily fishing, seafood processing, wood products, shipping, and water transportation, to trade and services. The growth of tourism is an important part of Astoria's redevelopment. Tourism related income in the County grew at over 6% annually during the period 1991 to 1995, to over \$250 million; and to over \$397 million in 2010. Employment in trade increased over 70% between 1983 and 1996, while employment in lumber and wood products decreased 28% during the same period. (Source: Clatsop Economic Development Commission 1997 report on Employment Department, Bureau of Labor statistics, and Oregon Tourism Commission for 2010.)

The City maintains a significant underutilized inventory of lands especially suited for water dependent development, including the Port of Astoria docks, North Tongue Point, and South Tongue Point. The Port is attempting to find replacement uses for areas formerly devoted to log exports, and other maritime uses. The Oregon Division of State Lands has leased North Tongue Point to Port of Astoria in an attempt to attract industrial users. A large inventory of industrial land was created at South Tongue Point in conjunction with the Marine and Environmental Research and Training Station (MERTS). The changing nature of the economy indicates that many areas formerly used for water dependent or water related development, are no longer needed or desirable for shipping or other activities requiring access to the Columbia River channel.

Rail services to Astoria was formally discontinued in 1996 when the Burlington Northern Railroad filed to abandon the rail line from Tongue Point through Astoria. In February 1997, the Federal Surface Transportation Board applied an "Interim Trail Use Condition" on the approximate seven mile line within the City limits through the National Rails-to-Trails Act. The Burlington Northern Santa Fe Railroad donated the right-of-way of the Astoria line from

Willbridge Junction in Portland to Tongue Point. During this same time, the track structures and operating rights were sold to the Portland and Western Railroad which is certified by the Federal Surface Transportation Board as the common carrier operating a line. Because of Astoria's water orientation, the Port of Astoria plays an important role in the City's economy. The Port owns approximately 170 acres within the City, and employs approximately 23 people. The Port renewed log exports at the Port piers in 2011.

In 2015 the City Council set a FY 2015-16 goal to "Promote positive economic development through strengthening partnerships." In October 2016, "Advance Astoria" was launched to engage the business community and residents alike about future growth and the types of businesses that would flourish and align with local culture.

Although historically Astoria has flourished with a strong export base of natural resources, and more recently tourism, other economic sectors are needed to diversify the local economy to increase resiliency, attract private investment, increase workforce development skills and expand local and regional markets to spur "high wage" jobs (2016: \$17.50/hr). To achieve a more diversified economy and meet Statewide Land Use Planning Goal 9, the existing economic conditions were analyzed through an "Economic Opportunities Analysis" (EOA) including an inventory of commercial and industrial lands for a required twenty year supply. The Economic Development Strategy is the outcome of Advance Astoria and to a large extent implements the following goals and policies. More importantly, it identifies specific actions to create a stronger and healthier local economy.

[CP.190 amended by Ordinance 98-04, 5-4-98; amended by Ordinance 11-07, 7-5-11, amended by Ordinance 17-XX, DATE]

CP.195. Conclusions and Problems.

1. Astoria is still the commercial center of the region, but commercial expansion in Warrenton has affected downtown businesses. The perceived lack of parking space is one major factor. The lack of land for expansion has adversely affected businesses looking for new locations. Although the downtown is not in a period of decline, there are several large commercial buildings that are presently unused or underused.

[CP.195.1 amended by Ordinance 11-07, 7-5-11]

2. Much of new downtown development is toward the waterfront. The success of new business locating in this area, the demand for old buildings to be renovated, and the interest in the "People Places" concept, River Trail, and Riverfront Vision Plan attests to this trend. There is a potential conflict between commercial activities and marine industry. Land and water use policies should protect those areas which have marine industrial potential, but trends in the industry such as containerization has shifted demand away from the downtown area to areas such as Tongue Point.

[CP.195.1 amended by Ordinance 11-07, 7-5-11]

3. The "People Places" concept raises questions about construction costs, maintenance and liability. However, its value in bringing tourists to the downtown, raising property values, and increasing the vitality of the area is well established. Other improvements in the downtown area did not meet voter approval in the past, including parking expansion. Future improvements may be dependent on sources of funding other than property taxes.
4. The distinction between general commercial, tourist commercial, central commercial and to some extent even industrial zoning seems to be increasingly blurred in the City's zoning scheme: there are automobile sales lots in both central and tourist commercial zones, trailer parks, and multi-family dwellings in the industrial zone. Revision of the Comprehensive Plan and Development Code needs to address this question: Does the City wish to have one zone for industrial/commercial uses, or does it wish to protect certain areas for certain uses?

[CP.195.4 Amended by Ordinance 98-04, 5-4-98; amended by Ordinance 11-07, 7-5-11]

5. *[CP.195.5 Deleted by Ordinance 98-04, 5-4-98]*

6. Astoria's economy is significantly affected by forces well beyond the City's control. These include the current condition of ocean resources, State and Federal policies, forest practices both on private and public timber lands, international trade policies, and the prospects for oil production in off-shore Alaska and California. The Port of Astoria, a special district which falls under the purview of the City's Comprehensive Plan, has a powerful effect on the local economy. As yet, the Port has not realized its potential for the generation of jobs and income in the community. The Chamber of Commerce, which is supported to some extent by the City, is concerned with the economy of the area. Many communities participate in the Clatsop County Economic Development Resources (CEDR) group for coordinated efforts concerning economic development projects, the Columbia River Estuary Study Taskforce (CREST), and other local and regional economic development agencies. These groups have been successful in obtaining grants for projects such as the Youngs Bay Salmon Enhancement program, the "People Places" study, and the obtaining of an additional Coast Guard cutter.

[CP.195.6 amended by Ordinance 11-07, 7-5-11]

7. Tourism in Clatsop County has increased in recent years, and the Astoria area has been the recipient of some of this economic activity. Astoria is becoming a "destination" like the communities on the ocean beaches. The quantity of lodging facilities in the City have increased in recent years to accommodate the needs except during peak tourist times. The Columbia River Maritime Museum is a major tourist attraction. In recent years, there has been construction of private facilities which can

accommodate moderate sized gatherings and conventions. Tourism is an economic activity which has several disadvantages, such as low wages, and seasonality. However, Astoria has a highly seasonal work force which tourism, particularly the convention business during the winter, could counteract. Astoria has begun to capitalize on its scenic, historic character; proper emphasis on it through advertising and public projects has the potential of stimulating the City's tourist economy.

[CP.195.7 amended by Ordinance 11-07, 7-5-11]

8. Sectors tied to tourism – in particular retail and hospitality - can be susceptible to economic downturns and on average pay lower wages. In 2015, the average wage in Clatsop County is \$34,176, and slightly higher in Astoria at \$36,192. However, Astoria's average is much lower compared to the statewide average of \$48,322. Although Astoria has numerous professional jobs, a strong government sector, and healthy presence of utilities and health care industries, there is still a lack of high wage jobs with benefits that continues to be a serious challenge.

[CP 195.8 added by Ordinance 17-XX, DATE]

CP.200. Economic Development Goal 1 and Goal 1 Policies.

Goal:

The City of Astoria will strengthen improve, and diversify the area's economy to increase local employment opportunities.

[CP.200 amended by Ordinance 11-07, 7-5-11]

Policies:

1. Encourage, support, and assist existing businesses.
2. Provide support to local start-up businesses.
3. Seek the input of local businesses and carefully consider the economic impacts of proposed programs, regulations and decisions related to implementing the community's comprehensive plan.
4. Encourage private development such as retail, restaurants, commercial services, transient lodging, and make strategic investments in target industries.
5. Provide a supportive environment for new business.
6. Encourage a diversity of businesses, target firms to add to the business mix and strengthen the overall economic base.

7. Encourage and support local industrial development in order to diversify beyond the City's predominant industrial sectors, while maintaining strong support for these sectors.
8. Broaden the economy to help balance the seasonal nature of existing industries and employment.
9. Encourage the broadening of the economy, particularly in areas which help balance the seasonal nature of existing industries.

[CP.200.1 to CP.200.9 added by Ordinance 11-07, 7-5-11]

CP.201. Economic Development Goal 2 and Goal 2 Policies.

Goal:

Promote cooperative economic development partnerships.

[CP.201 added by Ordinance 11-07, 7-5-11]

Policies:

1. Actively coordinate with the Astoria Downtown Historic District Association, the Port of Astoria, the Chamber of Commerce, and other local and regional groups involved in economic development.
2. Participate in and support regional economic development plans/programs.
3. Work with state and regional partners to implement Advance Astoria: Five Year Economic Development Strategy.

[CP.201.1 to CP.201.2 added by Ordinance 11-07, 7-5-11, amended by Ordinance 17-XX, DATE]]

CP.202. Economic Development Goal 3 and Goal 3 Policies.

Goal:

Strengthen the City's downtown core as the retail center of the region, with the support from the Astoria Downtown Historic District Association.

[CP.202 amended by Ordinance 11-07, 7-5-11]

Policies:

1. Promote Astoria's downtown core. The downtown core of Astoria, generally extending from 6th to 16th Streets, and from the waterfront to Exchange Street is the retail,

service and governmental center of the region.

2. Continue to work toward establishing public parking areas in the downtown area.
3. Support the efforts of the downtown merchants to improve the appearance of the commercial core. Maintain and enhance all public infrastructures to create a pleasant and convenient business environment including elements such as signage, pocket parks, sidewalks and parking lots.
4. Promote upper story/high density housing in the downtown existing and new construction.
5. Ensure zoning allows for higher density, mixed-use development in the commercial core.

[CP.202.1 to CP.202.5 added by Ordinance 11-07, 7-5-11]

6. To develop a Heritage Square on the block bounded by 11th, 12th, Duane, and Exchange Streets (formerly the site of the Safeway store) as a recreational facility that will help to stimulate the revitalization of downtown, support the Astoria Sunday Market, and increase property values in the Astor-East Urban Renewal District. Parking will be included within the block design.

[CP.202.6 added by Ordinance 12-04, 2-6-12]

CP.203. Economic Development Goal 4 and Goal 4 Policies.

Goal:

Continue to encourage water-dependent industries to locate where there is deep water, adequate back-up space, and adequate public facilities.

Policies:

1. Maintain areas of the City in order to provide sufficient land for water dependent as well as non-water dependent industries.
2. If there is an oversupply of such lands, reconsider for other uses consistent with target industries.

[CP.203 amended by Ordinance 11-07, 7-5-11, CP 203.2 added by Ordinance 17-XX, DATE]

CP.204. Economic Development Goal 5 and Goal 5 Policies.

Goal:

Encourage the preservation of Astoria's historic buildings, neighborhoods and sites and unique waterfront location in order to attract visitors and new industry.

Policies:

1. Provide public access to the waterfront wherever feasible and protect existing access. The importance of the downtown waterfront in terms of aesthetics, public access and business improvement cannot be overemphasized. The City supports the concept of the "People Places Plan," and encourages local organizations in the construction and maintenance of waterfront parks and viewing areas.

[CP.204.1 amended by Ordinance 11-07, 7-5-11]

2. The City will use the Gateway Master Plan as the guiding document for redevelopment of the Gateway Overlay Area.

[CP.205.4 amended by Ordinance 98-04, 5-4-98; renumbered and amended by Ordinance 11-07, 7-5-11]

3. Encourage the growth of tourism as a part of the economy.

- a. Consider zoning standards that improve the attractiveness of the City, including designation of historic districts, stronger landscaping requirements for new construction, and Design Review requirements.

[CP.205.5 amended by Ordinance 85-08, 5-6-85; renumbered and amended by Ordinance 11-07, 7-5-11]

4. Protect historic resources such as downtown buildings to maintain local character and attract visitors.

CP.205. Economic Development Goal 6.

Goal:

Maintain a system of public facilities and services capable of supporting existing and future industry, and commercial development.

[Section CP.200 amended by Ordinance 85-08, 5-6-85; renumbered and amended by Ordinance 11-07, 7-5-11]

[Section CP.205.1 to CP.205.6 amended by Ordinance 85-08, 5-6-85; deleted as CP.205,

amended and renumbered by Ordinance 11-07, 7-5-11]

CP.206. Economic Development Goal 7 and Goal 7 Policies.

Goal:

Encourage successful home-based businesses.

[CP.206 added by Ordinance 11-07, 7-5-11]

Policies:

1. Encourage home occupations, cottage industries and activities which have little impact on the surrounding neighborhoods through the City's Development Code.
2. Encourage provision of support services needed by home-based businesses.
3. Create a strong network and entrepreneurial ecosystem for startups, business incubation, and small business development.

[CP.206.1 to CP.206.2 added by Ordinance 11-07, 7-5-11, CP.206.3 added by Ordinance 17-XX, DATE]]

CP.207. Economic Development Goal 8 and Goal 8 Policies.

Goal:

Be prepared for business growth with "shovel ready" properties.

[CP.207 added by Ordinance 11-07, 7-5-11, amended by Ordinance 17-XX, DATE]]

Policies:

1. Support the development and maintenance of property inventory.
2. Maintain an adequate supply of vacant commercial, industrial and waterfront development property to provide for the economic growth of the community.
3. Ensure an adequate supply of employment lands with areas large enough to meet the objectives needed for commercial uses, but not so large as to affect adjacent residential neighborhoods.
4. Support efforts to consolidate parcels, where appropriate to meet business needs for larger properties.

[CP.207.1 to CP.207.4 added by Ordinance 11-07, 7-5-11]

CP.208. Economic Development Strategies and Actions.

1. Regularly update the City's Buildable Lands Inventory.
2. Make the City's Buildable Lands Inventory and maps readily accessible to prospective employers and developers of commercial and industrial properties.
3. Work proactively with prospective employers to identify suitable sites for future development, including opportunities to consolidate groups of smaller parcels into larger developable sites.
4. Conduct neighborhood, sub-area, or specific area planning processes to identify site-specific opportunities for future business and employment uses.
5. Update home occupation ordinance provisions as needed to encourage home occupations but limit associated negative impacts such as traffic, on-street parking, and noise.
6. Investigate public-private partnerships to actively support a strong commercial core.
7. Work with the Chamber of Commerce and other local and regional economic development groups to develop market fact sheets and marketing packets with highlights of the demographic and retail market analysis.
8. Prepare and maintain a current, up-to-date, inventory of available buildings and land with complete data, including price, features, utilities, infrastructure, maps, photos or contact information. If selected properties are known to soon be vacant, include those in the review. Determine which properties are ready for occupancy and which need renovation or complete site prep and development. Evaluate the condition, property owner attitude, price competitiveness and other factors to assess true market readiness.
9. Continue to use urban renewal district(s) and associated funding to support development in specific areas, including land assembly, public improvements and other similar efforts.

[CP.208.1 to CP.208.9 added by Ordinance 11-07, 7-5-11]

CP.210. Economic Development Recommendations.

1. In the City's waterfront areas, the City will continue to promote a combination of tourist oriented development, industrial development associated with the City's working waterfront and water-related and dependent industries, and distribution and sales of goods and services for Astoria residents and businesses. These efforts will be guided by and consistent with the Astoria Riverfront Vision Plan.

(Section CP.210.1 amended by Ord. 15-04, 6-15-15)

2. The City should evaluate its S-2, General Development Shoreland Zone to ensure that it permits a range of non-water dependent or non-water related uses. Or, the City should consider developing a separate manufacturing or industrial zone.
3. The City should consider allowing the location of small scale manufacturing or cottage industries in its General Commercial Zone, C-3, and Central Commercial Zone, C-4.
4. *[Section CP.210.4 deleted by Ordinance 11-07, 7-5-11]*
5. The City and business community should develop a cooperative program for strengthening and upgrading the core commercial area's competitive position.
6. The City's historic character is one of its major tourist attractions. Historic districts can form the focus for tourist oriented promotion. Therefore, the City should take a more active role in the designation of historic districts.
7. *[Section CP.210(7) deleted by Ordinance 98-04, 5-4-98]*
8. The City will implement Advance Astoria: Five Year Economic Development Strategy to guide day to day decisions on future investments and target five industries for development: craft beverages, maritime, research and development centered on education, health care, and seafood, seafood processing, and microenterprise. The Economic Development Strategy is hereby adopted by reference.

[P.210.8 added by Ordinance 17-XX, DATE]

Section 2. Astoria Comprehensive Plan "Future Industrial Sites Map" is hereby replaced by "Employment Lands Inventory, 2016."

Section 3. Effective Date. This ordinance and its amendment will be effective 30 days following its adoption and enactment by the City Council.

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

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

Mayor

ATTEST:

Brett Estes, City Manager

ROLL CALL ON ADOPTION:
Commissioner Nemlowill

YEA

NAY

ABSENT

Brownson
Price
Jones

Mayor LaMear



CITY OF ASTORIA

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COMMUNITY DEVELOPMENT

May 16, 2017 (Revised June 13, 2017)

TO: ASTORIA PLANNING COMMISSION

FROM: KEVIN A. CRONIN, AICP, COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: AMENDMENT REQUEST (A17-01) BY COMMUNITY DEVELOPMENT DIRECTOR TO AMEND COMPREHENSIVE PLAN FOR AMENDING EXISTING ECONOMIC ELEMENT (CP.190 – CP.210), REVISED FUTURE INDUSTRIAL SITES MAP, AND ADDITION OF ECONOMIC DEVELOPMENT STRATEGY

I. BACKGROUND SUMMARY

- A. Applicant: Kevin A. Cronin, AICP
Community Development Department
City of Astoria
1095 Duane St
Astoria OR 97103
- B. Request: Amend the Astoria Comprehensive Plan to amend the Economic Element, revise Future Industrial Sites Map, and add the new Economic Development Strategy.
- C. Location: Citywide
- D. Previous Applications: Not applicable

II. BACKGROUND

The City Council set a FY 2015-16 goal to “Promote positive economic development through strengthening partnerships.” In March 2016, the City Council accepted a grant award from the Department of Land Conservation & Development (DLCD) to help partially fund the City’s first economic development strategy. In September 2016, the City Council authorized a contract award with Community Attributes, Inc. to provide professional services. In October 2016, “Advance Astoria” was launched with a public event at Fort George Brewery and has culminated with a request to amend the Comprehensive Plan.

This is the first known economic development strategy for a city that has existed for over a hundred and fifty years. “Advance Astoria” was born out of the necessity to compete in a global landscape and strengthen the economic position of a rural community in an increasingly competitive environment that favors urbanized metro areas. Although

historically Astoria has flourished with a strong export base of natural resources, and more recently tourism, other economic sectors are needed to diversify the local economy to increase resiliency, attract private investment, increase workforce development skills and expand local and regional markets to spur “high wage” jobs (\$17.50/hr).

The economic development strategy (“Strategy”) meticulously analyzes the existing economic conditions through an “Economic Opportunities Analysis” (EOA) including an inventory of commercial and industrial lands for a required twenty year supply. Based on the results of the EOA, and extensive public input, the Strategy lays out an aspirational vision statement, a value proposition for why Astoria needs the strategy, foundational strategies that will help strengthen the overall economy, and five specific business sectors that are targeted for growth over a 5 year period referred to as a “batch strategy.” A batch strategy recognizes that certain sectors tend to congregate to create a critical mass of economic activity – workforce, talent, innovation, collaboration, and opportunity.

Advance Astoria included an extensive public involvement process. Below is a table that summarizes the public involvement strategy.

Activity	Date	Attendance*
“Advance Party” Advisory Committee No. 1	October 5, 2016	14
Kick Off Meeting + Panel Presentation @ Fort George	October 5, 2016	48
City Tour	October 6, 2016	12
Astoria Warrenton Chamber of Commerce: “Chamber Breakfast”	November 29, 2016	75
MERTS Campus Tour	December 9, 2016	10
Astoria Rotary	December 19, 2016	45
Focus Groups	January 18, 2017	19
Advance Party Advisory Committee No. 2	January 19, 2017	12
Community Forum No. 1 + Panel Presentation @ Red Building Loft	January 19, 2017	80
ADHDA Board Meeting	February 13, 2017	14
Career Fair @ County Fairgrounds	February 22, 2017	5
Kiwanis/Lions Club @ Elks Club	March 7, 2017	22
“Advance Party” Advisory Committee No. 3 @ Reach Break Brewing	March 9, 2017	16
Aquatic Center Pop Up Shop	March 10, 2017	6
ADHDA: 2 nd Saturday Art Walk Pop Up Shop	March 11, 2017	18
CEDR Awards @ Seaside Convention Center	March 22, 2017	9
Mo’s Chowder Construction Tour	March 24, 2017	6
Astoria Co-op Pop Up Shop	March 30, 2017	14
Survey Launch: November 29, 2016	March 31, 2017	93
“Advance Party” Advisory Committee No. 4 @ Craft3	April 6, 2017	11
Community Forum No. 2 + Town Hall @ Hampton Inn	April 13, 2017	43
Astoria Planning Commission Work Session	April 25, 2017	6
APC & Advance Party Joint Work Session	May 2, 2017	13
Advance Party Advisory Committee No. 5	June 12, 2017	11
Total People Served (include double counts)		602

*Registered or Estimated

The proposed Comprehensive Plan amendment request includes three items: text amendment to the Economic Element (CP.190 - CP.210), a revised Exhibit Map “Employment Lands Inventory, 2016,” and adoption by reference of the new Economic Development Strategy (“Advance Astoria: Five Year Action Plan”). The Comprehensive Plan is largely a land use driven document meant to guide land needs for the next twenty years. The Statewide Land Use Planning Goal 9 guides how cities manage economic development. The Economic Element of the Comprehensive Plan CP.190 – CP.210 was originally adopted in 1981. There have been a series of minor amendments occurring since then with the most recent in 2014. Advance Astoria is an opportunity to examine existing policy goals and strategies to ensure consistency with the proposed new vision statement, strategies, and actions but more importantly position the city for sustainable growth. Enclosed are proposed policy amendments to specific goals. Some existing goals are not being changed because the scope of the project was limited to specific target industries where high wage jobs are expected to grow and expand over a five year period. The land inventory as described in the EOA clearly shows that Astoria has ample availability for the types of businesses it wants to attract and grow over a twenty year timeframe.

The “Employment Lands Inventory, 2016” illustrates vacant and redevelopable lands. This map replaces the existing “Future Industrial Sites” (1981) map, which is an exhibit in the Comprehensive Plan that illustrates specific properties for industrial development. The existing and proposed maps are enclosed. The new map clearly delineates future industrial growth on larger parcels to accommodate larger employers where small businesses can largely be absorbed into existing industrial spaces. The larger parcels include: Port Cargo, South Tongue Point, MERTS, Bumble Bee, Astoria Ford, and Ag-Bag. Identifying specific properties for development can also help focus the Strategy and city resource on specific target industries.

The Economic Development Strategy is an implementation document and a companion to the overall Economic Element. The Strategy is proposed to be adopted by reference, similar to the recent Parks Master Plan that was adopted in 2016. The vision statement is an aspirational goal to create 200 high wage jobs through City and partner sponsored investments and actions around five target industries: craft beverage, maritime, seafood processing, microenterprise, and research and development centered on the nexus of medicine, education, and seafood. The Strategy delineates and focuses limited resources to retain, expand, and potentially recruit new businesses to Astoria. The Strategy also outlines actions the City and its partners will take to implement the action plan.

III. PUBLIC REVIEW AND COMMENT

A. Astoria Planning Commission

The Planning Commission held a work session open to the public on April 25 and May 2 where the Commission reviewed the purpose and intent of the proposed amendments. In accordance with Section 9.020, a notice of public hearing was published in the *Daily Astorian* on May 16, 2017. The proposed Comprehensive Plan amendment is legislative (Type IV) as it applies citywide. Finally, notice of Planning Commission meetings is broadcast via email to those on an interested parties list and was shared via a project-based interested parties list.

B. City Council

The City Council is expected to hold a public hearing on June 19, 2017 if the Planning Commission recommends approval of the amendment.

IV. FINDINGS OF FACT

- A. Development Code Section 10.020.A states that *“an amendment to the text of the Development Code or the Comprehensive Plan may be initiated by the City Council, Planning Commission, the Community Development Director, a person owning property in the City, or a City resident.”*

Finding: The proposed amendment to the Comprehensive Plan is being initiated by the Community Development Director.

- B. Section 10.050(A) states that *“The following amendment actions are considered legislative under this Code:*

1. *An amendment to the text of the Development Code or Comprehensive Plan.*

Finding: The proposed amendment is to add and amend text, as well as revise a map of the Comprehensive Plan Economic Element. The amendment would also reference the new Economic Development Strategy. The proposed amendment is applicable to the entire Comprehensive Plan and therefore a citywide policy. Processing as a legislative action is required.

- C. Section 10.070(A)(1) concerning Text Amendments, requires that *“The amendment is consistent with the Comprehensive Plan.”*

1. CP.005(5), General Plan Philosophy and Policy Statement states that local comprehensive plans *“Shall be regularly reviewed, and, if necessary, revised to keep them consistent with the changing needs and desires of the public they are designed to serve.”*

Finding: The City Council adopted a FY 15-16 goal to “promote economic development through strengthening partnerships.” The Economic Development Strategy is a vehicle to accomplish this policy goal while updating the Comprehensive Plan for consistency is also warranted given the drastic changes in the local economy since the last major review and overhaul of the Economic Element. The Community Development Director initiated the text amendment to comply with land use planning goals and meet a requirement from a grant agreement with the Department of Land Conservation & Development.

2. CP.015(1), General Land & Water Goals states that *“It is the primary goal of the Comprehensive Plan to maintain Astoria's existing character by encouraging a compact urban form, by strengthening the downtown core*

and waterfront areas, and by protecting the residential and historic character of the City's neighborhoods. It is the intent of the Plan to promote Astoria as the commercial, industrial, tourist, and cultural center of the area."

Finding: The proposed amendment outlines the future development of industrial and commercial lands in support of a compact urban form, providing a balance of services and businesses to tourists, local residents, and exports to outside the region. The Strategy strikes a careful balance of promoting specific target industries that will grow and expand high wage jobs while encouraging culturally relevant industries that fit in Astoria. The proposed amendment is intended to provide the guidance to help achieve these policy goals, as well as specific strategies and actions to implement over a five year period.

3. CP.470(1), Citizen Involvement states that *"Citizens, including residents and property owners, shall have the opportunity to be involved in all phases of the planning efforts of the City, including collection of data and the development of policies."*

Finding: The development of the Strategy was completed with extensive public involvement as described and listed under the Background section. Close to 600 people have been engaged since October 2016. The Mayor appointed a project advisory committee in September 2016 to provide staff and City Council guidance of the development of the Strategy. In addition to the events, city staff regularly sent e-notices and updates to an interested parties list, appeared on four radio broadcasts (three stations) to promote the Advance Astoria campaign, worked with the *Daily Astorian* to create business profiles that were exemplary of the types of businesses featured in the Strategy, and made regular announcements at community events. Finally, traditional tools such as a project website, FAQ sheet, displays in city hall, and social media posts were employed to encourage participation. Anyone interested in the Strategy was encouraged to submit suggestions and comments throughout the project.

- D. Section 10.070(A)(2) concerning Text Amendments requires that *"The amendment will not adversely affect the ability of the City to satisfy land and water use needs."*

Finding: The proposed amendment does not directly address impacts to water use needs. However, it does anticipate serious challenges to meeting future water needs specific to seafood processing (i.e., shrimp) which uses intense amounts of potable water. The City's Public Works Department conducted an analysis of water meter data of active seafood processors and craft brewers and found the usage rates were overwhelmingly, disproportionately higher for seafood processing. Future water treatment capacity and funding for any improvements will be necessary for any expansions of this industry. The other industries are not anticipated to use large amounts of potable water. The EOA clearly addressed land needs by concluding that no additional land is necessary.

V. CONCLUSION AND RECOMMENDATION

The request is consistent with the Comprehensive Plan and implements a City Council goal. Staff recommends that the Planning Commission recommend adoption of the proposed amendment to the City Council and consider scheduling a public hearing to take public comment. Alternatively, the Planning Commission can continue the hearing until June 6, or close the hearing and continue deliberations on June 6.

ECONOMIC ELEMENT

CP.190. Economic Element Background Summary.

As the largest City, and the county seat of Clatsop County, Astoria's economy is reflected in that of the region. There is heavy reliance on the natural resources of the area including timber, fish, and shipping. As the commercial and governmental center of the region, retail and wholesale trade is important to the City. Government activities, including education, the US Coast Guard, the Tongue Point Job Corps Center, and State and local government facilities are a significant part of the local economy. As the financial, cultural, and medical center of the region, the community college, hospital, clinics, and related facilities employ a large number of professional people.

Astoria's economy is evolving from one based on natural resources, primarily fishing, seafood processing, wood products, shipping, and water transportation, to trade and services. The growth of tourism is an important part of Astoria's redevelopment. Tourism related income in the County grew at over 6% annually during the period 1991 to 1995, to over \$250 million; and to over \$397 million in 2010. Employment in trade increased over 70% between 1983 and 1996, while employment in lumber and wood products decreased 28% during the same period. (Source: Clatsop Economic Development Commission 1997 report on Employment Department, Bureau of Labor statistics, and Oregon Tourism Commission for 2010.)

The City maintains a significant underutilized inventory of lands especially suited for water dependent development, including the Port of Astoria docks, North Tongue Point, and South Tongue Point. The Port is attempting to find replacement uses for areas formerly devoted to log exports, and other maritime uses. The Oregon Division of State Lands has leased North Tongue Point to Port of Astoria in an attempt to attract industrial users. A large inventory of industrial land was created at South Tongue Point in conjunction with the Marine and Environmental Research and Training Station (MERTS). The changing nature of the economy indicates that many areas formerly used for water dependent or water related development, are no longer needed or desirable for shipping or other activities requiring access to the Columbia River channel.

Rail services to Astoria was formally discontinued in 1996 when the Burlington Northern Railroad filed to abandon the rail line from Tongue Point through Astoria. In February 1997, the Federal Surface Transportation Board applied an "Interim Trail Use Condition" on the approximate seven mile line within the City limits through the National Rails-to-Trails Act. The Burlington Northern Sante Fe Railroad donated the right-of-way of the Astoria line from Willbridge Junction in Portland to Tongue Point. During this same time, the track structures and operating rights were sold to the Portland and Western Railroad which is certified by the Federal Surface Transportation Board as the common carrier operating a line.

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City of Astoria
Comprehensive Plan

CP.210

Because of Astoria's water orientation, the Port of Astoria plays an important role in the City's economy. The Port owns approximately 170 acres within the City, and employs approximately 23 people. The Port renewed log exports at the Port piers in 2011.

In 2015 the City Council set a FY 2015-16 goal to "Promote positive economic development through strengthening partnerships." In October 2016, "Advance Astoria" was launched to engage the business community and residents alike about future growth and the types of businesses that would flourish and align with local culture.

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Although historically Astoria has flourished with a strong export base of natural resources, and more recently tourism, other economic sectors are needed to diversify the local economy to increase resiliency, attract private investment, increase workforce development skills and expand local and regional markets to spur "high wage" jobs (2016: \$17.50/hr). To achieve a more diversified economy and meet Statewide Land Use Planning Goal 9, the existing economic conditions were analyzed through an "Economic Opportunities Analysis" (EOA) including an inventory of commercial and industrial lands for a required twenty year supply. The Economic Development Strategy is the outcome of Advance Astoria and to a large extent implements the following goals and policies. More importantly, it identifies specific actions to create a stronger and healthier local economy.

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[CP.190 amended by Ordinance 98-04, 5-4-98; amended by Ordinance 11-07, 7-5-11]

CP.195. Conclusions and Problems.

1. Astoria is still the commercial center of the region, but commercial expansion in Warrenton has affected downtown businesses. The perceived lack of parking space is one major factor. The lack of land for expansion has adversely affected businesses looking for new locations. Although the downtown is not in a period of decline, there are several large commercial buildings that are presently unused or underused.

[CP.195.1 amended by Ordinance 11-07, 7-5-11]

2. Much of new downtown development is toward the waterfront. The success of new business locating in this area, the demand for old buildings to be renovated, and the interest in the "People Places" concept, River Trail, and Riverfront Vision Plan attests to this trend. There is a potential conflict between commercial activities and marine industry. Land and water use policies should protect those areas which have marine industrial potential, but trends in the industry such as containerization has shifted demand away from the downtown area to areas such as Tongue Point.

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[CP.195.1 amended by Ordinance 11-07, 7-5-11]

City of Astoria
Comprehensive Plan

CP.210

3. The "People Places" concept raises questions about construction costs, maintenance and liability. However, its value in bringing tourists to the downtown, raising property values, and increasing the vitality of the area is well established. Other improvements in the downtown area did not meet voter approval in the past, including parking expansion. Future improvements may be dependent on sources of funding other than property taxes.
4. The distinction between general commercial, tourist commercial, central commercial and to some extent even industrial zoning seems to be increasingly blurred in the City's zoning scheme: there are automobile sales lots in both central and tourist commercial zones, trailer parks, and multi-family dwellings in the industrial zone. Revision of the Comprehensive Plan and Development Code needs to address this question: Does the City wish to have one zone for industrial/commercial uses, or does it wish to protect certain areas for certain uses?

[CP.195.4 Amended by Ordinance 98-04, 5-4-98; amended by Ordinance 11-07, 7-5-11]

5. *[CP.195.5 Deleted by Ordinance 98-04, 5-4-98]*
6. Astoria's economy is significantly affected by forces well beyond the City's control. These include the current condition of ocean resources, State and Federal policies, forest practices both on private and public timber lands, international trade policies, and the prospects for oil production in off-shore Alaska and California. The Port of Astoria, a special district which falls under the purview of the City's Comprehensive Plan, has a powerful effect on the local economy. As yet, the Port has not realized its potential for the generation of jobs and income in the community. The Chamber of Commerce, which is supported to some extent by the City, is concerned with the economy of the area. Many communities participate in the Clatsop County Economic Development Resources (CEDR) group for coordinated efforts concerning economic development projects, the Columbia River Estuary Study Taskforce (CREST), and other local and regional economic development agencies. These groups have been successful in obtaining grants for projects such as the Youngs Bay Salmon Enhancement program, the "People Places" study, and the obtaining of an additional Coast Guard cutter.

[CP.195.6 amended by Ordinance 11-07, 7-5-11]

7. Tourism in Clatsop County has increased in recent years, and the Astoria area has been the recipient of some of this economic activity. Astoria is becoming a "destination" like the communities on the ocean beaches. The quantity of lodging facilities in the City have increased in recent years to accommodate the needs except during peak tourist times. The Columbia River Maritime Museum is a

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City of Astoria
Comprehensive Plan

CP.210

major tourist attraction. In recent years, there has been construction of private facilities which can accommodate moderate sized gatherings and conventions. Tourism is an economic activity which has several disadvantages, such as low wages, and seasonality. However, Astoria has a highly seasonal work force which tourism, particularly the convention business during the winter, could counteract. Astoria has begun to capitalize on its scenic, historic character; proper emphasis on it through advertising and public projects has the potential of stimulating the City's tourist economy.

[CP.195.7 amended by Ordinance 11-07, 7-5-11]

8. Sectors tied to tourism – in particular retail and hospitality - can be susceptible to economic downturns and on average pay lower wages. In 2015, the average wage in Clatsop County is \$34,176, and slightly higher in Astoria at \$36,192. However, Astoria's average is much lower compared to the statewide average of \$48,322. Although Astoria has numerous professional jobs, a strong government sector, and healthy presence of utilities and health care industries, there is still a lack of high wage jobs with benefits that continues to be a serious challenge.

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CP.200. Economic Development Goal 1 and Goal 1 Policies.

Goal:

The City of Astoria will strengthen, improve, and diversify the area's economy to increase local employment opportunities.

[CP.200 amended by Ordinance 11-07, 7-5-11]

Policies:

1. Encourage, support, and assist existing businesses.
2. Provide support to local start-up businesses.
3. Seek the input of local businesses and carefully consider the economic impacts of proposed programs, regulations and decisions related to implementing the community's comprehensive plan.
4. Encourage private development such as retail, restaurants, commercial services, transient lodging, and make strategic investments in target industries.
5. Provide a supportive environment for new business.

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City of Astoria
Comprehensive Plan

CP.210

6. Encourage a diversity of businesses, target firms to add to the business mix and strengthen the overall economic base.
7. Encourage and support local industrial development in order to diversify beyond the City's predominant industrial sectors, while maintaining strong support for these sectors.
8. Broaden the economy to help balance the seasonal nature of existing industries and employment.
9. Encourage the broadening of the economy, particularly in areas which help balance the seasonal nature of existing industries.

[CP.200.1 to CP.200.9 added by Ordinance 11-07, 7-5-11]

CP.201. Economic Development Goal 2 and Goal 2 Policies.

Goal:

Promote cooperative economic development partnerships.

[CP.201 added by Ordinance 11-07, 7-5-11]

Policies:

1. Actively coordinate with the Astoria Downtown Historic District Association, the Port of Astoria, the Chamber of Commerce, and other local and regional groups involved in economic development.
2. Participate in and support regional economic development plans/programs.
3. Work with state and regional partners to implement Advance Astoria: Five Year Economic Development Strategy.

[CP.201.1 to CP.201.2 added by Ordinance 11-07, 7-5-11]

CP.202. Economic Development Goal 3 and Goal 3 Policies.

Goal:

Strengthen the City's downtown core as the retail center of the region, with the support from the Astoria Downtown Historic District Association.

[CP.202 amended by Ordinance 11-07, 7-5-11]

Policies:

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City of Astoria
Comprehensive Plan

CP.210

1. Promote Astoria's downtown core. The downtown core of Astoria, generally extending from 6th to 16th Streets, and from the waterfront to Exchange Street is the retail, service and governmental center of the region.
2. Continue to work toward establishing public parking areas in the downtown area.
3. Support the efforts of the downtown merchants to improve the appearance of the commercial core. Maintain and enhance all public infrastructures to create a pleasant and convenient business environment including elements such as signage, pocket parks, sidewalks and parking lots.
4. Promote upper story/high density housing in the downtown existing and new construction.
5. Ensure zoning allows for higher density, mixed-use development in the commercial core.
[CP.202.1 to CP.202.5 added by Ordinance 11-07, 7-5-11]
6. To develop a Heritage Square on the block bounded by 11th, 12th, Duane, and Exchange Streets (formerly the site of the Safeway store) as a recreational facility that will help to stimulate the revitalization of downtown, support the Astoria Sunday Market, and increase property values in the Astor-East Urban Renewal District. Parking will be included within the block design.

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[CP.202.6 added by Ordinance 12-04, 2-6-12]

CP.203. Economic Development Goal 4 and Goal 4 Policies.

Goal:

Continue to encourage water-dependent industries to locate where there is deep water, adequate back-up space, and adequate public facilities.

Policies:

1. 1. Maintain areas of the City in order to provide sufficient land for water dependent as well as non-water dependent industries.
2. If there is an oversupply of such lands, reconsider for other uses consistent with target industries.

[CP.203 amended by Ordinance 11-07, 7-5-11]

CP.204. Economic Development Goal 5 and Goal 5 Policies.

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City of Astoria
Comprehensive Plan

CP.210

Goal:

Encourage the preservation of Astoria's historic buildings, neighborhoods and sites and unique waterfront location in order to attract visitors and new industry.

Policies:

1. Provide public access to the waterfront wherever feasible and protect existing access. The importance of the downtown waterfront in terms of aesthetics, public access and business improvement cannot be overemphasized. The City supports the concept of the "People Places Plan," and encourages local organizations in the construction and maintenance of waterfront parks and viewing areas.

[CP.204.1 amended by Ordinance 11-07, 7-5-11]

2. The City will use the Gateway Master Plan as the guiding document for redevelopment of the Gateway Overlay Area.

[CP.205.4 amended by Ordinance 98-04, 5-4-98; renumbered and amended by Ordinance 11-07, 7-5-11]

3. Encourage the growth of tourism as a part of the economy.
 - a. Consider zoning standards that improve the attractiveness of the City, including designation of historic districts, stronger landscaping requirements for new construction, and Design Review requirements.

[CP.205.5 amended by Ordinance 85-08, 5-6-85; renumbered and amended by Ordinance 11-07, 7-5-11]

4. Protect historic resources such as downtown buildings to maintain local character and attract visitors.

CP.205. Economic Development Goal 6.

Goal:

Maintain a system of public facilities and services capable of supporting existing and future industry, and commercial development.

[Section CP.200 amended by Ordinance 85-08, 5-6-85; renumbered and amended by Ordinance 11-07, 7-5-11]

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City of Astoria
Comprehensive Plan

CP.210

[Section CP.205.1 to CP.205.6 amended by Ordinance 85-08, 5-6-85; deleted as CP.205, amended and renumbered by Ordinance 11-07, 7-5-11]

CP.206. Economic Development Goal 7 and Goal 7 Policies.

Goal:

Encourage successful home-based businesses.

[CP.206 added by Ordinance 11-07, 7-5-11]

Policies:

1. Encourage home occupations, cottage industries and activities which have little impact on the surrounding neighborhoods through the City's Development Code.
2. Encourage provision of support services needed by home-based businesses.
3. Create a strong network and entrepreneurial ecosystem for startups, business incubation, and small business development.

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[CP.206.1 to CP.206.2 added by Ordinance 11-07, 7-5-11]

CP.207. Economic Development Goal 8 and Goal 8 Policies.

Goal:

Be prepared for business growth with "shovel ready" properties.

[CP.207 added by Ordinance 11-07, 7-5-11]

Policies:

1. Support the development and maintenance of property inventory.
2. Maintain an adequate supply of vacant commercial, industrial and waterfront development property to provide for the economic growth of the community.
3. Ensure an adequate supply of employment lands with areas large enough to meet the objectives needed for commercial uses, but not so large as to affect adjacent residential neighborhoods.

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City of Astoria
Comprehensive Plan

CP.210

4. Support efforts to consolidate parcels, where appropriate to meet business needs for larger properties.

[CP.207.1 to CP.207.4 added by Ordinance 11-07, 7-5-11]

CP.208. Economic Development Strategies and Actions.

1. Regularly update the City's Buildable Lands Inventory.
2. Make the City's Buildable Lands Inventory and maps readily accessible to prospective employers and developers of commercial and industrial properties.
3. Work proactively with prospective employers to identify suitable sites for future development, including opportunities to consolidate groups of smaller parcels into larger developable sites.
4. Conduct neighborhood, sub-area, or specific area planning processes to identify site-specific opportunities for future business and employment uses.
5. Update home occupation ordinance provisions as needed to encourage home occupations but limit associated negative impacts such as traffic, on-street parking, and noise.
6. Investigate public-private partnerships to actively support a strong commercial core.
7. Work with the Chamber of Commerce and other local and regional economic development groups to develop market fact sheets and marketing packets with highlights of the demographic and retail market analysis.
8. Prepare and maintain a current, up-to-date, inventory of available buildings and land with complete data, including price, features, utilities, infrastructure, maps, photos or contact information. If selected properties are known to soon be vacant, include those in the review. Determine which properties are ready for occupancy and which need renovation or complete site prep and development. Evaluate the condition, property owner attitude, price competitiveness and other factors to assess true market readiness.
9. Continue to use urban renewal district(s) and associated funding to support development in specific areas, including land assembly, public improvements and other similar efforts.

[CP.208.1 to CP.208.9 added by Ordinance 11-07, 7-5-11]

CP.210. Economic Development Recommendations.

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City of Astoria
Comprehensive Plan

CP.210

1. In the City's waterfront areas, the City will continue to promote a combination of tourist oriented development, industrial development associated with the City's working waterfront and water-related and dependent industries, and distribution and sales of goods and services for Astoria residents and businesses. These efforts will be guided by and consistent with the Astoria Riverfront Vision Plan.

(Section CP.210.1 amended by Ord. 15-04, 6-15-15)

2. The City should evaluate its S-2, General Development Shoreland Zone to ensure that it permits a range of non-water dependent or non-water related uses. Or, the City should consider developing a separate manufacturing or industrial zone.
3. The City should consider allowing the location of small scale manufacturing or cottage industries in its General Commercial Zone, C-3, and Central Commercial Zone, C-4.
4. *[Section CP.210.4 deleted by Ordinance 11-07, 7-5-11]*
5. The City and business community should develop a cooperative program for strengthening and upgrading the core commercial area's competitive position.
6. The City's historic character is one of its major tourist attractions. Historic districts can form the focus for tourist oriented promotion. Therefore, the City should take a more active role in the designation of historic districts.

7. *[Section CP.210(7) deleted by Ordinance 98-04, 5-4-98]*

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8. The City will implement Advance Astoria: Five Year Economic Development Strategy to guide day to day decisions on future investments and target five industries for development: craft beverages, maritime, research and development centered on education, health care, and seafood, seafood processing, and microenterprise. The Economic Development Strategy is hereby adopted by reference.

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[Section CP.210 amended by Ordinance 85-08, 5-6-85]

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City of Astoria Employment Lands Inventory, 2016

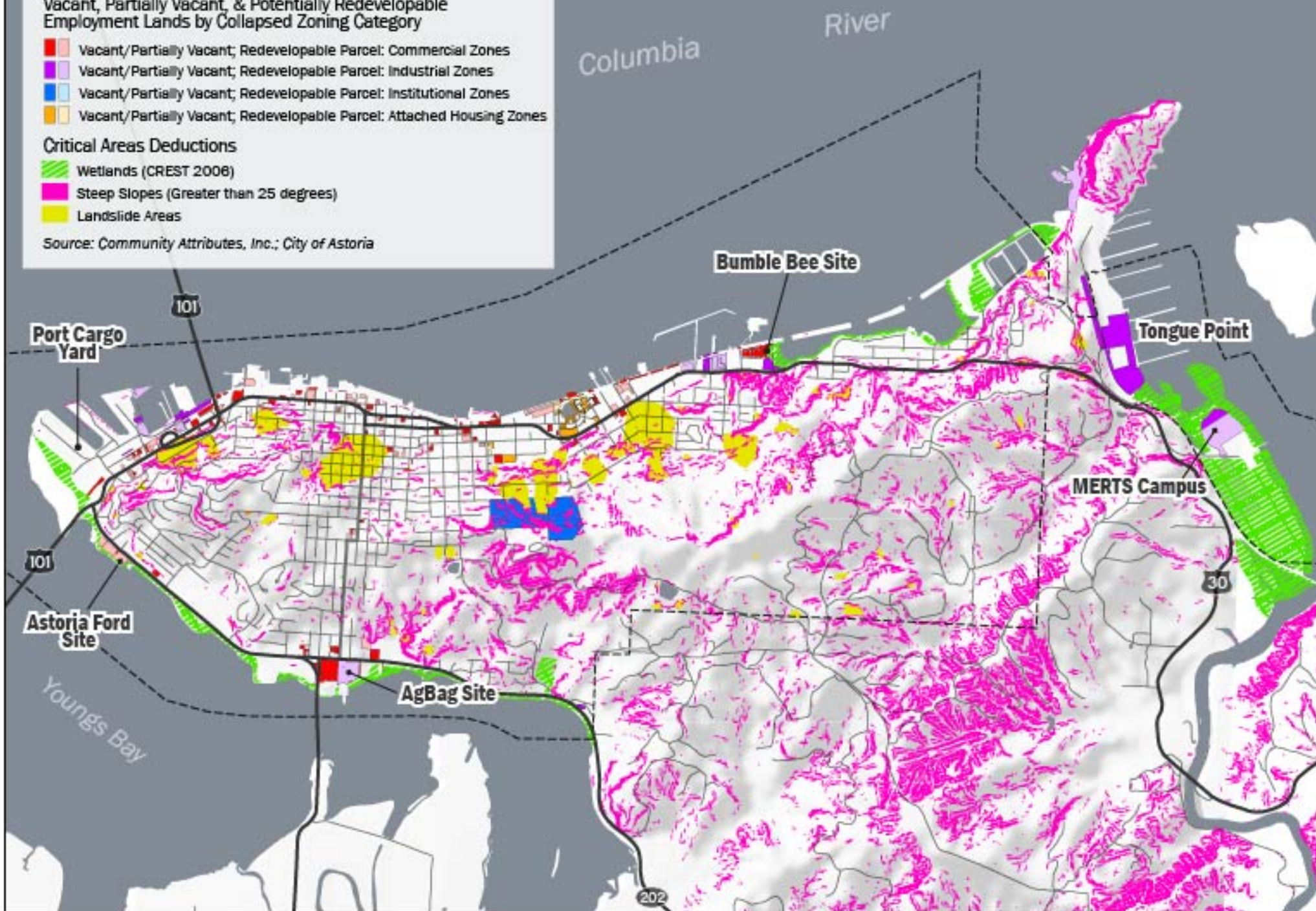
Vacant, Partially Vacant, & Potentially Redevelopable
Employment Lands by Collapsed Zoning Category

- Vacant/Partially Vacant, Redevelopable Parcel: Commercial Zones
- Vacant/Partially Vacant, Redevelopable Parcel: Industrial Zones
- Vacant/Partially Vacant, Redevelopable Parcel: Institutional Zones
- Vacant/Partially Vacant, Redevelopable Parcel: Attached Housing Zones

Critical Areas Deductions

- Wetlands (CREST 2006)
- Steep Slopes (Greater than 25 degrees)
- Landslide Areas

Source: Community Attributes, Inc.; City of Astoria





advance astoria >>

A Five-Year Economic Development Strategy
for the City of Astoria, Oregon

JUNE 2017



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

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attributes inc

acknowledgements >>

Advance Astoria has been generously supported by financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration, and the Ocean and Coastal Management Program, Department of Land Conservation and Development. Thank you to the Oregon Department of Land Conservation & Development for their continued support of strategic land use planning in Astoria.

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contents >>

Guided By A Vision	5
Background & Purpose	6
Foundational Strategies & Actions	
one Housing	14
two Workforce Development	16
three Branding & Identity	18
four Development & Permitting	20
five Placemaking	22
six Infrastructure	24
seven Partnerships & Organization	26
Batch Strategies & Actions	
eight Craft Beverage & Fermentation	28
nine Education, Medicine & R&D	30
ten Maritime	32
eleven Microenterprise	34
twelve Seafood Processing	36

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guided by a vision >>

At its heart, the Advance Astoria project refined and reinforced a community vision for what Astoria's economy can and should be. This vision has earned broad community support and represents a guiding principle for goal-setting and planning for the economic future of Astoria.

This five-year, action-oriented plan is designed to provide near-term guidance as City of Astoria staff and partners, as well as local institutions, businesses, entrepreneurs, non-profit organizations and others work to make this vision a reality.



Astoria is the North Coast center for economic development and international commerce and seeks to be the sustainable leader to support family wage jobs, entrepreneurs, and private investment.

Astoria will work with its partners to grow 200 high wage jobs by 2021 and expand economic opportunities and prosperity for all Astorians.



background & purpose >>

A Batch Strategy: Growing Our Economy Smarter

An industry-based approach to economic development is referred to as a “cluster strategy.” However, here in Astoria we do things differently. Astoria makes things in **batches** — whether it’s world class beer, warm and fuzzy hats to brave the weather, or fresh-caught seafood.

A “batch strategy” then is strategy rooted in the specific needs and attributes of a group of geographically concentrated, inter-related businesses. Companies, institutions, and entrepreneurs that locate in a batch benefit from a skilled labor force, increased innovation, coordinated advocacy efforts, synergistic supply chains, and a cross pollination of knowledge. A batch strategy can facilitate interaction in ways that establish competitive advantages through the creation and incorporation of new knowledge into products and services, and the processes that produce them.

The City of Astoria understands and embraces the importance of building strong connections among its industry batches, and that’s why we support initiatives that strengthen cooperation and competitive advantages for Astoria-based companies.

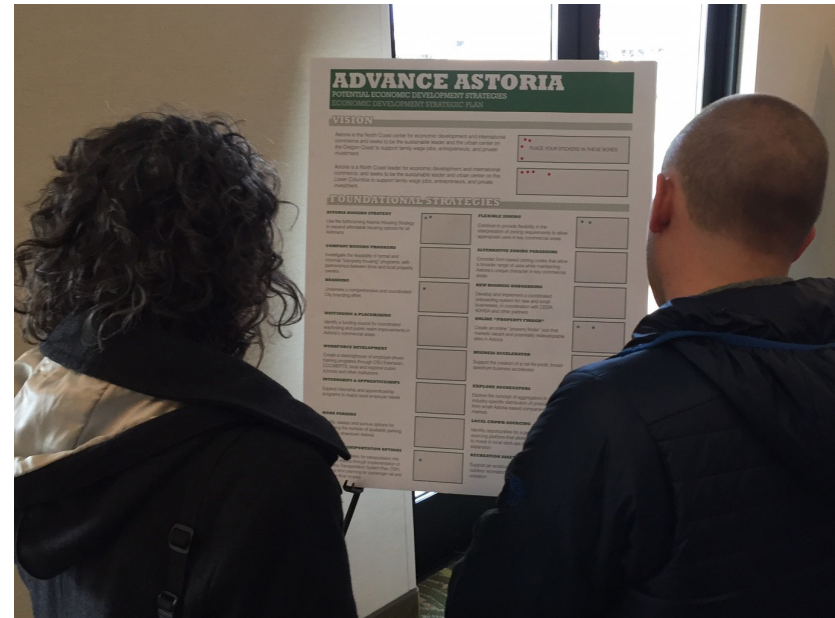
As a result, the City of Astoria has developed a batch strategy that targets **traded sectors** — sectors with markets outside the region, bringing new money into the community. The strategy also targets **knowledge-based sectors** that attract a highly skilled labor pool, growing research and development functions within local institutions. Lastly, Astoria supports home-grown industries that start in a garage, a backyard, or in a research lab. Astoria will continue to support home-based businesses and grow its local **entrepreneurial ecosystem** to support startups, spinoffs, and cultivate the next generation of businesses that are sustainable and competitive in a global marketplace.

Community Engagement

This economic development strategy began with rigorous data analysis and the creation of an Economic Opportunities Analysis (EOA), including a detailed land capacity analysis that meets the requirements of the State of Oregon. The project also included robust community engagement, the results of which helped to direct the development of the strategies and actions contained in this document.

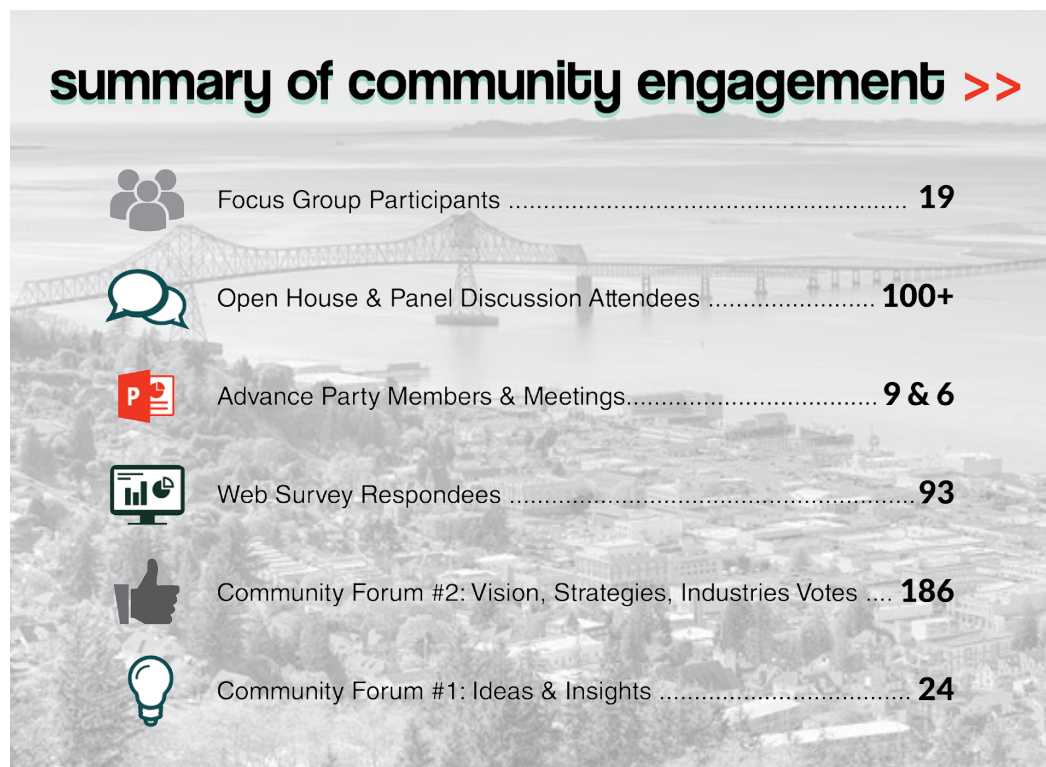
The City employed multiple engagement methods in order to capture a significant number and wide variety of respondents and to ensure that all perspectives were represented. These methods included the following:

- >> The creation of the **Advance Party**, a technical advisory panel that meets periodically, reviews and advises on work products, represents critical industries and works to engage the broader public.
- >> The hosting of two **community forums** to disseminate project information and technical data to stakeholders and to obtain feedback from members of the community. Though the forums are primarily intended to convey information about the project to the community, comments have been encouraged and accepted and integrated into the data profile.
- >> **Panel discussions** featuring a diverse array of business and industry leaders have been scheduled to follow select forums and Advance Party meetings. The public is invited to attend these discussions, which generate interest in the project and provide insight into economic development challenges, as well as innovative solutions to these challenges, from other locations in the region.



Participants at an Advance Astoria public forum cast their vote for economic development priorities.

- >> An online and print **survey** widely distributed and promoted at the community forums. The survey resulted in more than 90 individual responses to 13 unique questions about economic development challenges and opportunities in Astoria, and the results will be leveraged for the development of strategic priorities and tailored actions.
- >> A **pop-up display** was deployed at community events and meetings to engage people who were unable to attend the community forums and other activities. The three panel display was paired with a “postcard from the future”, where participants could share their specific and general visions for Astoria’s economic future.
- >> A series of five **focus groups** were conducted with key representatives of local industries to understand the factors affecting known industry clusters in Astoria. These intensive focus groups included up to eight participants and focused on industry-specific challenges and opportunities directly relevant to an economic development strategy. Numerous follow-up interviews were conducted to supplement focus group participation.



From March through June of 2017, the Advance Astoria project engaged hundreds of Astoria residents, business owners, employees, entrepreneurs and other stakeholders to contribute insights and ideas for economic development.

Proceeding from the Data

The aforementioned **Economic Opportunities Analysis (EOA)** evaluated socio-economic data, market data, and economic development trends at multiple scales and developed a forecast-based estimate of the demand for developable and redevelopable sites in Astoria. This estimate of demand was reconciled with an estimate of the supply of these sites based on the City of Astoria and Clatsop County's inventory of parcels and constraints to provide a quantitative, place-based understanding of local opportunities for growth. The data and analytics also highlighted a number of important strategic opportunities and challenges for economic growth, diversification, sustainability and equity in the City of Astoria and surrounding region.

The following excerpts summarize **key findings** from the analysis.

Global & National Trends

After the recession in 2009, the world economy has rebounded unevenly, with robust centers of growth emerging in Asian markets. China's growth, which has paced the planet for the last several years, is slowing, and the potential for a new wave of protectionist policies adds to an uncertain future for trade, especially in domestic regional economies that trade extensively with China and other Asian countries. China accounts for the vast majority of Port of Astoria exports.

The U.S. economy has generally improved since the recession, with decreased unemployment and increased real GDP. However, wages have been stagnant.

Regional Trends

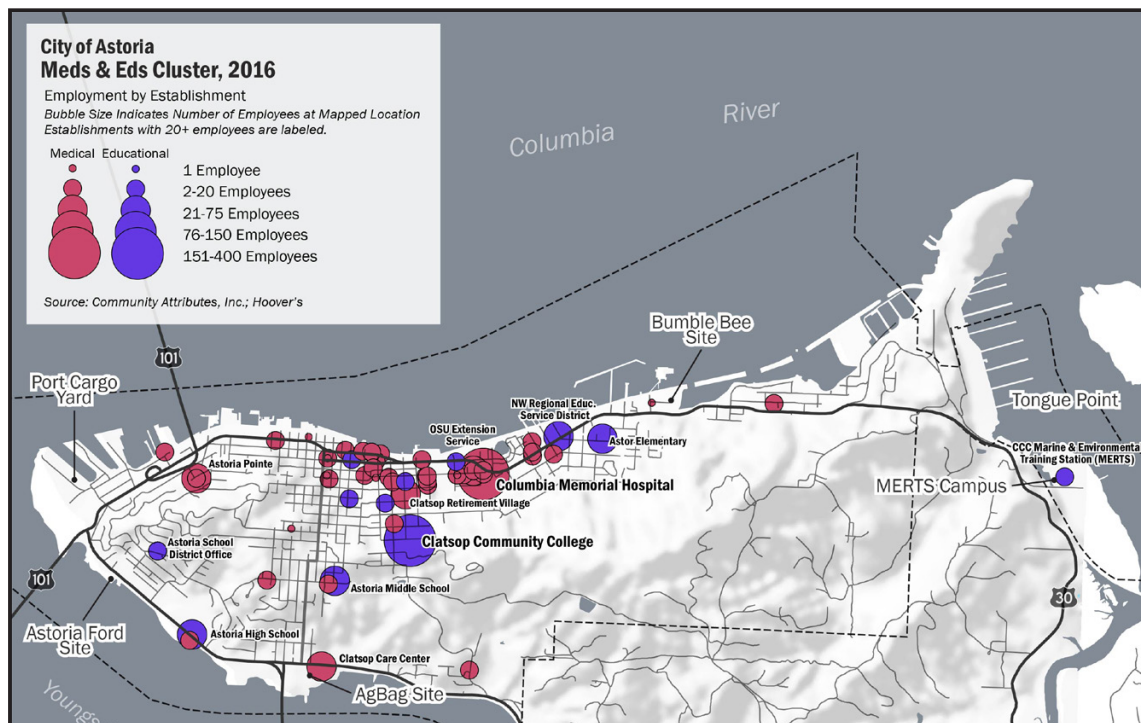
Northwest Oregon, like much of the Pacific Northwest, is experiencing a prolonged decline in resource-based employment. Some of these industries, such as sea-food processing, are likely to maintain a strong presence in Astoria into the future, while others may subside. New economic drivers will emerge, especially as a result of cross-pollination from larger metros like Portland.

Local Trends

The largest industry in Astoria, by far, is educational services, health care and social assistance. These jobs often pay good wages, and Astoria also benefits from relatively high levels of educational attainment. Nevertheless, anecdotal evidence suggests that housing affordability is a key issue.

Land Supply & Demand

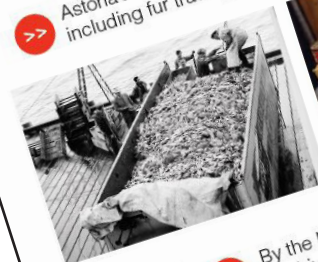
The forecast indicates that employment in Astoria will grow by about 1% annually, adding about 1,400 net new jobs by 2040. This could require about 125 acres of developable and redevelopable land in Astoria. This study suggests that Astoria currently has enough land to meet this need, though some rezoning and intensification may be required to accommodate all new growth.



Map of Astoria's "Meds & Eds" cluster of local medical and educational institutions and related organizations and businesses.

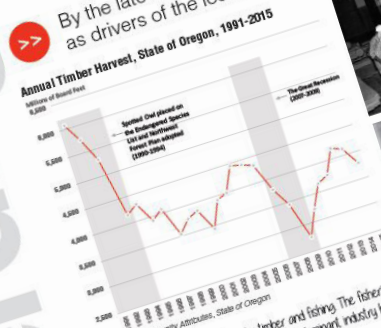
advance astoria >> A Five-Year Economic Development Strategy for the City of Astoria, Oregon

Astoria's economy was founded on and dominated by resource industries - including fur trading, fishing and canneries, and timber - for over 150 years



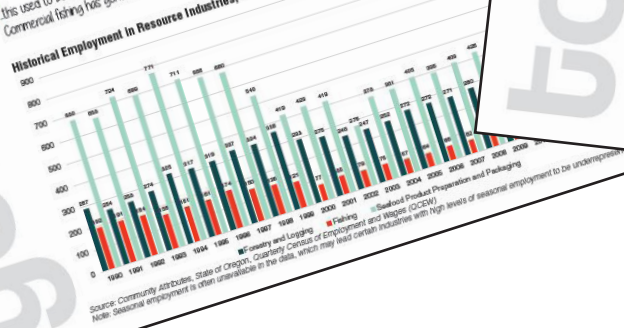
Far left: dungeness crab fishing in Astoria, Oregon, 1943. Middle left: Bumblebee tuna cannery, and a Pacific Fur Company bear trap. Above: logging camp, Oregon, 1893.

By the late 20th century these industries had declined significantly as drivers of the local and regional economy



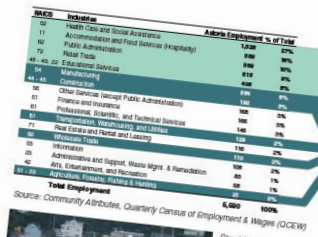
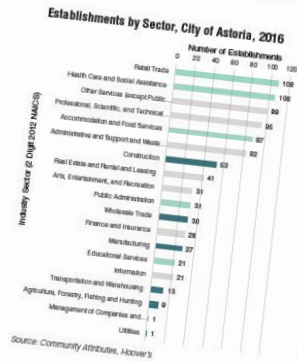
"this used to be a town driven by timber and fishing. The fisheries have steadily declined, with a huge drop in the 1970's. Commercial fishing has gone from being a dominant industry here to a tertiary one."

Historical Employment in Resource Industries, Clatsop County, 1990-2015



advance astoria >> A Five-Year Economic Development Strategy for the City of Astoria, Oregon

Today, health care and education, retail and hospitality, and public administration employ 70% of all Astorians



70% only 12% of Astoria jobs are industrial



Sectors tied to tourism - including retail and hospitality - can be vulnerable to economic downturns, and often pay lower than average wages

The average wage for all jobs in Clatsop County was \$34,176 in 2015

- Astoria Sectors Paying... Greater than Average Wages**
- Fishing: \$84,933
 - Utilities: \$76,910
 - Manufacturing: \$56,256
 - Wholesale Trade: \$52,594
 - Forestry And Logging: \$50,035
 - Finance And Insurance: \$48,877
 - Management: \$48,552
 - Health Care & Social Assistance: \$47,072
 - Transportation & Warehousing: \$42,491
 - Information: \$39,067
 - Construction: \$39,017

- Astoria Sectors Paying... Less than Average Wages**
- Professional & Technical Services: \$34,136
 - Seafood Product Preparation & Packaging: \$29,994
 - Animal Production & Aquaculture: \$28,489
 - Retail Trade: \$26,373
 - Administrative & Waste Services: \$25,465
 - Real Estate & Rental & Leasing: \$24,230
 - Arts, Entertainment, & Recreation: \$22,780
 - Educational Services: \$21,508
 - Accommodation & Food Services: \$20,904
 - Other Services, Except Public Admin.: \$20,346

Astoria's working past remains a source of deep pride and anchors the City's identity... How can we carry this tradition forward to grow a >> diverse, sustainable economy with opportunities for all Astorians?? <<

Pop-up displays presented key data to describe Astoria's historic economic drivers and current economic challenges.

strategies & actions >>

Navigating This Document

The following section presents **strategies, actions**, and supporting information aimed at diversifying, growing, and sustaining Astoria's economy for the next five years. These strategies and actions benefit Astoria's economic **foundations**, but also focus on specific, target industry "**batches**" that hold particular promise for Astoria. The section also presents supporting information to spur **implementation**, including "quick wins" — aimed at developing rapid momentum and excitement around individual strategies — lead and supporting actors, and instructive case studies.

The plan contains 12 **Focus Areas**, including 7 Foundational, and 5 Batch Focus Areas. Color-coded icon tabs and titles distinguish each.

One **Strategy** per Focus Area is listed at the beginning of each section. Strategies represent a cohesive approach to achieving a goal and consist of a number of specific, inter-related actions.

Actions are where the rubber hits the road in this plan. Specific, implementable tactical measures are highlighted and organized numerically.

Actions denoted as "**Quick Wins**" are marked by a stopwatch icon.

Lead actors and **Partners** suggest key organizations and partnerships for successful implementation.

On some pages, **Case Studies** are included to offer comparative examples from other locations.

**four** >> **Development & Permitting**

● **Foundational >> Strategy 4** Ensure that adopted permitting & development regulations provide adequate flexibility, clarity and predictability to foster economic growth

● **Action 4.1 Zoning Flexibility** 
Continue to provide flexibility in the interpretation and application of zoning requirements to encourage adaptive reuse and compatible commercial / industrial development
Lead: City of Astoria Community Development Dept.
Partners: None

● **Action 4.2 Online Permitting**
Continue to expand City of Astoria's online permitting and development resources
Lead: City of Astoria Community Development Dept.
Partners: City of Astoria Public Works, Finance Dept.

CASE STUDY



Oregon Certified Shovel Ready
Statewide, Oregon

Today's business environment demands that a supply of market-ready, employment-oriented sites specifically zoned for industrial or traded-sector uses are available for development within 180 days or less. Oregon's Certified Shovel Ready program meets this demand by verifying that a site is market-ready and developable. Certified sites are then advertised in the global real estate market to attract and grow traded-sector businesses in Oregon.

22 Five-Year Economic Strategy for the City of Astoria



one



Housing

Foundational >> Strategy 1 Expand the supply of affordable and market rate housing in Astoria

Action 1.1 Astoria Housing Strategy

Use the forthcoming Astoria Housing Strategy to expand housing options for all Astorians

Lead: City of Astoria

Partners: Clatsop Economic Development Resources (CEDR); Craft3

Action 1.2 Housing Typologies

Explore the viability of new housing types through workforce training partnerships that leverage construction trades

Lead: North Coast Building Industry Association

Partners: Astoria Makers, Astoria High School; Clatsop Community College



Action 1.3 Seasonal Co-Housing

Explore the feasibility of private sector co-housing programs and other extended stay lodging options for seasonal or specialty workers in resource and related industries

Lead: TBD

Partners: Port of Astoria; Seafood Batch Firms



Demand for housing in Astoria far outstrips supply; the lack of available housing units to meet demand across a range of affordability levels constrains economic development by making it difficult for qualified workers to find places to live. Source: Community Attributes

**two**

Workforce Development

Foundational >> Strategy 2 Leverage Astoria's significant educational resources to better meet the needs of local industries

Action 2.1 Online Clearinghouse

Create an online clearinghouse to centralize resources and information related to workforce training and development programs through OSU Extension, Clatsop Community College's Marine & Environmental Research & Training Station (MERTS), local and regional public schools and other institutions

Lead: TBD

Partners: Astoria School District; CEDR; CCC; Oregon Employment Dept.; Workforce Development Board



*Clatsop Community College in Astoria enjoys a close relationship with the community, adapting programs to needs, offering degrees & certificates in a variety of disciplines, and enriching the region's unique cultural offerings.
Source: Clatsop County Community College*



Action 2.2 Internships & Apprenticeships

Partner with local industries and businesses to expand internship and apprenticeship programs to match local employer needs

Lead: TBD

Partners: Astoria School District; CEDR; CCC; Oregon Employment Dept.; Workforce Development Board; Educational Service District

Action 2.3 Scholarship Funding

Identify funding sources for scholarship programs targeting skilled workforce development related to Astoria's target batches

Lead: Clatsop Community College

Partners: Scholarships Inc.



three >> Branding & Identity

Foundational >> Strategy 3 Develop & market an Astoria brand rooted in the City's unique history, character and identity

Action 3.1 An Astoria Brand

Facilitate conversations within industry batches and between key stakeholders to identify and develop clear branding initiatives

Lead: City of Astoria

Partners: Astoria Warrenton Chamber of Commerce; Astoria Downtown Historic District Association (ADHDA); Travel Oregon; Batch Leaders

Action 3.2 Marketing & Messaging

Apply Astoria's brand to communications, marketing, and other materials to align marketing efforts

Lead: City of Astoria

Partners: Chamber of Commerce; ADHDA



Action 3.3 Communicating Successes

Communicate the City of Astoria's community and economic development successes via press releases, interviews, and social media

Lead: City of Astoria

Partners: Chamber of Commerce; ADHDA

Action 3.4 Social Media

Coordinate internally and externally to leverage social media channels for dissemination of information related to economic development assets, success stories, events, and networking and employment opportunities

Lead: Chamber of Commerce

Partners: Batch Leaders



four

>> Development & Permitting

Foundational >> Strategy 4 Ensure that adopted permitting & development regulations provide adequate flexibility, clarity and predictability to foster economic growth

Action 4.1 Zoning Flexibility

Continue to provide flexibility in the interpretation and application of zoning requirements to encourage adaptive reuse and compatible commercial / industrial development

Lead: City of Astoria

Partners: Oregon Department of Land Conservation & Development (DLCD)

Action 4.2 Online Permitting

Expand the functionality and utility of Astoria's front-facing online permitting and permit tracking system, including reference information and other resources

Lead: City of Astoria

Partners: Building Codes Division (BCD)

CASE STUDY



Oregon Certified Shovel Ready *Statewide, Oregon*

Today's business environment demands that a supply of market-ready, employment-oriented sites specifically zoned for industrial or traded-sector uses are available for development within 180 days or less. Oregon's Certified Shovel Ready program meets this demand by verifying that a site is market-ready and developable. Certified sites are then advertised in the global real estate market to attract and grow traded-sector businesses in Oregon.



Action 4.3 New Biz Onboarding

Develop and implement a coordinated onboarding system for new and small businesses, in coordination with Clatsop Economic Development Resources (CEDR), Astoria Downtown Historical Development Association (ADHDA), and other partners

Lead: City of Astoria

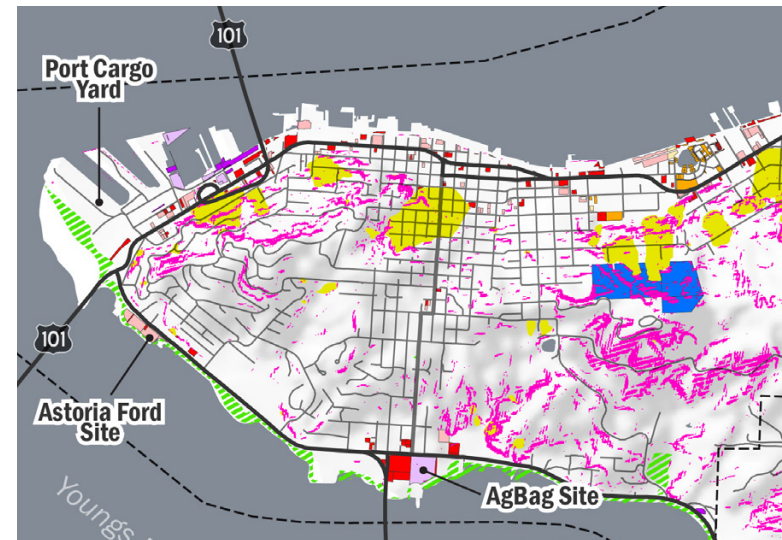
Partners: Clatsop Economic Development Resources (CEDR); Astoria Downtown Historical Development Association (ADHDA); Astoria Warrenton Chamber of Commerce

Action 4.4 Shovel-Ready Certification

Develop a "Shovel-Ready" certification to focus interest and resources on key industrial and commercial development sites in Astoria

Lead: City of Astoria

Partners: Business Oregon; Department of Environmental Quality; Port of Astoria; Private Property Owners



Key industrial and commercial development sites in Astoria, including the Port Cargo Yard, the Astoria Ford site, and the "AgBag" site, could benefit from a "Shovel-Ready Certification" to signal readiness of the sites for redevelopment. Source: Community Attributes

Foundational >> Strategy 5 Continue to build on Astoria's reputation and attraction as northwest Oregon's most authentic and livable city

Action 5.1 Neighborhood Centers

Continue to build on retail and service provision in Astoria's Uniontown and South Slope neighborhoods

Lead: City of Astoria

Partners: Transportation Growth Program

Action 5.2 Downtown Public Spaces

Consolidate, improve, and expand programming of public spaces in downtown Astoria; consider re-purposing underperforming spaces for commercial spec space

Lead: Astoria Downtown Historical Development Association

Partners: TBD



Astoria's unique character and sense of place is a powerful tool for economic development.



Action 5.3 Facade Improvement

Expand Astoria's "extreme makeover" matching grant program for continued façade improvement in Astoria's commercial centers

Lead: City of Astoria

Partners: Astoria Downtown Historical Development Association (ADHDA)

Action 5.4 Natural Assets

Promote Astoria's natural and recreational assets and enhance livability by expanding eco-tourism options available to Astoria visitors and residents

Lead: City of Astoria

Partners: Parks & Recreation; Astoria Warrenton Chamber of Commerce

Action 5.5 Arts, Culture & Heritage

Support Astoria's growing local arts, culture and heritage activities and offerings with marketing, space, and facilitation

Lead: City of Astoria

Partners: Astoria Warrenton Chamber of Commerce

Foundational >> Strategy 6 Provide the infrastructure necessary to support business retention, recruitment, creation and expansion

Action 6.1 Filtration Capacity

Ensure the long-term supply of high-quality water in Astoria by planning for adequate filtration capacity

Lead: City of Astoria

Partners: Infrastructure Finance Authority (IFA)



Figure 4b Funding Gap for Aspirational Projects

Exhibit from Astoria's 2013 Transportation System Plan illustrating the projected funding gap for aspirational projects outlined in the plan.

Action 6.2 Community Broadband

Explore community broadband best practices to grow reliable high-speed data provision to homes and businesses in Astoria

Lead: City of Astoria (to convene & facilitate)

Partners: Craft3; Port of Astoria; IT Community

Action 6.3 TSP Implementation

Identify and secure funding sources for implementation of the Transportation System Plan and to expand local and regional transit service capacity

Lead: City of Astoria

Partners: Sunset Empire Transit District; Tongue Point Job Corps; Seafood Processing Batch

CASE STUDY



Universal 1GB Community Broadband Chattanooga, TN

Job opportunities are drying up in towns without broadband. Chattanooga, TN, turned its fortunes around by becoming the first city in the Western Hemisphere to have gigabit per second fiber Internet accessible to the entire city grid. The city, one of 82 cities and towns nationally that have implemented public, community, or nonprofit broadband networks, created a high-capacity publicly-owned and operated fiber network in partnership with its local public utility.



seven



Partnerships & Organizations

Foundational >> Strategy 7 Leverage cooperative structures & financing tools to empower local businesses, foundations & not-for-profit organizations

Action 7.2 Funders Network Roundtable

Create a “Funders Network Roundtable” aimed at convening funders from Astoria and throughout Oregon to empower local capacity building efforts by Astoria foundations & non-profits

Lead: City of Astoria

Partners: Association of Oregon Non-Profits

Action 7.3 Made in Astoria

Develop & solicit membership in a "Made in Astoria" (or similar) campaign for certification, marketing and resources to support local production & technology

Lead: Astoria Makers

Partners: Astoria Downtown Historical Development Association (ADHDA);
Astoria Warrenton Chamber of Commerce



Action 74 Commercial Kitchen

Facilitate a partnership to assess the feasibility of finding or developing a shared commercial kitchen for local value-added producers

Lead: City of Astoria (to convene & facilitate)

Partners: OSU Seafood Lab; Astoria Co-op; North Coast Food Web

Action 75 Equity Fund

Investigate foundation grants to underwrite an “Equity Fund” for small loans or to capitalize existing Revolving Loan Fund

Lead: City of Astoria

Partners: Craft3

CASE STUDY



Made In Tacoma Tacoma, WA

Made in Tacoma is a nascent movement in support of local manufacturers and makers in the model of SF Made. The program, still under development, seeks to “strengthen and empower the eco-system for artists, artisans, makers, and micro-manufacturers in our communities”. SFMade engages directly with entrepreneurs and growing small companies to offer industry-specific education, networking opportunities, and connection with powerful local resources. It also engages with the larger community, offering educational workshops, factory tours, and other programs to heighten public awareness of manufacturing, the craftspeople they employ, and their collective role in the local economy.



eight



Craft Beverage & Fermentation

Batch >> Strategy 8 Leverage existing anchors and other resources to support and grow new and existing craft beverage & fermentation sector activity

Action 8.1 Fermentation Science Program

Support the creation and/or expansion of a fermentation science or similar program at Clatsop Community College with support from Oregon State University

Lead: Clatsop Community College

Partners: Oregon State University

Action 8.2 Lease This Brewery

Support a shared-equipment incubator concept or “lease this brewery” model to support the creation and growth of new craft beverage establishments

Lead: Batch Leaders

Partners: City of Astoria

Action 8.3 Brewing Coalition

Create a “brewing coalition” to share knowledge and talent, and foster new initiatives to improve sustainability practices

Lead: Batch Leaders

Partners: Astoria Warrenton Chamber of Commerce

Action 8.4 Targeted Recruitment

Engage and recruit beverage-makers to complement and strengthen existing craft beverage and fermentation batch activities in Oregon

Lead: City of Astoria

Partners: Astoria Warrenton Chamber of Commerce



*Oregon State University's Fermentation Science Program.
Source: Oregon State University*



nine

>> Education, Medicine and R&D

Batch >> Strategy 9 Strengthen local educational and medical institutions that serve Astoria residents, create economic value and contribute to local innovation

Action 9.1 Value-Added Production

Recruit value-added products and services firms and research & development programs that leverage traditional North Coast natural resources

Lead: OSU Seafood Lab

Partners: City of Astoria

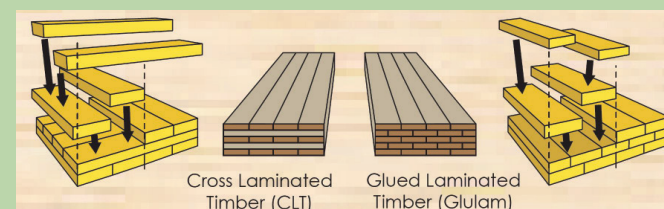
Action 9.2 Local Training

Expand local health care training & education programs

Lead: Columbia Memorial Hospital

Partners: Clatsop Community College; Oregon State University Extension Office

CASE STUDY



Cross-Laminated Timber

Cross-laminated timber (CLT) is a large-scale, prefabricated, solid engineered wood panel.



Hydrokinetic Turbine Energy

Rotating devices capture the kinetic energy of a flow of water, such as a tidal stream, ocean current or river, as it passes across a rotor. The rotor turns with the current, creating rotational energy that is converted into electricity by a generator.



Action 9.3 Hospital Master Plan

Ensure that Columbia Memorial Hospital can accommodate future growth through a master plan; including supportive zoning, targeted capital improvements and other tools

Lead: Columbia Memorial Hospital

Partners: City of Astoria

Action 9.4 Skilled Workforce Recruitment

Connect employers in education and health care to national skilled workforce pools through branding, recruitment, relocation incentives and other tools

Lead: Columbia Memorial Hospital

Partners: Clatsop Community College; Oregon State University Extension Office



ten



Maritime

Batch >> Strategy 10 Expand maritime assets and infrastructure to become a national hub for maritime operations, training & related manufacturing

Action 10.1 Maritime Expansion

Identify zoning and infrastructure-related challenges to the expansion of maritime and supporting uses on appropriate lands in Astoria

Lead: City of Astoria; CCC

Partners: Batch Leads; Port of Astoria

Action 10.2 Maritime Center of Excellence

Pursue federal designation as a “Maritime Center of Excellence” for Clatsop Community College’s Marine and Environmental Research and Training Station (MERTS) Campus

Lead: Clatsop Community College

Partners: Federal Delegation

Action 10.3 Support MERTS

Increase support for MERTS by securing additional land, equipment, faculty & other key resources to expand training of workers in the maritime industry cluster & grow program development to meet industry needs

Lead: Clatsop Community College

Partners: Port of Astoria, Clatsop

Action 10.4 Synergistic Maritime

Profile up- and down-stream relationships and undertake targeted recruitment of synergistic maritime firms, including suppliers and distributors to the sector

Lead: Port of Astoria

Partners: Astoria Warrenton Chamber of Commerce

Action 10.5 U.S. Coast Guard

Partner with the locally-based U.S. Coast Guard Sector Columbia River to identify public sector needs & priorities related to local operations & employment

Lead: City of Astoria

Partners: U.S. Coast Guard, Clatsop County, Port of Astoria



Kvichiak Marine's aluminum boat-building works near the small Pacific fishing fleet mooring at Fisherman's Terminal in Seattle, WA. Source: Community Attributes



eleven >> Microenterprise

Batch >> Strategy 11 Nurture Astoria's burgeoning entrepreneurial ecosystem to expand and diversify local economic opportunities

Action 11.1 Astoria Sunday Market

Partner with the Astoria Sunday Market to create a strategic plan for continued operations and future expansion

Lead: Astoria Sunday Market

Partners: City of Astoria

Action 11.2 Design & Prototyping Programs

Establish design & prototyping programs for local entrepreneurs in partnership with local maker space and industry educators

Lead: Astoria Makers

Partners: Clatsop Community College, Astoria Warrenton Chamber of Commerce



Astoria Sunday Market was formed to revitalize historic downtown Astoria and to improve the economic viability and vitality of farmers, artists, artisans and other small business operators in the Pacific Northwest. Source: StreamingAround.com



Action 11.3 Astoria Co-Working Space

Support the creation of a co-working space in Astoria that allows employees and entrepreneurs to grow and work untethered

Lead: Pier 12

Partners: City of Astoria

Action 11.4 Rural Opportunities Initiative

Apply for Business Oregon's Rural Opportunities Initiative to bring more resources to entrepreneurs

Lead: City of Astoria

Partners: Business Oregon



twelve



Seafood Processing

Batch >> Strategy 12 Support strengthening & diversification of seafood processing as a lasting economic engine for Astoria and the region

Action 12.1 Value-Added Products

Identify & expand local production of innovative value-added seafood products, including pre-packaged goods

Lead: Batch Leads

Partners: OSU Seafood Lab

Action 12.2 Supportive Activity

Target recruitment of supporting marine dependent businesses to waterfront, including boat-builders, net storage & repair, engine & hydraulic shops, and marine fabrication

Lead: Batch Leads

Partners: Port of Astoria, City of Astoria

Action 12.3 Research & Development

Identify research practices that can advance the industry and encourage innovation in product development

Lead: Batch Leads

Partners: OSU Extension Office

Action 12.4 Workforce Recruitment

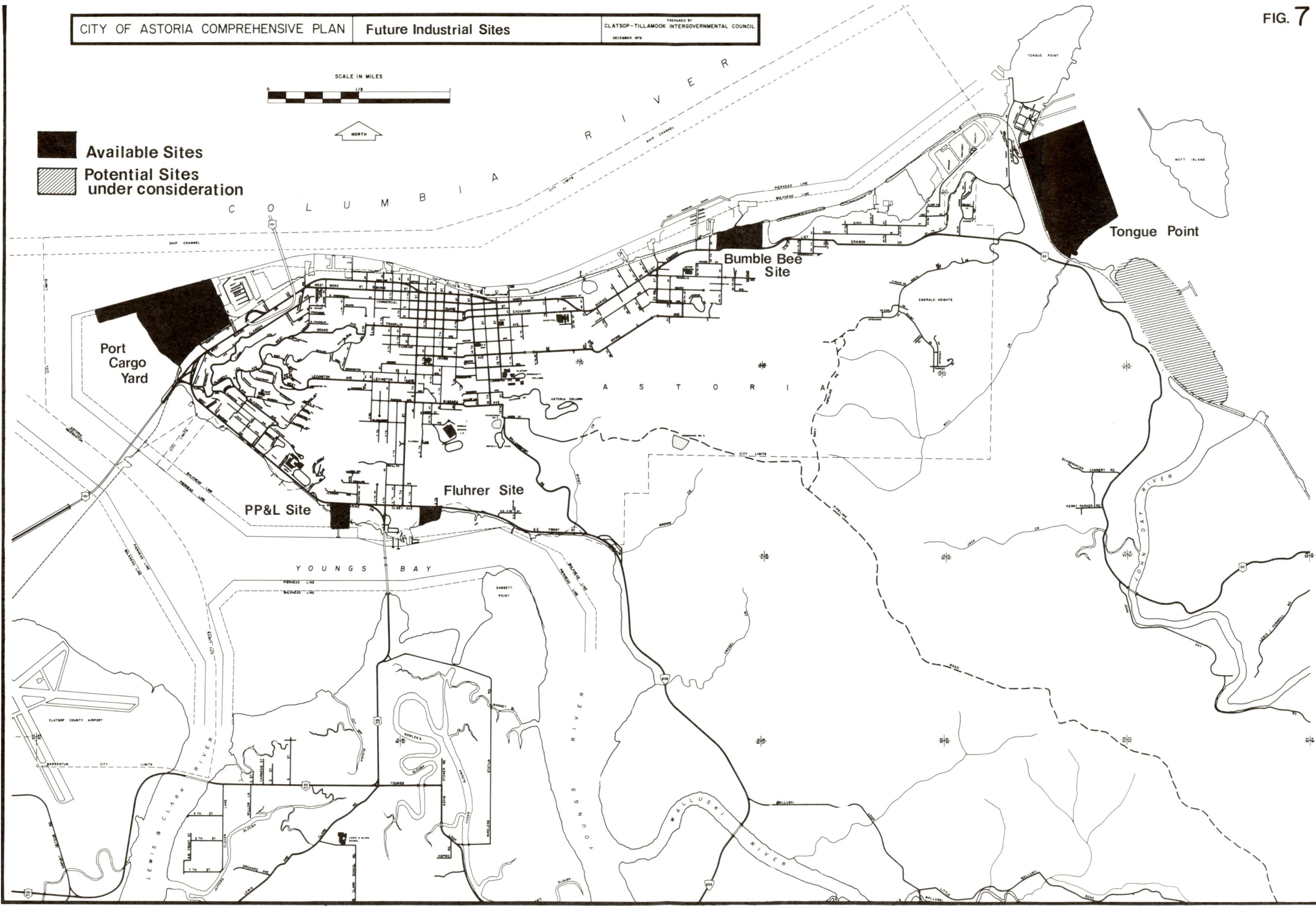
Aid local companies in recruiting workers for seasonal and permanent job openings

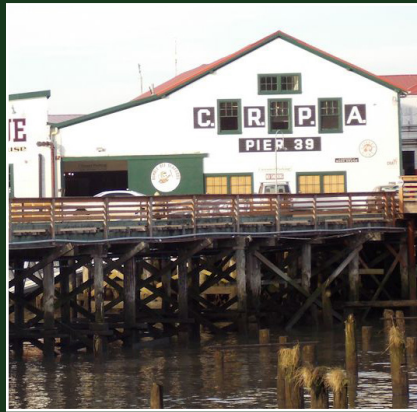
Lead: Batch Leads

Partners: Clatsop Community College; MERTS



Oregon State University's Seafood Research & Education Center - the OSU Seafood Lab - conducts research focusing on production, quality and safety of seafood in Astoria, Oregon. Source: The Daily Astorian





ADVANCE ASTORIA: ECONOMIC OPPORTUNITIES ANALYSIS FOR THE FIVE-YEAR ECONOMIC DEVELOPMENT STRATEGIC PLAN

May 2, 2017



cai community
attributes inc

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07	COMMUNITY PERSPECTIVES ON GROWTH
13	ECONOMIC DEVELOPMENT TRENDS
33	FORECASTING FUTURE GROWTH
39	UNDERSTANDING THE SUPPLY OF LAND
45	RECONCILING SUPPLY AND DEMAND
47	IMPLICATIONS FOR STRATEGY

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EXECUTIVE SUMMARY

KEY FINDINGS

This document evaluates economic and economic development trends across a variety of scales to inform a forecast-based estimate of the demand for developable and redevelopable sites in Astoria, Oregon. This estimate of demand is compared with an estimate of the supply of these sites based on the City of Astoria and Clatsop County's inventory of parcels. The following are key findings from the analysis.

Global Trends: after the recession in 2009, the world economy has rebounded unevenly, with robust centers of growth emerging in Asian markets. China's growth, which has paced the planet for the last several years, is slowing, and the potential for a new wave of protectionist policies adds to an uncertain future for trade, especially in domestic regional economies that trade extensively with China and other Asian countries. China accounts for the vast majority of Port of Astoria exports.

National Trends: the U.S. economy has generally improved since the recession, with decreased unemployment and increased real GDP. However, wages have been stagnant.

Regional Trends: Northwest Oregon, like much of the Pacific Northwest, is experiencing a prolonged decline in resource-based employment. Some of these industries, such as seafood processing, are likely to maintain a strong presence in Astoria into the future, while others may subside. New economic drivers will emerge, especially as a result of cross-pollination from larger metros like Portland.

Local Trends: the largest industry in Astoria, by far, is educational services, health care and social assistance. These jobs often pay good wages, and Astoria also benefits from relatively high levels of educational attainment. Nevertheless, anecdotal evidence suggests that housing affordability is a key issue.

Land Supply and Demand: the forecast indicates that employment in Astoria will grow by about 1% annually, adding about 1,400 net new jobs by 2040. This could require about 125 acres of developable and redevelopable land in Astoria. This study suggests that Astoria currently has enough land to meet this need, though some rezoning and intensification may be required to accommodate all new growth.

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COMMUNITY PERSPECTIVES ON GROWTH

This section of the Economic Opportunities Analysis presents an overview of the community and stakeholder engagement process utilized in the drafting of this document. Several outreach methods were employed, and hundreds of residents, business owners and others participated. The findings from this process add context to the data provided in subsequent sections of the EOA and give direction for the development of the City of Astoria's economic development agenda.

The City employed multiple engagement methods in order to capture a significant number and wide variety of respondents and to ensure that all perspectives were represented. These methods included the following:

- The creation of the Advance Party, a technical advisory panel that meets periodically, reviews and advises on work products, represents critical industries and works to engage the broader public.
- The hosting of two community forums to disseminate project information and technical data to stakeholders and to obtain feedback from members of the community. Though the forums are primarily intended to convey information about the project to the community, comments have been encouraged and accepted and integrated into the data profile.
- Panel discussions featuring a diverse array of business and industry leaders have been scheduled to follow select forums and Advance Party meetings. The public is invited to attend these discussions, which

generate interest in the project and provide insight into economic development challenges, as well as innovative solutions to these challenges, from other locations in the region.

- A survey has been widely distributed and promoted at the community forums. This survey has resulted in more than 90 individual responses to 13 unique questions about economic development challenges and opportunities in Astoria, and the results will be leveraged for the development of strategic priorities and tailored actions.
- A pop-up display has been developed and deployed at a variety of community events and meetings to engage people who are not interested or able to attend the community forums and other activities. This display is graphically appealing and features a “postcard from the future”, where participants write a postcard to describe the types of improvements that have occurred in Astoria at a specified time in the coming years.
- A series of five intensive focus groups were conducted with small groups of industry representatives to understand the factors affecting known industry clusters in Astoria. These focus groups included up to eight participants and focused on industry-specific challenges and opportunities, with direct relevance to an economic development strategy. Several follow-up interviews were conducted to supplement focus group participation.

All of these activities have resulted in feedback that is broadly representative of local perspectives and informative for the City and the project team.

SUMMARY OF FINDINGS

Several themes emerged from the engagement process, and while those themes were largely consistent between engagement activities, each activity generated unique ideas about what Astoria is good at, challenged by and would benefit from. Key findings from the survey and the focus groups are represented below.

SURVEY FINDINGS

- Local business owners and residents were heavily represented in the responses, but perspectives from Warrenton, rural Clatsop County, Portland and elsewhere were included. Business owners who participated largely operated in retail or small-scale manufacturing.
- Labor force availability and preparation ranked as the second most significant barrier to opening or expanding a business in Astoria and the highest ranked economic development challenge.
- Respondents also highlighted a lack of land for new development and a lack of available commercial space as the most significant impediment to opening or expanding a business.
- The highest ranking economic development opportunities were also related to labor: rethinking workforce training programs and creating new jobs through expanded partnerships between businesses, institutions and government.

- The survey results demonstrated huge support for expansion of industries related to research and development, education, medicine and health care, and light manufacturing (especially via value-added production).
- The results also demonstrated good support for craft brewing and fermentation industries, as well as microenterprise.
- There was significant support via write-in responses for tourism-related industries, resource-based industries, especially including logging, commercial fishing and processing, and agriculture, and technology and related services, such as software and web development, which may include workers who telecommute to jobs in other cities.
- The survey results indicate that large investments from the City should focus on business recruitment, retention and expansion for businesses that fit Astoria's needs.
- Several specific proposals were included in one survey question, and the highest ranked priorities were expansion of the "Extreme Makeover" storefront improvement program, establishing a business incubator for small businesses, and creating a "one-stop-shop" for information for business owners at the City.

FOCUS GROUP FINDINGS

The following is a summary of comments from focus group participants. These comments reflect the views and opinions of the participants and will inform, but not direct, the development of economic development strategies.

Research and Development, Medicine and Education

Industry Prospects

- There is a lot of interest in sustaining natural runs of salmon in the Columbia River; science will continue to play a strong role in the economy here around sustaining viable fish populations.
- Our education and medicine cluster needs to be supporting the other clusters in town.
- OSU Extension could be an asset for these industries in Astoria, offering innovative nutrition and fermentation science programs.
- Housing in Astoria is a huge barrier to attracting and maintaining professional caliber talent.
- There may be an opportunity for the landlords' association to have a relationship with the hospital, OSU Extension or other employers to provide contract housing for employees.
- Health care and education represent critical services to residents, in addition to offering good jobs, making them an important component of Astoria's livability.

Microenterprise & Entrepreneurship

- Astoria is at a crossroads now for what it will become; it's never good if it's just tourism, and Astoria's entrepreneurs and telecommuting workers from other cities inject some diversity.
- Home-based business licensing process could be a major obstacle for entrepreneurs locating here.
- As businesses scale up, it is extremely difficult to find available and affordable commercial space.
- There seems to be a lot of turnover and high failure rates with small businesses downtown; perhaps some sort of testing ground (e.g. a maker space), programs or city-sponsored or supported business training could improve the prospects for entrepreneurs.
- The Astoria Sunday Market is a vital resource.

Craft Brewing & Fermentation

- The breweries and other related businesses can contribute to the City's brand, and the City should work to strategically support what the brand is; what's critical is an evolving attitude about the City's identity, which is no longer fixed to timber and canning.
- Mixed-use zoning is critical, as is flexible use interpretation, for businesses in this industry because it often straddles the divide between retail and industry; the City has been good to work with and very flexible.
- Finding housing for new employees is a very significant challenge.
- Tourism is essential for retailers, and probably is inevitable as well, but we don't want to become a monoculture of tourism; we want to be a good place to live that serves residents well.
- Livability is critical; as an example, recreational uses of forest lands should factor into an economic development strategy – this could be a world-class mountain biking town, but the forests have mostly been let go to motorized users.

Non-Profit / Philanthropy

- Living wage jobs are the number one need in the area; there has been a lot of economic development, but not much of it provides living wages.
- Housing is a major challenge; ADUs, DADUs, tiny homes, mixed-use residential, increased multifamily densities and other solutions must be evaluated.
- Construction costs contribute to a lack of housing development and developers of affordable housing pay more than private sector developers due to increased regulation.
- This study should leverage other ongoing programs: ADHDA is doing a cluster analysis to

understand what businesses anchor industry clusters here and where clusters would like to see businesses come in.

- Reliable, high-speed internet is a need for local businesses.

Food and Food Production

- Parking is a challenge during high season, and our business relies on easy park and foot traffic; there are dead blocks downtown that could be used for a parking structure, which could be a great investment.
- The tourism industry is critical for restaurants and other businesses in this industry; during three months of the year we make 70% of our annual revenue.
- Increasing the number of festivals and events would drive traffic to food establishments and other retailers.
- Astoria has been good to work with (and better than other cities in northwest Oregon) when going through the process of opening a business.
- Embracing Astoria's historical significance should be a component of an economic development strategy.

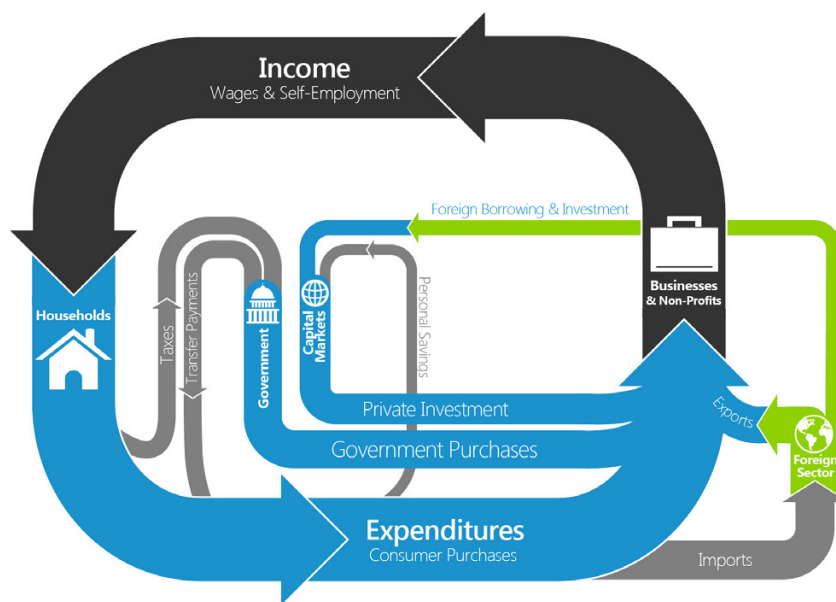
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2

ECONOMIC DEVELOPMENT TRENDS

This section of the Economic Opportunities Analysis evaluates data across multiple scales to identify and assess global, national, regional and local trends in economics and economic development. These trends are informed by local perspectives and community input and in turn they suggest strategies that can accomplish broader community objectives.

The data presented here offer measures of growth (e.g. gross domestic product, employment, investment, exports, population), measures of prosperity (e.g. productivity, income) and measures of economic inclusion (e.g. wages). The image below depicts the relationships between some of these metrics and is instructive in how local, regional and national economies function together.



GLOBAL TRENDS

Global economic trends set the context in which the U.S. national economy operates. In the Pacific Northwest, in particular, global trade and trade relationships with Asian countries are tremendously important to local and regional economic growth.

Figure 2.1 shows that global trade fell 11.4% in 2015, which was the first year-over-year decline since 2009, when a global recession was accompanied by a decline in overall global trade of 20.4%. Much of the decline was due to lower trade in merchandise while the trade in services has been reasonably consistent over the past four years. Trade is important to national economies because it generates revenue, encourages specialization and spurs job creation. Most economists believe that countries that trade more also enjoy paths to higher economic growth, but growth is a broader metric and national economies can grow even when trade falters.

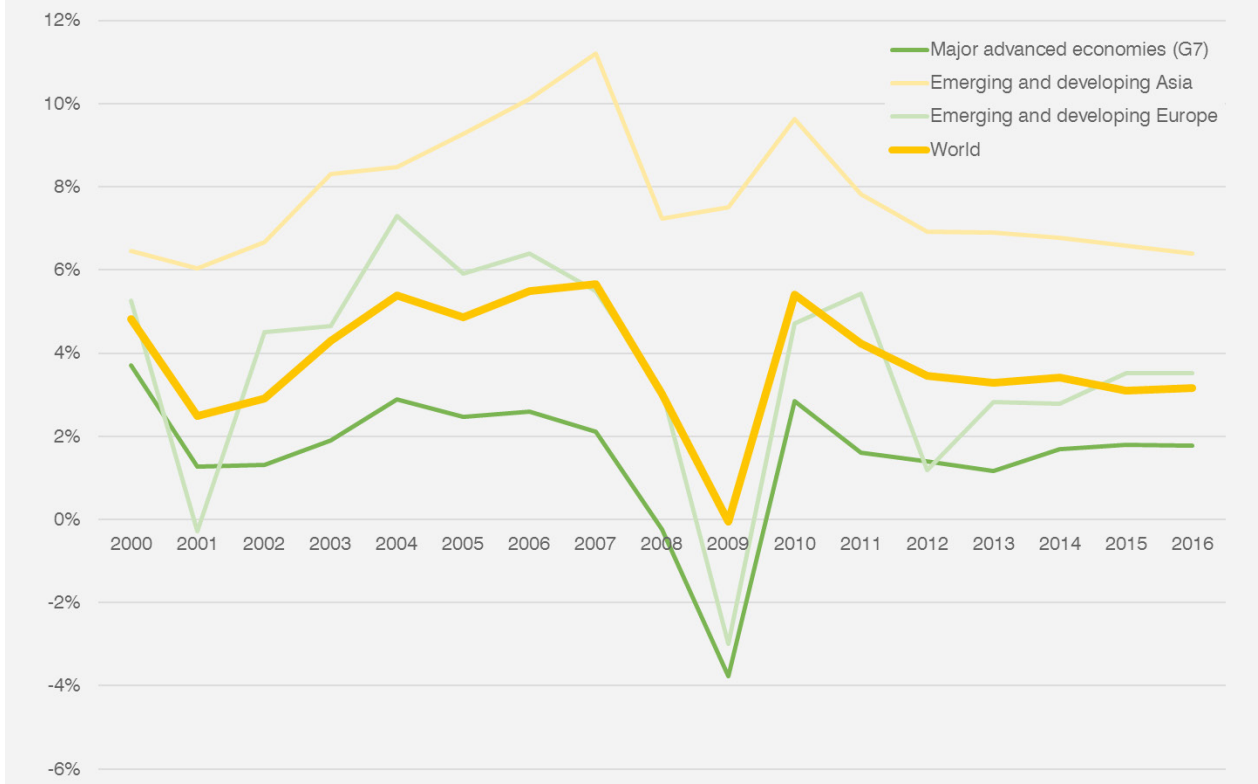
FIGURE 2.1 GLOBAL TRADE IN SERVICES AND MERCHANDISE

All Countries, 2005 – 2015 | World Trade Organization (2016)



Figure 2.2 illustrates the growth of the global economy, as well as clusters of national economies. Major advanced economies tend to grow more slowly, while emerging and developing economies in Europe and Asia grow more rapidly. Taken together, the global economy grew rapidly coming out of the recession in 2009, and that growth has levelled off in recent years to between 3% and 4%.

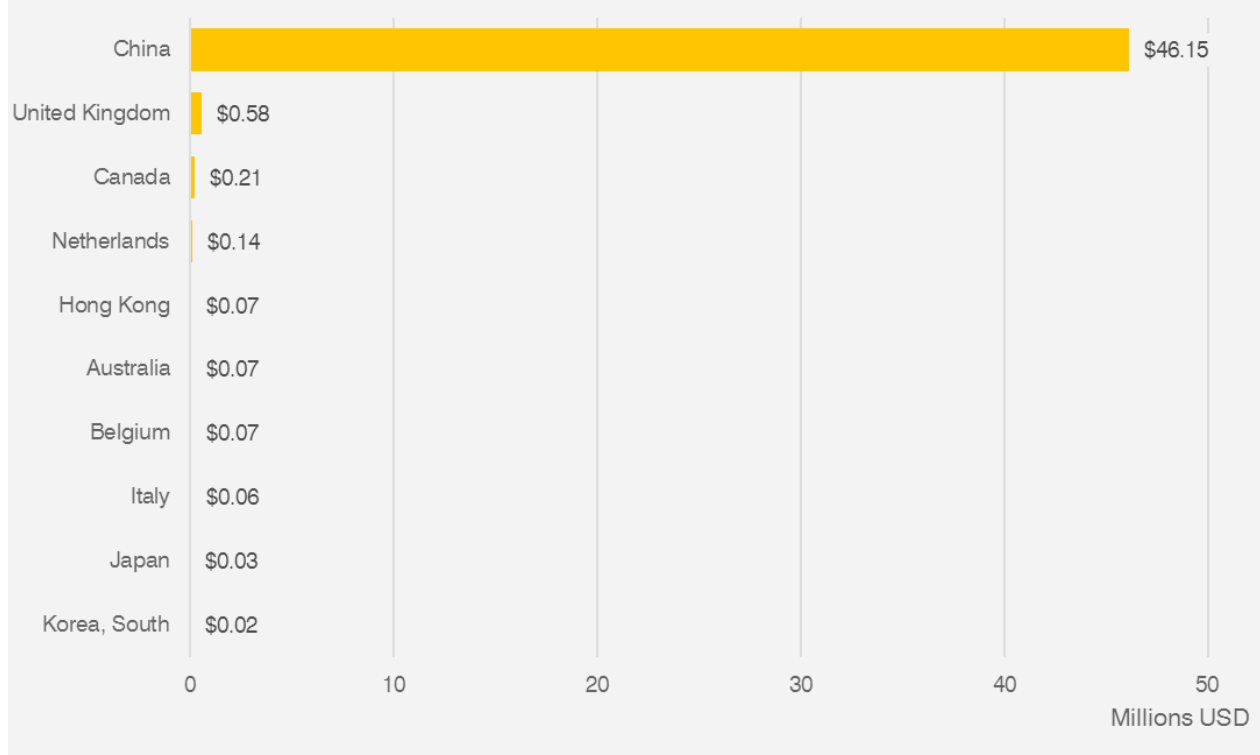
Emerging and developing Asian economies experienced particularly robust growth, having averaged between 6% and 10% annually for almost two decades. Asia will continue to emerge as the largest source of economic growth globally, with China displacing the U.S. as the largest economy in the world within the next two decades (or sooner). China and Japan already constitute the 2nd and 3rd largest economies in the world. India—which has the seventh largest economy in the world—is expected to grow in real terms between 7.5% and 7.8% per year between now and 2021.

FIGURE 2.2 OBSERVED ANNUAL GLOBAL GROWTH*All Countries, 2000 – 2016 | International Monetary Fund*

Given the Pacific Northwest's trade relationships in Asia, as well as Asia's strong contribution to global growth, the performance of key national economies on that continent will continue to be important factors for regional economies in the U.S. **Figure 2.4** shows that China's economy, which grew at a rate faster than 9% every year between 2002 and 2011, is beginning to slow down. Economic projections suggest that Chinese economic growth will flatten to an annualized rate of 6% in the coming years. Part of this decline can be attributed to the readjustment of the Chinese economy towards domestic consumption and away from investment (gross capital formation). Despite an overall decline, exports to China could still increase in the years ahead as household consumption increases as a share of GDP. China is currently the predominant recipient of exports from the Port of Astoria (**Figure 2.3**), and a growing Chinese middle class will increasingly demand high value foods, including seafood sourced in U.S. waters, which could present more export opportunities for Oregon-based commercial fishing and seafood processing industries.

FIGURE 2.3 EXPORTS BY DESTINATION

Port of Astoria, 2016 | U.S. Census Bureau – USA Trade (2015)



However, China may need to address a new wave of insolvent credit among state enterprises, which could potentially hamper future economic growth. Furthermore, a global trend toward populism may hinder further free trade deals. The Trans-Pacific Partnership (TPP) would have potentially increased local exports to Japan and Vietnam, but the trade deal is no longer expected to be passed by the new Congress.

FIGURE 2.4 OBSERVED AND PROJECTED ANNUAL GROWTH

China, 2000 – 2021 | International Monetary Fund (2016)

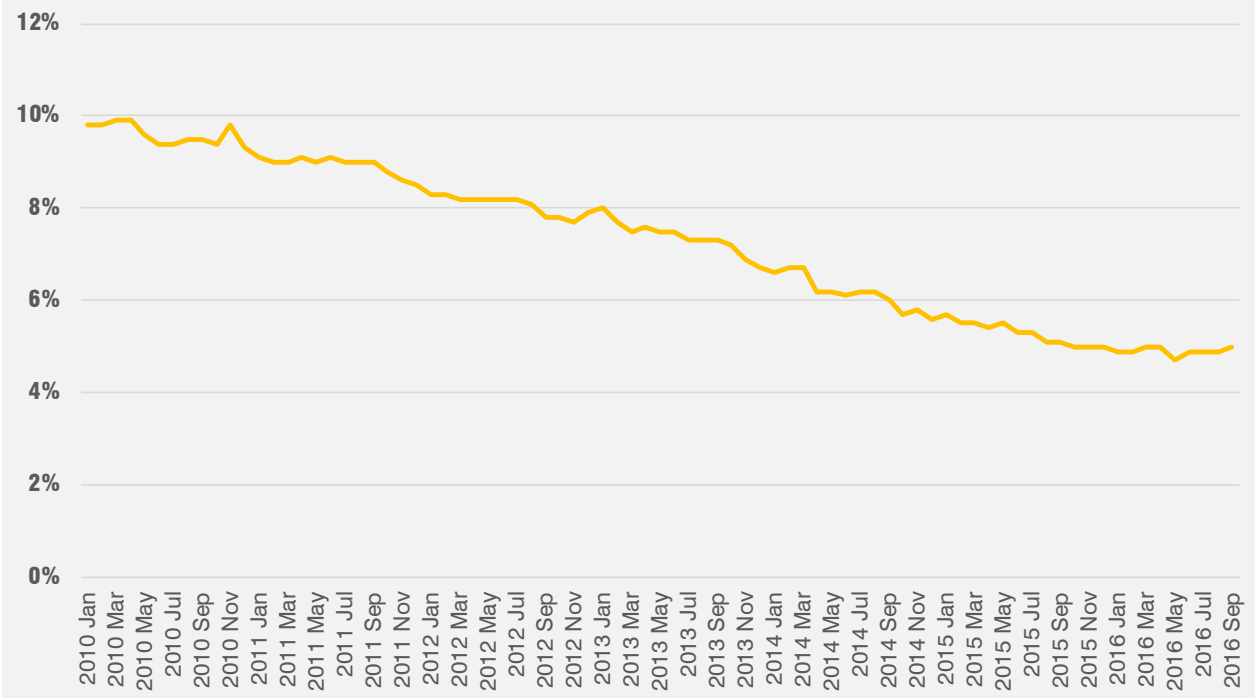


NATIONAL TRENDS

The U.S. economy has rebounded from the Great Recession and most economic metrics reflect this strong position. U.S. unemployment has fallen from nearly 10% at the beginning of 2010 to about 5% in Q3 2016 (**Figure 2.5**).

2.5 QUARTERLY UNEMPLOYMENT RATE

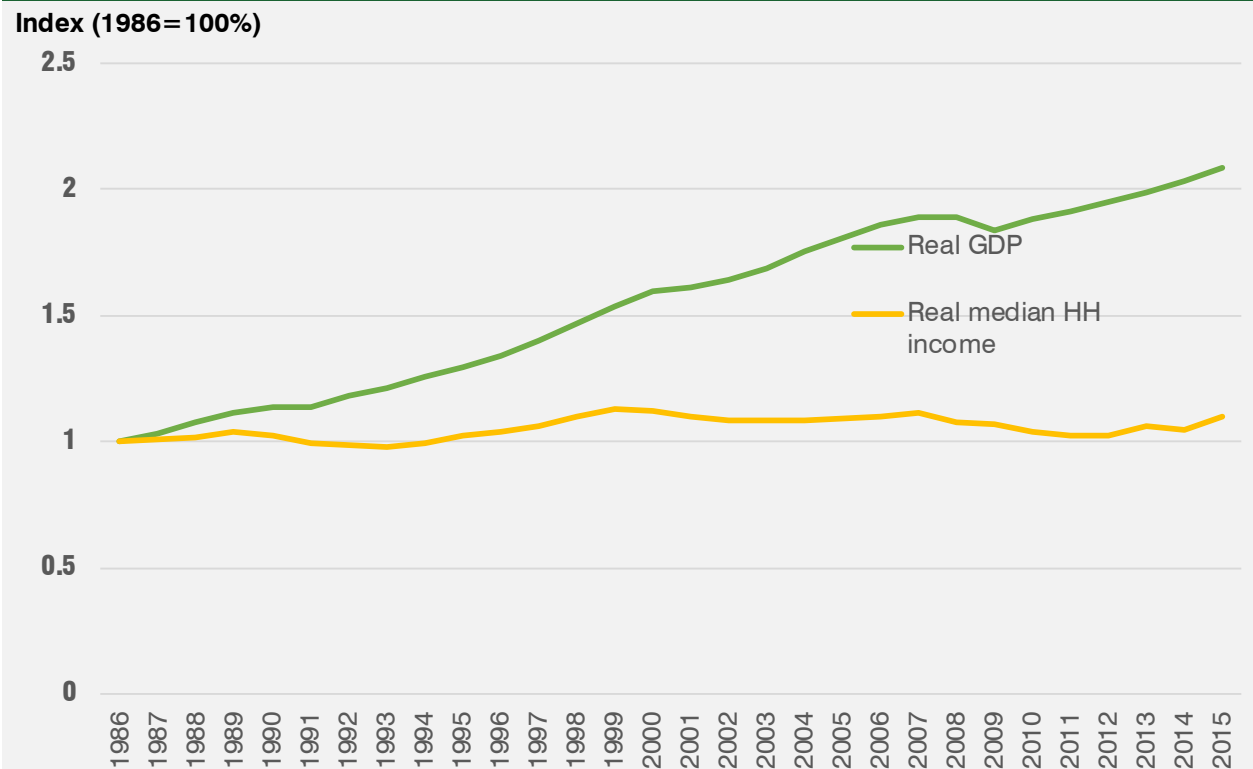
United States, 2010 – 2016 | U.S. Bureau of Labor Statistics (2017)



Despite increasing employment, real median household income has not grown significantly for decades. Despite strong growth in real median household income in 2015, the metric still shows incomes lagging relative to their peak in 1999. Furthermore, growth only in one income segment (e.g. high-earning households) can shift the median household income significantly. This increases the importance of local wage data, as well as local conversations on income and wage equality and cost-of-living.

2.6 MEDIAN HOUSEHOLD INCOME VS REAL GDP

United States, 1986-2015 | U.S. Bureau of Economic Analysis (2017)



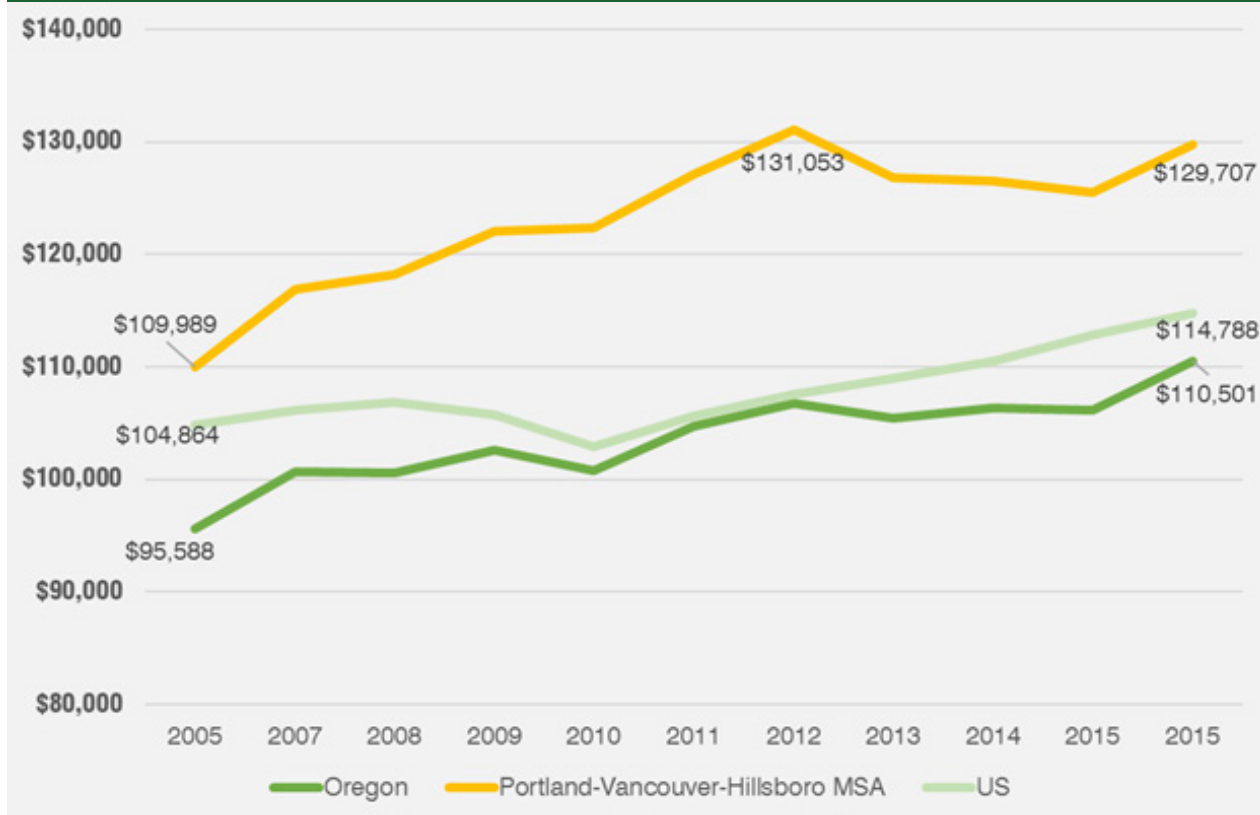
A lack of growth in real median household incomes exists despite long-term gains in real GDP per capita, which is a proxy for worker productivity (**Figure 2.6-2.7**). When productivity increases faster than median incomes, this can indicate increasing inequality. However, since 2012 the growth in real GDP per capita has been somewhat anemic. Weak growth in productivity could further hamper growth in real median household incomes. However, the concurrent rebound in productivity and uptick in real median household income from 2015-2016 offers improved prospects for workers' pay.

There are several other micro-trends that underpin these macroeconomic observations. For example, entrepreneurship is taking new forms and increasing in popularity. Many individuals now choose to record their earnings via the IRS 1099 process and as a result do not appear in employment or unemployment statistics, but nevertheless contribute to local and regional economic growth. These individuals exist in most industries and have powered an apparent resurgence in DIY-inspired, "maker" culture. Though some of these individuals maintain full-time employment elsewhere while pursuing entrepreneurial projects on a part-time basis, these efforts, when successful, have the potential to grow into larger companies that employ local workers.

Data from Economic Modeling Specialists International (EMSI) indicate that as of 2012 there are almost 11 million self-employed people in the US, which represents a 14.4% increase from 2001. In Oregon, an estimated 9% of all workers are considered to be self-employed. Many of these workers have needs that are not met through the traditional job markets. They often desire cost-effective, shared- or cooperatively-owned office space, equipment and other just-in-time services that provide efficiency and flexibility. The rise of incubators, "makers" spaces, co-working labs and tool libraries are evidence of these preferences. Cities that want to encourage independent entrepreneurs can explore innovative means of delivering these resources.

2.7 REAL GDP PER CAPITA

United States, 2005-2015 | U.S. Bureau of Economic Analysis (2017); U.S. Bureau of Labor Statistics (2017)

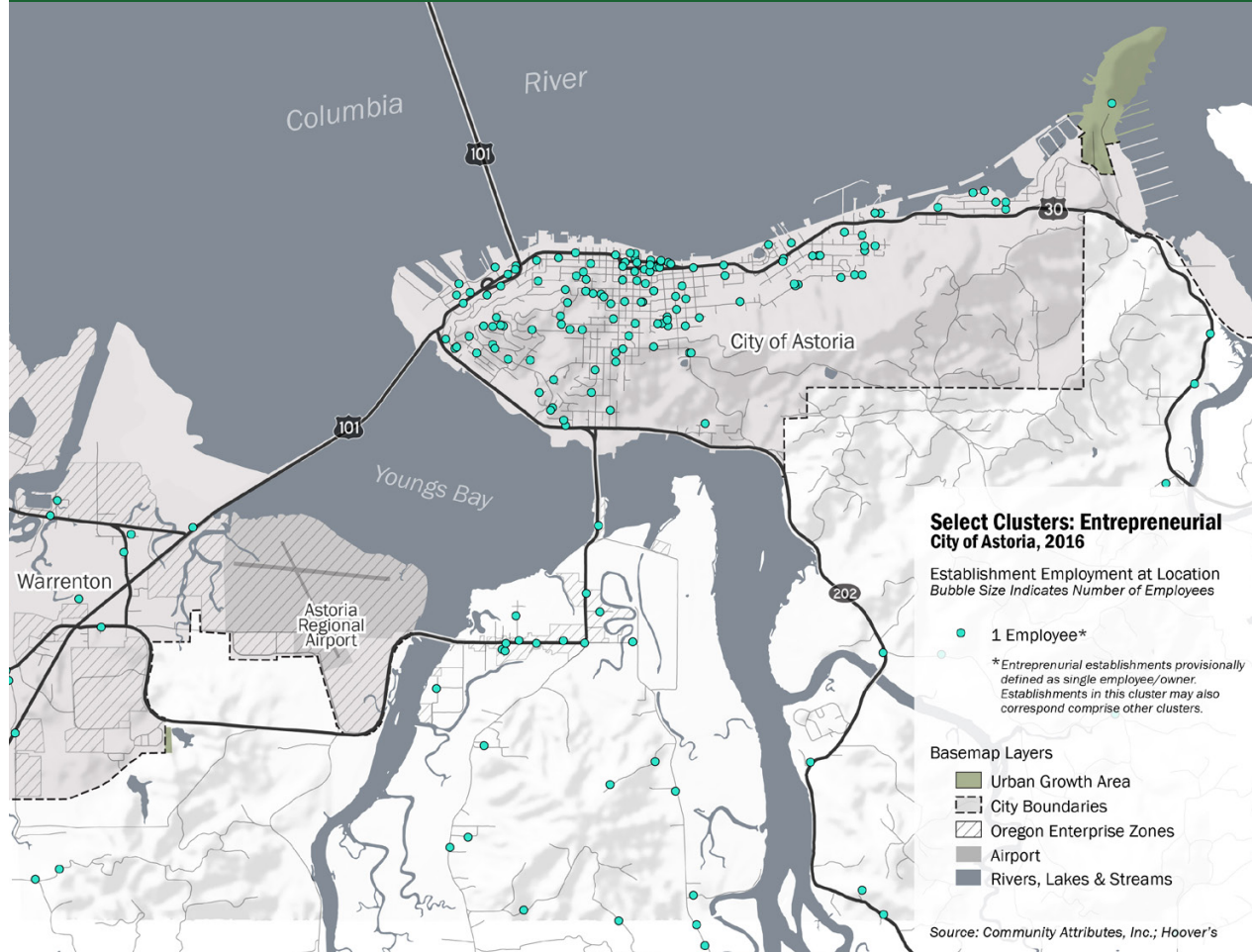


Astoria's entrepreneurial economy is illustrated in **Figure 2.8**. There are 139 identified entrepreneurial establishments in Astoria. They report average revenues of about \$70,000 annually for a total of more than \$9.5M in 2015, and on average they occupy less than 1,800 square feet of space to operate, which means that the entire sector leases nearly 250,000 square feet of space within the City. There may be opportunities to improve the provision of resources for these and other entrepreneurs as an avenue for current and future economic development. This model is consistent with an economic gardening philosophy, and may be a good fit for Astoria.

One of the core services that governments can provide to entrepreneurs and established business owners alike is infrastructure. Quality infrastructure improves the odds that companies will find a development site attractive, hence offering a valuable economic development tool. Other forms of infrastructure, such as high-speed internet, are becoming increasingly important, however, as employees place a stronger emphasis on living in places that offer a high quality of life which sometimes includes telecommuting to jobs in other cities. In this way, economic development in the United States today is less about site-selection and deal-making than it has been in the past, and is increasingly about cultivating a pool of educated and talented workers, clean, safe and enjoyable community and responsive local government.

2.8 ENTREPRENEURIAL CLUSTERS

City of Astoria, 2016 | Hoover's; Community Attributes Inc.

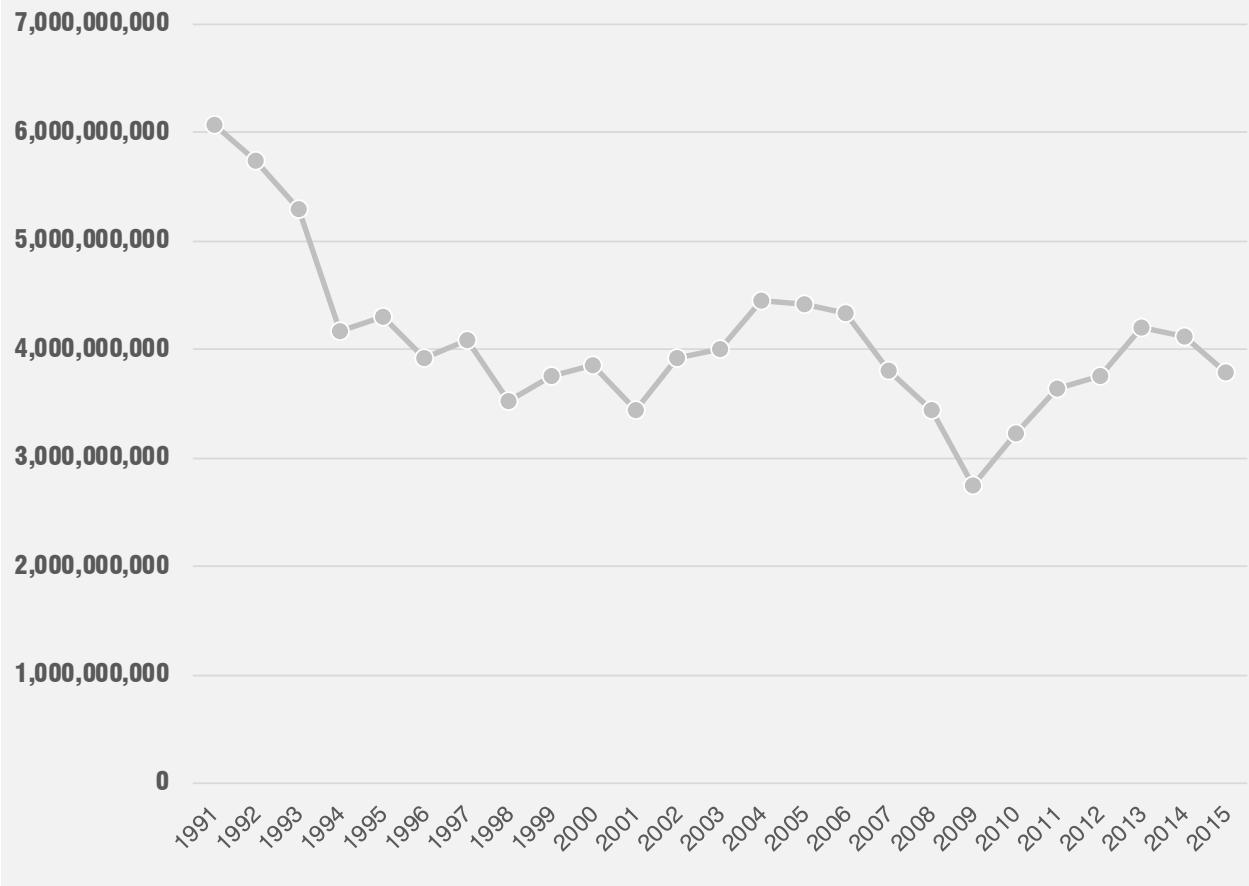


REGIONAL TRENDS

The economies of the Pacific Northwest have traditionally been dependent on natural resources. Forestry and commercial fishing, in particular, have historically been powerful forces for local and regional economic growth. In Oregon and other areas throughout the Pacific Northwest, these industries are changing and new paths of growth are emerging.

Forestry offers a salient example. The timber industry in the Pacific Northwest, generally, and in State of Oregon specifically, has decreased in prominence over the previous decades (**Figure 2.9**). Several factors, including the listing of the Spotted Owl as an endangered species in 1990 and the adoption of the Northwest Forest Plan (NWFP) in 1994 curtailed production. While some forestry-dependent economies are still seeking economic resiliency, others have diversified or are investigating new products, such as cross-laminated timber (CLT), to reinvigorate the industry. Notably, employment in forestry and logging in Clatsop County has remained relatively steady since 1990 (**Figure 2.10**), despite the statewide decline.

FIGURE 2.9 ANNUAL TIMBER HARVEST IN BOARD FEET
State of Oregon, 1991-2015 | Oregon Department of Forestry (2016)



Commercial fishing and other maritime activities are economic engines up and down the Pacific coast. Employment in Oregon's maritime sectors has increased in recent years—from about 8,700 jobs to about 9,400, but certain sub-sectors—such as recreational boating and sport fishing and commercial fishing and seafood products—have remained steady or have shrunk (**Figure 2.10**).

FIGURE 2.10 HISTORICAL EMPLOYMENT IN RESOURCE-RELATED INDUSTRIES
Clatsop County, 1990-2015 | U.S. Bureau of Labor Statistics QCEW

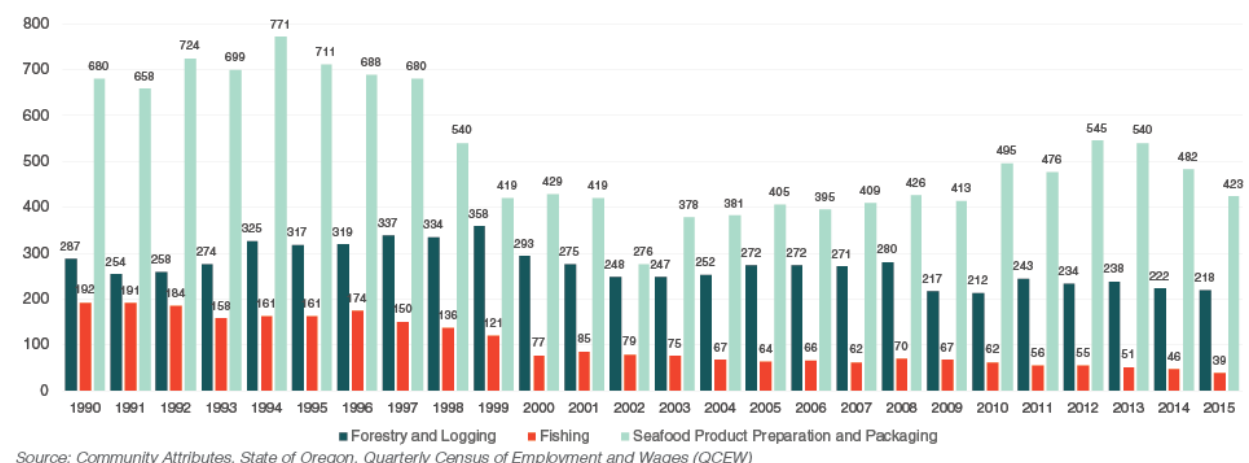
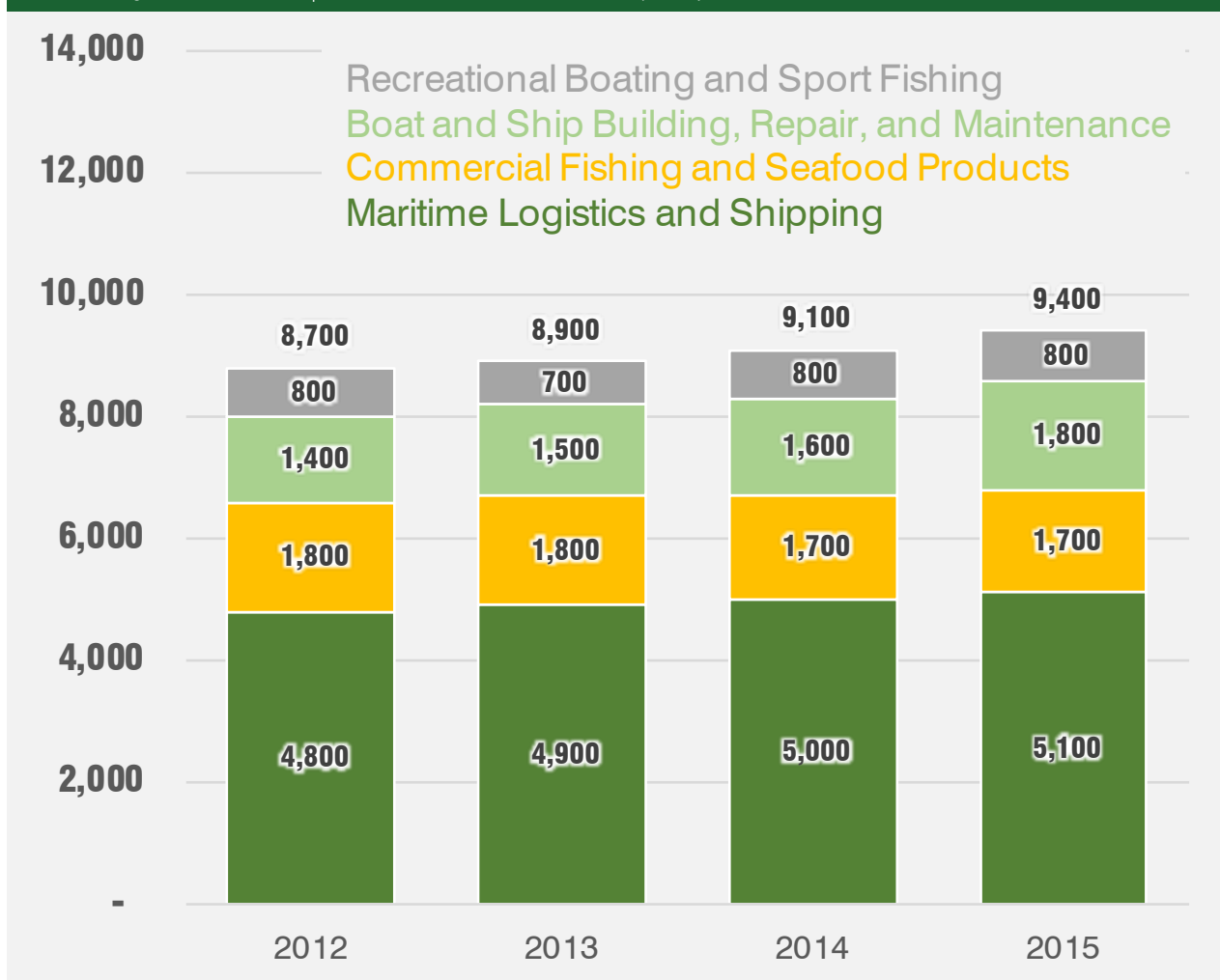


FIGURE 2.11 MARITIME-RELATED EMPLOYMENT BY SECTOR

State of Oregon, 2012-2015 | U.S. Bureau of Labor Statistics (2016)

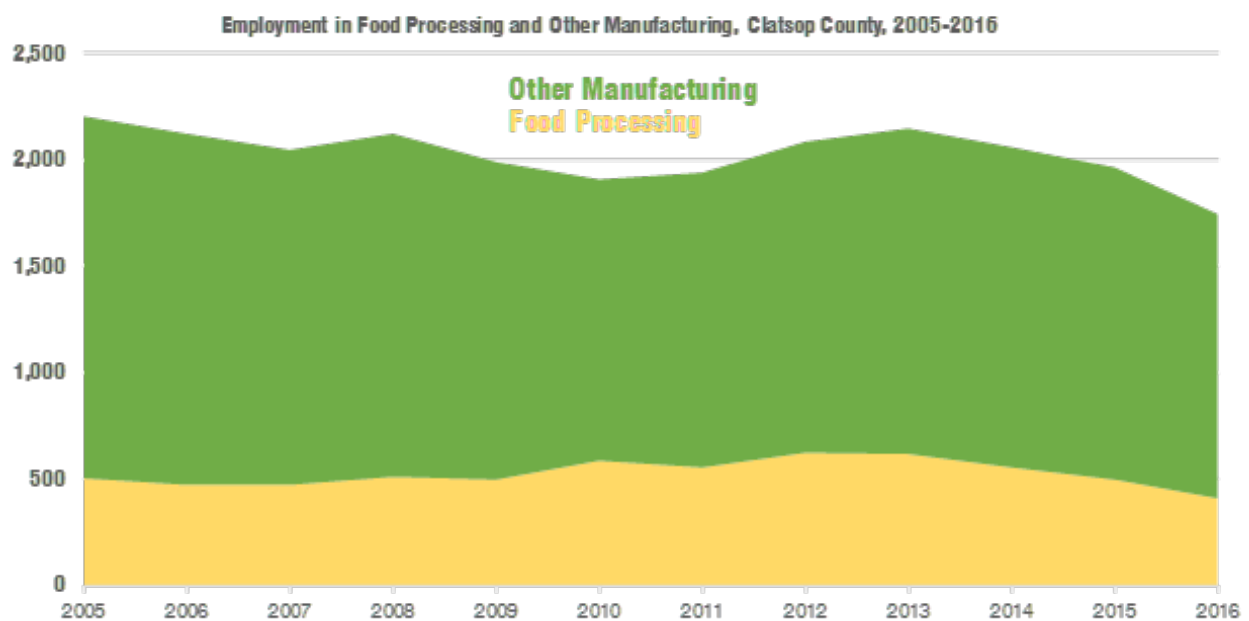


In Clatsop County, specifically, food processing (NAICS 311), which houses some companies doing business in the commercial fishing and seafood products sector in **Figure 2.12**, also accounts for a smaller portion of manufacturing jobs now than in 2010, and has lost 175 jobs in the past five years.

Though food processing is a subset of the manufacturing sector, it has historically been an important source of employment for Astoria. As maritime-related employment waxes and wanes locally, the composition of manufacturing jobs is likely to change as well. A prolonged decline in industries such as food processing would potentially require creative planning for the future of manufacturing and industry in Clatsop County.

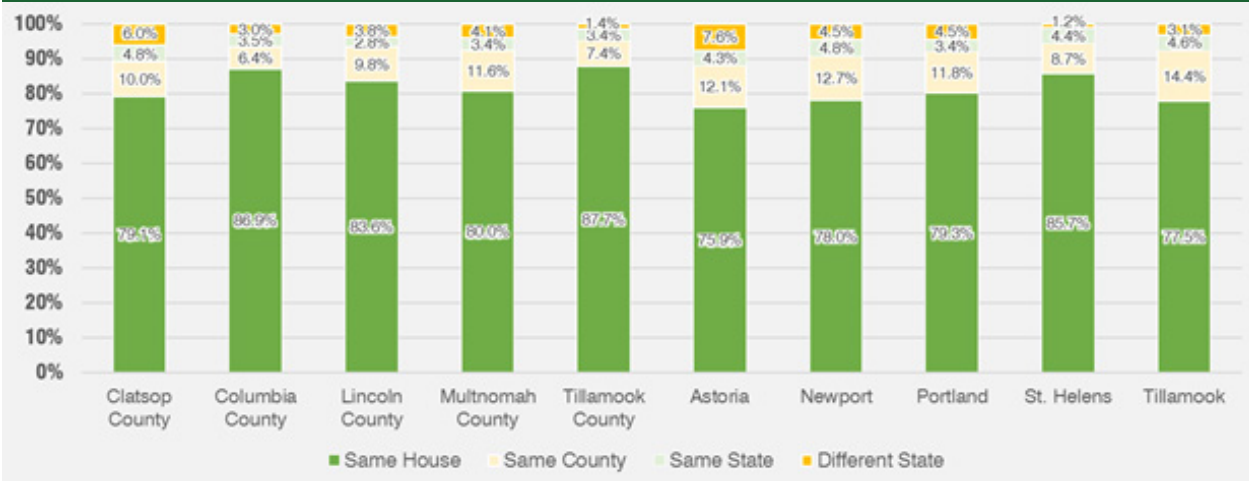
FIGURE 2.12 EMPLOYMENT IN FOOD PROCESSING AND OTHER MANUFACTURING*Clatsop County, Oregon, 2005-2016 | Oregon Department of Employment (2016)*

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Food Processing	506	477	475	510	499	587	553	628	617	555	496	412
Other Manufacturing	1,698	1,644	1,574	1,613	1,493	1,321	1,386	1,455	1,532	1,507	1,466	1,330
Total - ALL Manufacturing	2,204	2,121	2,049	2,123	1,992	1,908	1,939	2,083	2,149	2,062	1,966	1,742
Percent - Food Processing	23.0%	22.5%	23.2%	24.0%	25.1%	30.8%	28.5%	30.1%	28.7%	26.9%	25.3%	23.7%



Even if commercial fishing, food processing and other resource-related drivers of local industry maintain their current levels of employment or grow in the coming years, the regional economy of Northwest Oregon and Clatsop County is likely to continue to experience some restructuring as new economic drivers emerge.

Increasing mobility for residents and workers improves the cross-pollination of economies and can create opportunities for these new drivers to emerge. Anecdotal evidence suggests a strong presence of recently-relocated residents in Astoria and Clatsop County, some of whom bring new ideas and open new businesses or bring new skills and empower existing firms. The data in Figure 3.4 validates the anecdotal evidence, showing that Astoria and Clatsop County had relatively few residents living in their same home one year ago. In Astoria, nearly 12% of all residents lived outside Clatsop County or outside the State of Oregon 12-months prior.

FIGURE 2.13 RESIDENCE ONE YEAR AGO*Selected Comparison Geographies, 2015 | U.S. Census Bureau American Community Survey*

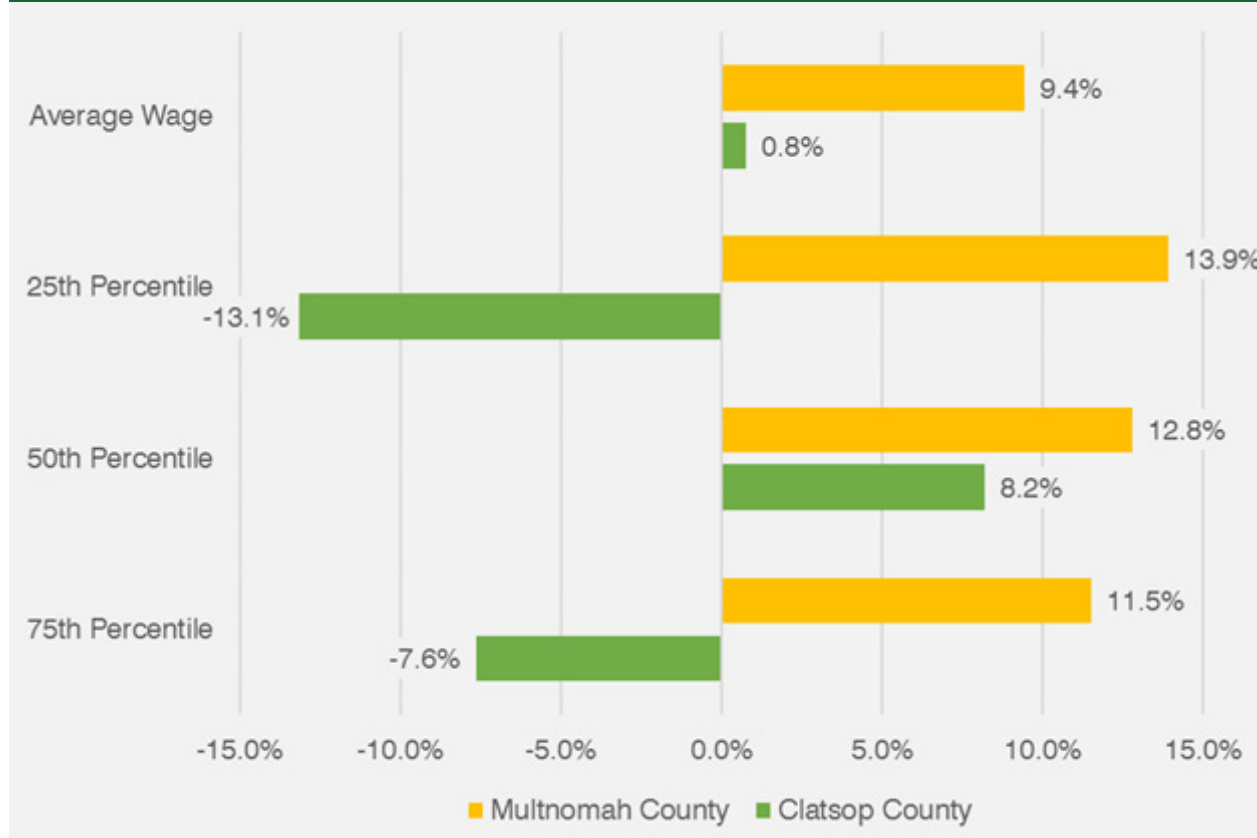
While mobility can inject new life into an economy, a trickle-down of some jobs from larger metros into secondary and tertiary markets can also impact wages and local spending power. For example, when companies that participate in an “innovation economy” in a large city establish satellite offices in smaller towns, their workers are often paid wages that exceed those paid to many local residents. This can have a ripple effect, placing upward pressure on housing prices that makes home-ownership more difficult for those original residents who don't directly benefit from increased wages.

Whether explicitly tied to mobility or not, wages in Astoria have grown within certain wage bands, while the average wage has hardly moved (**Figure 2.14**). In fact, wages at the 50th percentile in Astoria have increased rapidly, growing 8.2% between 2012 and 2015. This strengthening in middle-wage earnings is important given a December 29, 2016 article from Oregon Live, which indicates that, despite continued job growth, middle-wage jobs will continue to see fewer new job openings in the State of Oregon.

The average wage in Multnomah County, comparatively, has grown significantly across all wage levels. This highlights the importance of the mobility data presented in **Figure 2.13**, since an influx into Astoria of residents from Multnomah County could introduce a new economic dynamic in northwest Oregon.

FIGURE 2.14 CHANGE IN WAGES PAID

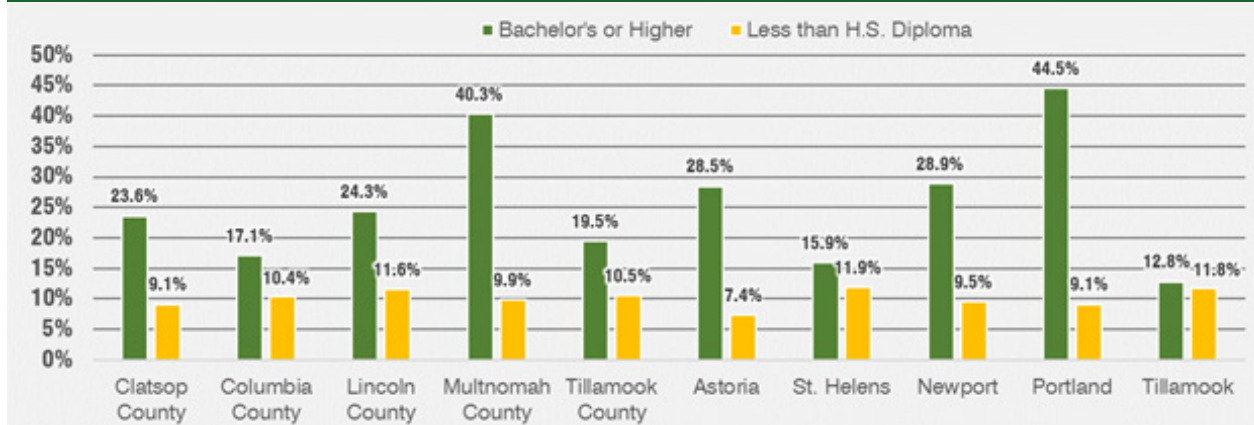
Multnomah and Clatsop Counties, Oregon, 2012-2015 | U.S. Census Bureau American Community Survey



LOCAL TRENDS

Local trends are most meaningful in the context of the larger regional, national and global trends discussed earlier. The data presented here help to hone in on economic development constraints and opportunities for Astoria, given its place within a larger economic sphere.

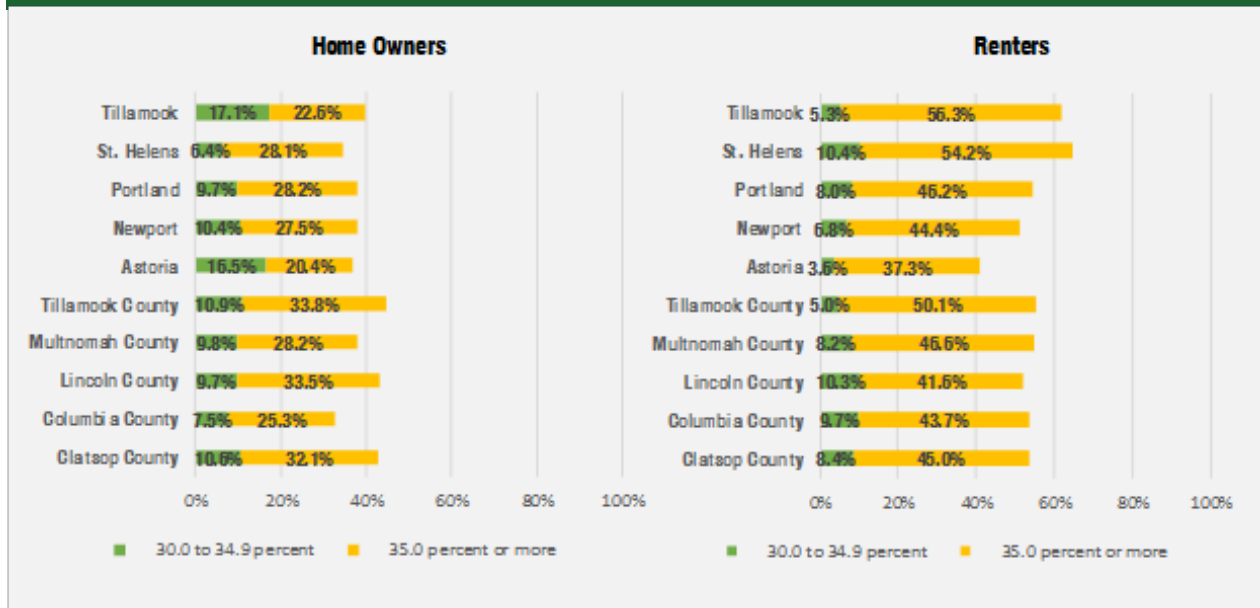
Local educational attainment (**Figure 2.15**) is particularly important because it has ramifications for workforce capabilities, wages, business retention and attraction and other economic development concerns. About 29% of Astoria residents (25 years old or older) hold a bachelor's degree or higher, which is comparable to Newport and significantly higher than St. Helens or Tillamook. This offers a reservoir of educated workers for local companies. Notably, the portion of Astoria residents who have attained less than a high school diploma is about 7%, which is lower than any selected comparison city or county.

FIGURE 2.15 EDUCATIONAL ATTAINMENT*Selected Cities and Counties, Oregon, 2015 | U.S. Census Bureau American Community Survey*

Wages tend to vary with educational attainment, so having a more educated workforce often leads to increased incomes, which in-turn promotes local spending and has a multiplicative effect on local economic activity. However, despite a relatively well-educated workforce, housing affordability represents a challenge for many Astoria residents. **Figure 2.16** shows, that housing affordability is a challenge across many Oregon communities.

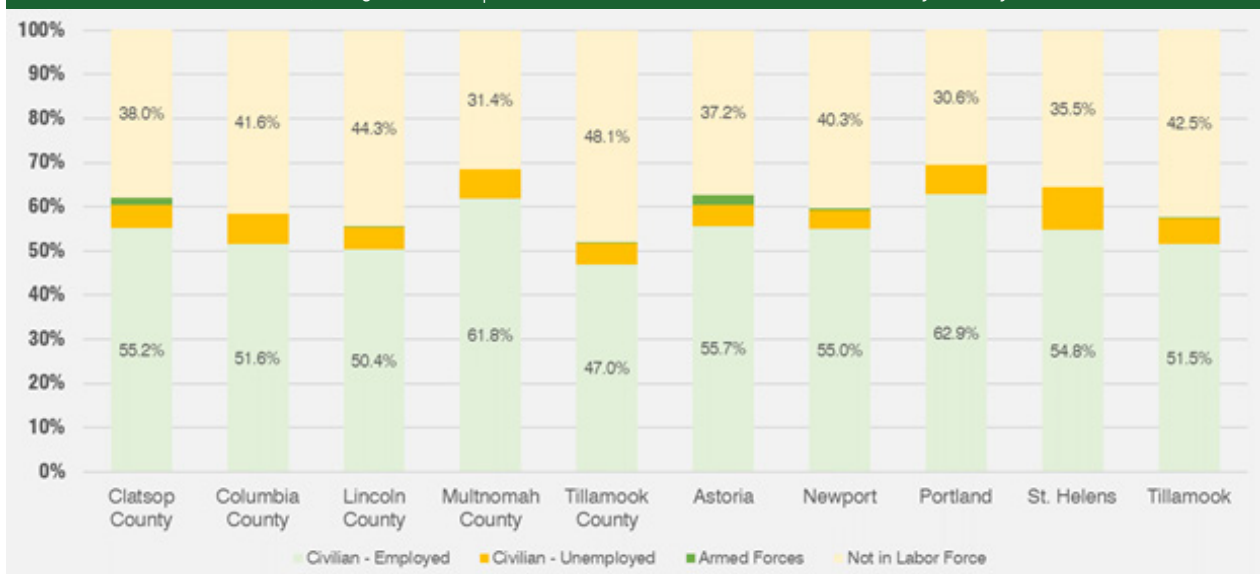
In Astoria, for example, about 41% of all renters spend more than 30% of their income on housing costs, which is the level that the U.S. Department of Housing and Urban Development deems affordable. No other comparison city or county shows fewer than 50% of renters who are cost-burdened. In an absolute sense, fewer home owners are cost-burdened than renters, though Astoria's rates are more in-keeping with the selected comparison geographies.

Nevertheless, anecdotal evidence suggests that housing affordability is a key issue in Astoria. The year-over-year gains in home prices can contribute to this challenge, as can limited housing supply. Transportation costs are also an important factor to consider, since the distance between home and work can place an additional burden on a worker, even if housing costs are low.

FIGURE 2.16 HOUSING AFFORDABILITY*Selected Cities and Counties, Oregon, 2015 | U.S. Census Bureau American Community Survey*

Astoria also experiences a unique dynamic within the housing market due to the significant presence of the U.S. Armed Forces. Members of the Armed Forces often move more frequently, sometimes are limited by the availability of housing subsidies, and occasionally choose to live on a military base. These factors affect housing demand.

Figure 2.17 indicates that Astoria has a larger share of the population working for the military, primarily due to a significant U.S. Coast Guard presence. 2.3% of Astoria residents 16 or older are employed in the Armed Forces; according to the U.S. Census Bureau, about 500 Clatsop County residents are employed in the Armed Forces, which includes almost 200 Astoria residents.

FIGURE 2.17 EMPLOYMENT STATUS*Selected Cities and Counties, Oregon, 2015 | U.S. Census Bureau American Community Survey*

For Astoria workers that are not employed in the Armed Forces, educational services, health care and social assistance represents the largest industry sector, with more than 1,000 employees. Retail trade and arts, entertainment and recreation are also significant to the local economy, with more than 650 workers each. A full breakout of employment by industry is presented in **Figure 2.18**. Location quotients, which represent the relative strength of an industry, are presented in **Figure 2.19**.

Some industry sectors aren't readily apparent in the data, but are important to economic development efforts nonetheless. **Figure 2.20** documents the locations and relative size of businesses in Astoria that compose four identified priority sectors. These sectors represent an initial discovery of economic development opportunities that the Advance Astoria initiative will pursue.

FIGURE 2.18 EMPLOYMENT BY INDUSTRY

City of Astoria, 2015 | U.S. Census Bureau American Community Survey

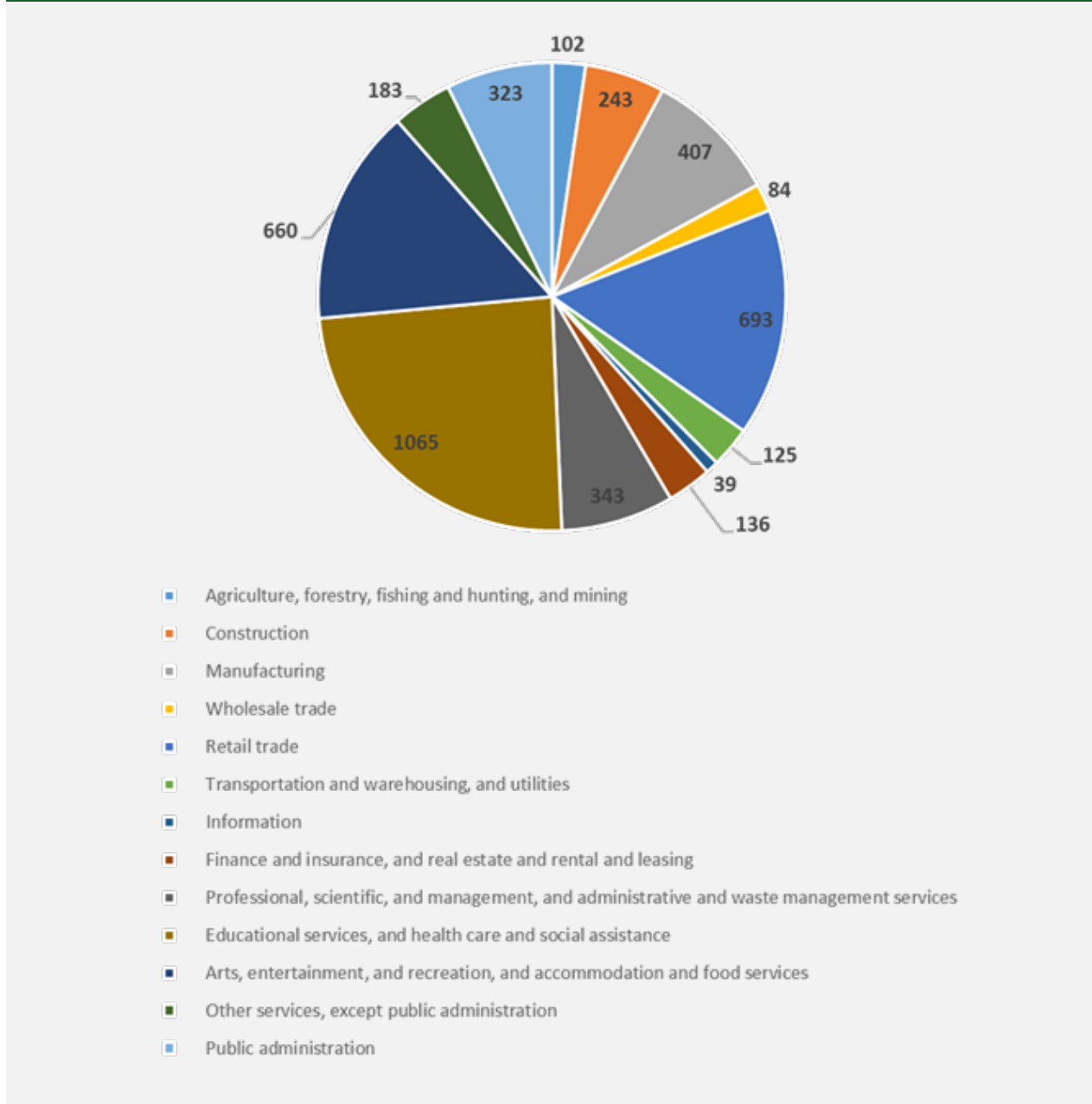


FIGURE 2.19 LOCATION QUOTIENTS BY INDUSTRY

City of Astoria, 2016 | Oregon DOE; Community Attributes Inc.

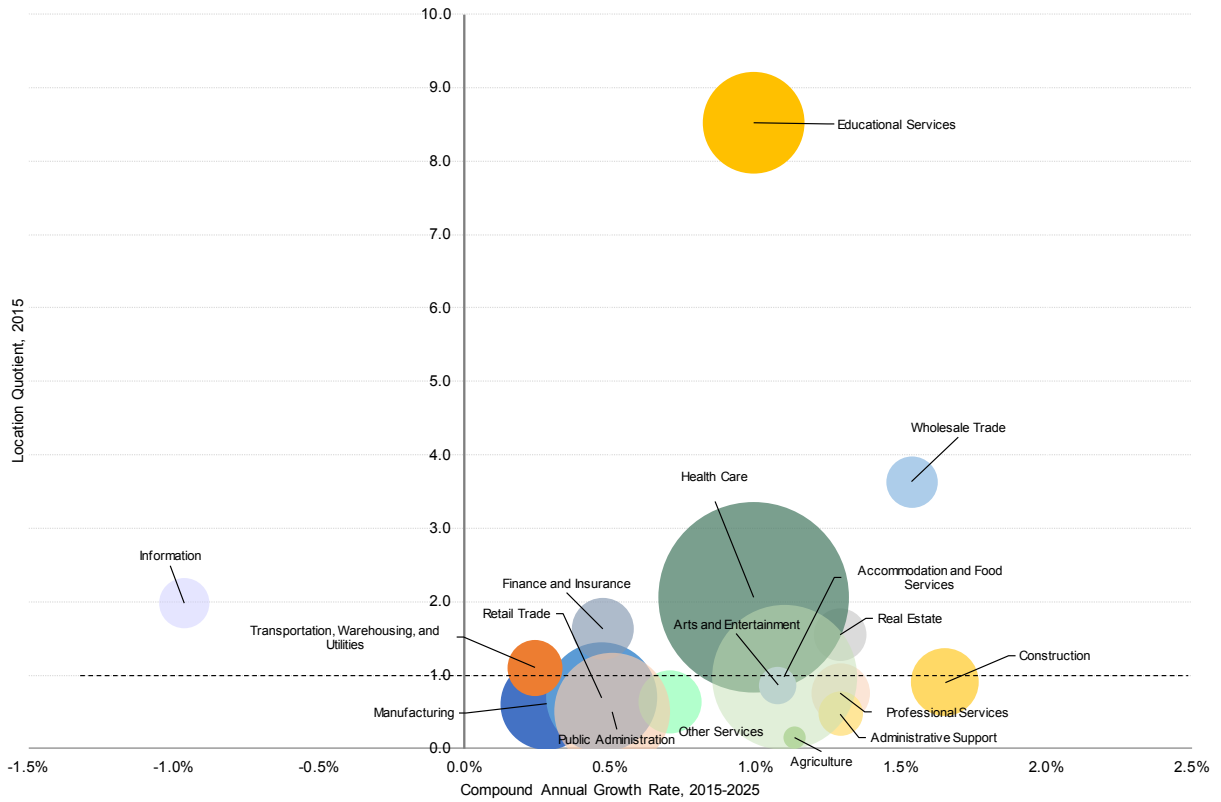
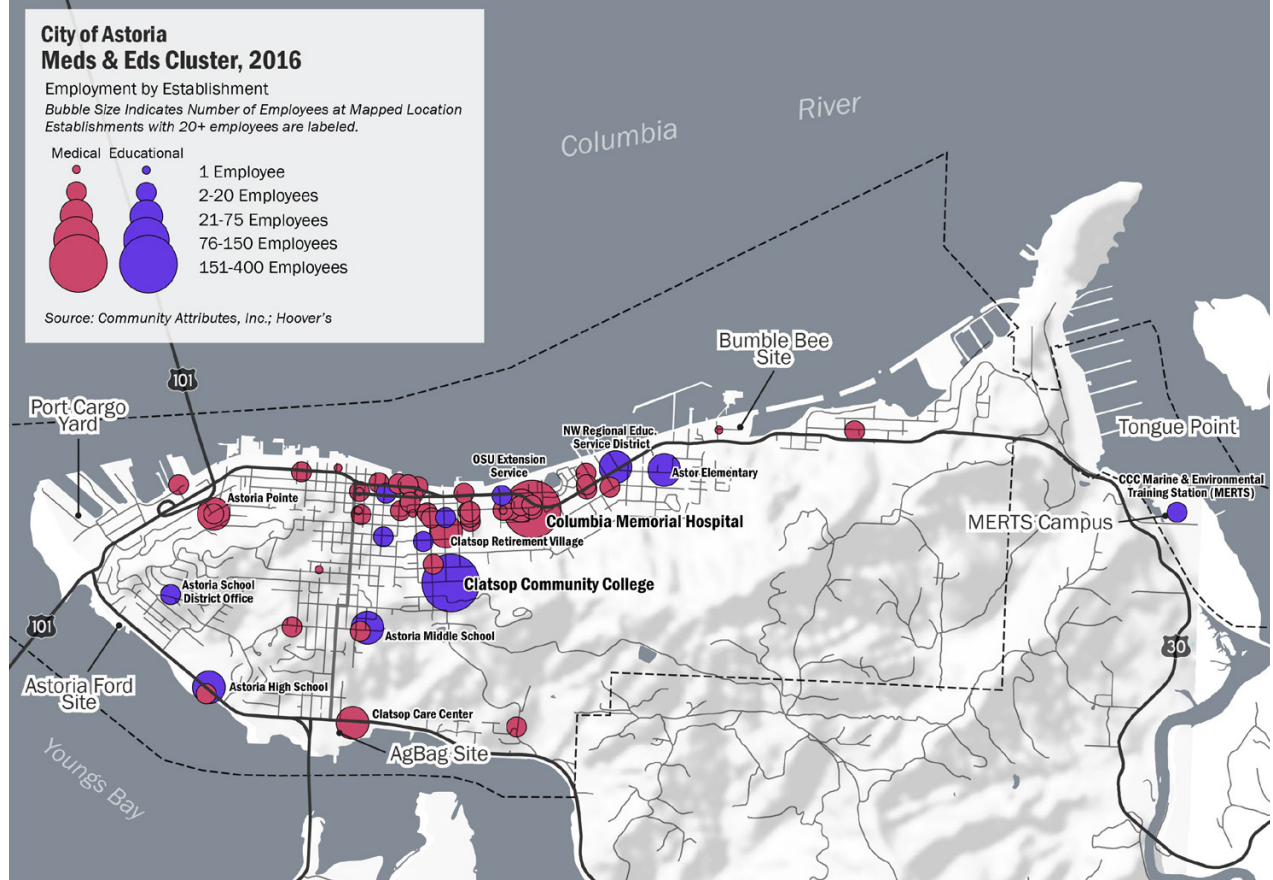


FIGURE 2.20 POTENTIAL PRIORITY ECONOMIC DEVELOPMENT CLUSTERS

City of Astoria, 2016 | Hoover's; Community Attributes Inc.

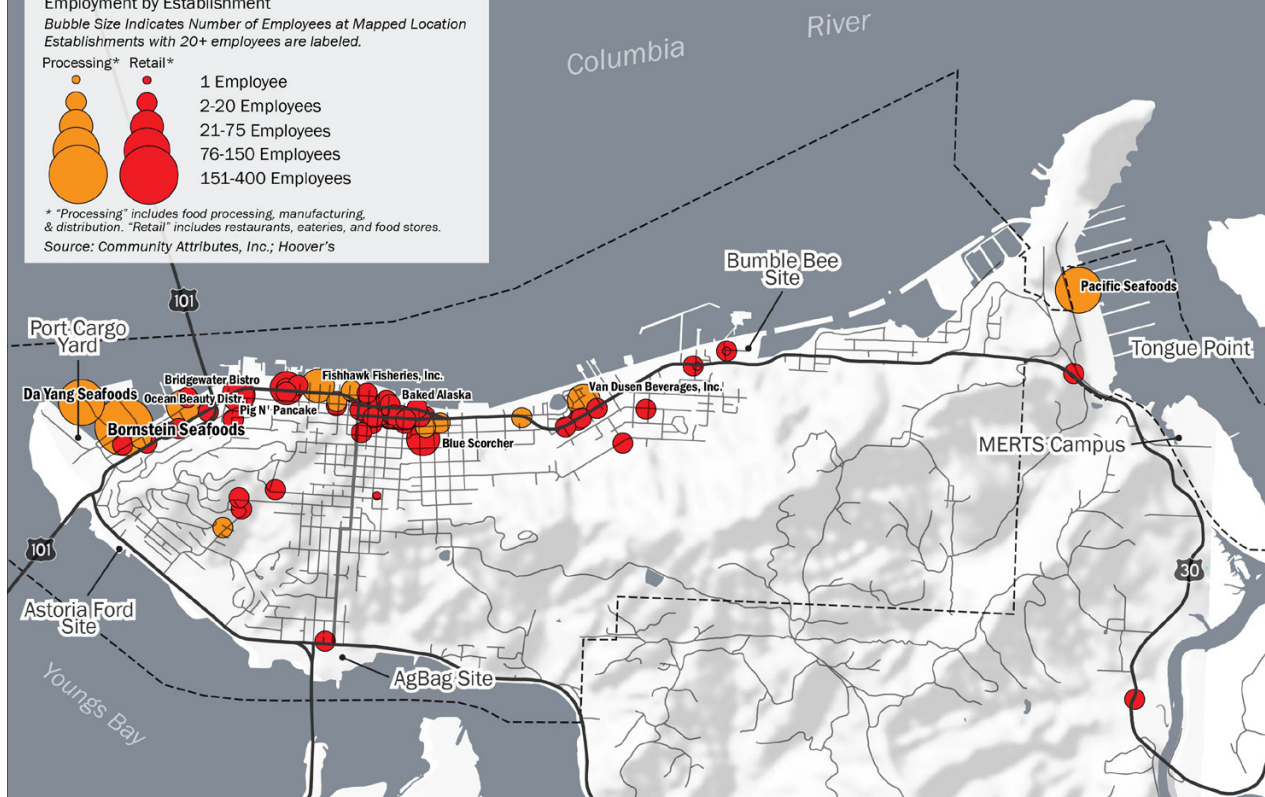


City of Astoria Craft Foods Cluster, 2016

Employment by Establishment
Bubble Size Indicates Number of Employees at Mapped Location
Establishments with 20+ employees are labeled.

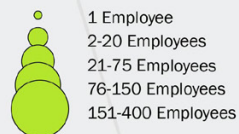


* "Processing" includes food processing, manufacturing, & distribution. "Retail" includes restaurants, eateries, and food stores.
Source: Community Attributes, Inc.; Hoover's

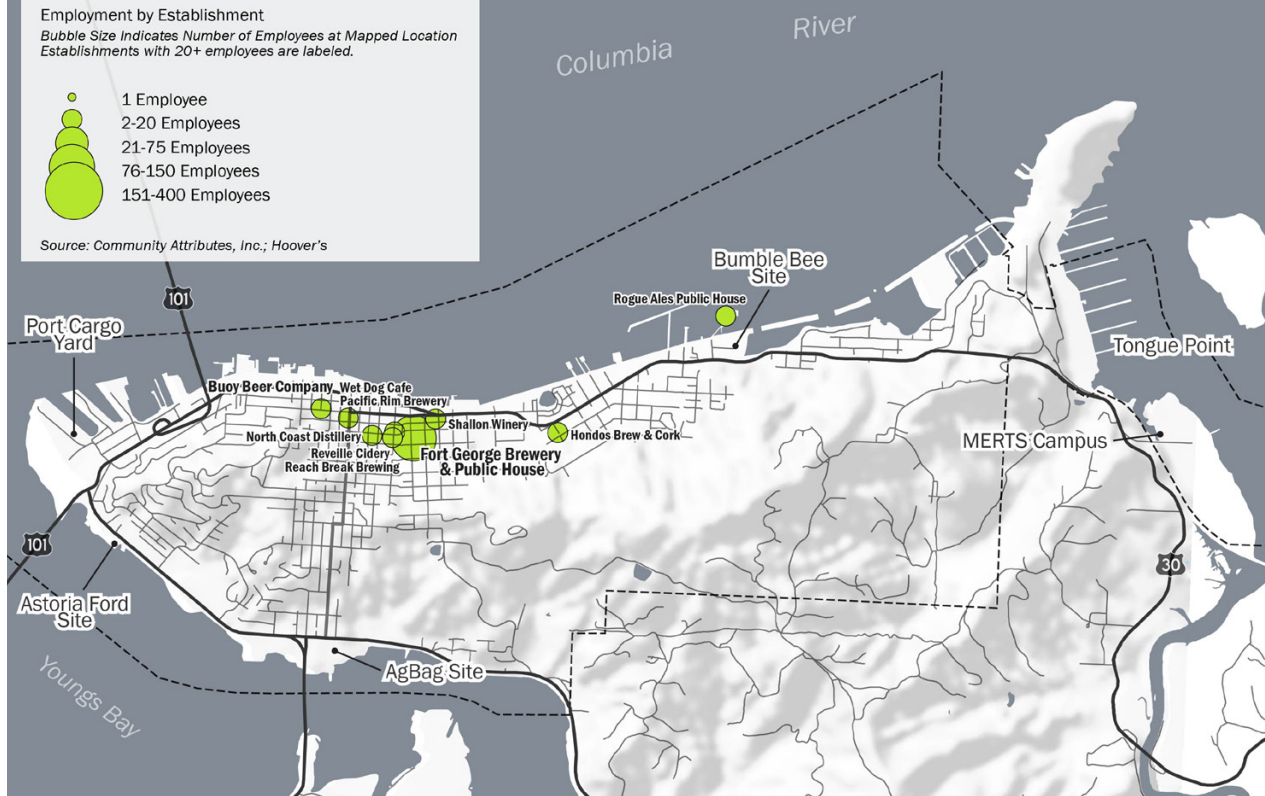


City of Astoria Craft Fermentation Cluster, 2016

Employment by Establishment
Bubble Size Indicates Number of Employees at Mapped Location
Establishments with 20+ employees are labeled.



Source: Community Attributes, Inc.; Hoover's



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3

FORECASTING FUTURE GROWTH

Growth forecasts aid policymakers by presenting scenarios for the future, which can improve planning efforts. This section of the report presents a forecast for employment in Astoria through 2040, and translates the projected growth into demand for additional employment lands.

FORECASTING EMPLOYMENT

For the purposes of this EOA, CAI has developed a custom employment forecast that provides net new employment (jobs) by two-digit NAICS industry. The forecast utilizes existing forecast products from multiple entities to make projections for Astoria through 2040. The forecast methods and findings are discussed in greater detail below.

METHODS

Total employment by sector geocoded to the City of Astoria was provided via a data request from the Oregon Department of Employment (OED). This data reflects a range of employment estimates by specific industry breakouts as represented in the final forecast. OED also provides a regional forecast

Quarterly Astoria MSA total employment estimates from the U.S. Bureau of Labor Statistics provide the backend data which is used to statistically approximate the yearly employment growth rate from 2024 through 2040 via an ARIMA model.

Oregon Employment Department Regional Forecast

The baseline forecast from 2015-2024 is anchored by the OED regional forecast which covers Benton, Clatsop, Columbia, Lincoln and Tillamook Counties. The City of Astoria represents a significant share of employment in several sub industries represented in the OED forecast. Whenever possible, the employment estimate represented from 2015 through 2024 reflects the OED forecast estimates through 2024. Occasionally, these estimates are edited if the City of Astoria does not have an industry employment estimate that would be accurately captured in the OED forecast.

Community Attributes Inc. Astoria MSA Forecast

As the OED forecast only runs through 2024, it was necessary to supplement the final forecast output with a custom forecast to estimate total employment in Astoria from 2024 through 2040. This was done by looking at quarterly employment estimates from the Bureau of Labor Statistics. This forecast focuses on estimated total employment within the Astoria MSA from which year to year growth rates are calculated and then applied to the City of Astoria employment estimates. Industry specific employment estimates are a product of the OED forecast industry shares along with 2015 industry employment estimates provided by OED.

The forecast used was an ARIMA model that attempts to describe the inherent autocorrelations in the quarterly employment data and then make forecast predictions based on those quarterly trends.

FINDINGS

The forecast model indicates that total employment in Astoria will grow from 5,636 in 2016 to 7,075 in 2040. This represents a compound annual growth rate of .95%. According to the forecast, total employment in Astoria will be 6,796 at the end of the 20-year period ending in 2036.

The largest number of new jobs (460) will be located in the health care and social assistance (NAICS 62) sector, which is already Astoria's largest industry. The highest growth rates are expected to occur in construction (NAICS 23) and wholesale trade (NAICS 42) with 1.8% and 1.7% compound annual growth, respectively. Only one industry (NAICS 51 - information) is expected to shrink over the forecast period. These trends are illustrated in **Figures 3.1 and 3.2**.

UNDERSTANDING DEMAND

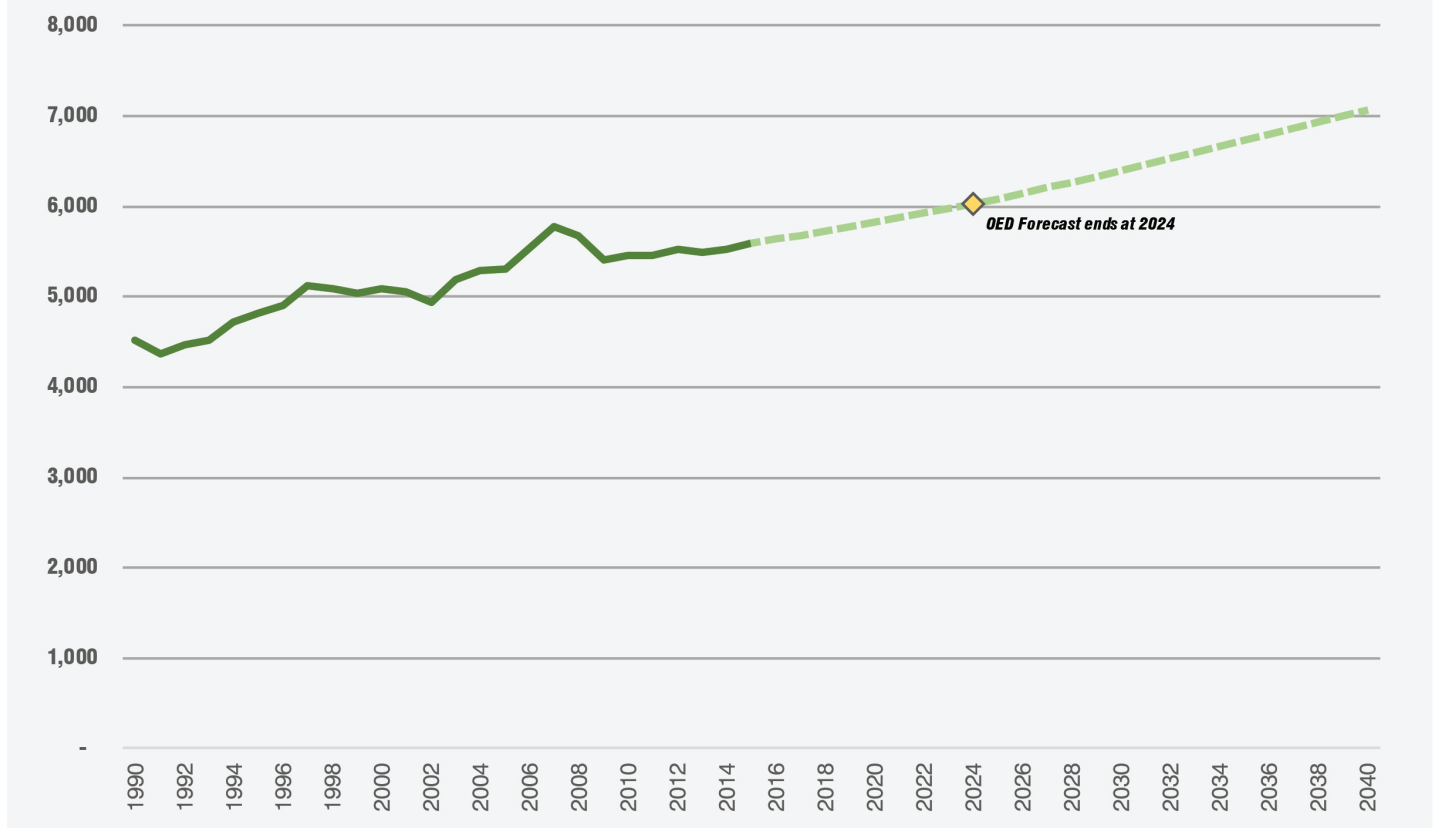
Generally speaking, growth in employment (new jobs) requires new buildings to house the additional employees. In this way, a growth forecast is the first step in understanding the demand for employment land.

METHODS

Translating a growth forecast into demand for employment land requires an understanding of how much square footage can be built on any given parcel and an understanding of how many square feet

FIGURE 3.1 - FORECAST SUMMARY TABLE

NAICS	Industries	2016	2020	2030	2036	2040	Net New	CAGR
11	Agriculture, Forestry, Fishing & Hunting	21	22	25	28	29	8	1.3%
23	Construction	194	207	248	278	299	105	1.8%
31 - 33	Manufacturing	357	360	371	379	384	27	0.3%
42	Wholesale Trade	111	118	140	155	166	55	1.7%
44 - 45	Retail Trade	519	528	556	575	587	68	0.5%
48 - 49, 22	Transportation, Warehousing, and Utilities	130	131	134	137	138	8	0.3%
51	Information	109	104	93	88	84	(25)	-1.1%
52	Finance and Insurance	167	170	179	185	190	22	0.5%
53	Real Estate and Rental and Leasing	117	123	142	155	164	47	1.4%
54	Professional, Scientific, and Technical Services	147	155	179	195	207	60	1.4%
56	Administrative and Support, Waste Mgmt. & Remediation	84	88	102	111	118	34	1.4%
61	Educational Services	442	459	512	548	574	132	1.1%
62	Health Care and Social Assistance	1,541	1,603	1,786	1,913	2,001	460	1.1%
71	Arts, Entertainment, and Recreation	58	61	69	74	78	19	1.2%
72	Accommodation and Food Services	896	937	1,057	1,139	1,198	301	1.2%
81	Other Services (except Public Administration)	169	174	188	197	204	35	0.8%
92	Public Administration	574	584	617	640	655	81	0.6%
Total Employment		5,636	5,825	6,397	6,796	7,075	1,439	0.95%
CAGR (at interval)		0.8%	0.8%	0.9%	1.0%	1.0%		

FIGURE 3.2 - FORECAST SUMMARY

are required to house each employee. These variables are expressed below in a series of equations, each of which is explained to clarify the process of calculating demand for employment land.

$$(new\ employment) \times (square\ feet\ per\ employee) = (built\ square\ feet\ demanded)$$

New employment is given in the forecast.

An assumption for the number of square feet required to house each employee is obtained using data from Hoover's, which provides facility square footage and total employment for all businesses in Astoria. Dividing the number of employees by the total facility square footage for all businesses in each NAICS-defined industry provides an empirical input from local businesses that can inform the model.

Multiplying new employment in each industry by the square footage required to house an average employee in each industry yields the number of building square feet needed to accommodate the forecasted employment growth.

$$(built\ square\ feet\ demanded) / (FAR) = (land\ square\ feet\ demanded)$$

To obtain an estimate of how much square footage can be built on any given parcel, a representative floor-to-area ratio (FAR) is applied to each group of zones. FAR is the ratio of total built square footage to total land square footage, and is expressed as a decimal. For the purposes of this analysis, the total square footage of all commercial facilities in Astoria is identified using data from Hoover's. These facilities are identified by the company's NAICS code, which can be mapped to the zones used in this study. Using buildable lands methodologies and geographic information systems (GIS), as described in Section 3 of this report, one can calculate the total square footage of occupied lands in each of those zones. Then, the total facility square footage is divided by the occupied land square footage to obtain an FAR that represents current businesses located in the selected zones.

Dividing the built square feet demanded by the FAR yields the number of land square feet needed to accommodate the forecasted employment growth.

$$(land\ square\ feet\ demanded) \times (zone\ capture\ rate) = (land\ square\ feet\ demanded\ by\ zone)$$

Land square feet demanded by employment growth in each NAICS-defined industry is apportioned to the different employment-supporting zones to account for the fact that workers in some industries can find space in multiple zones (e.g. NAICS 31-33 manufacturing jobs can be located in industrial zones, but also in aquatic development zones, while NAICS 72 accommodation and food services jobs are likely to be located almost exclusively in commercial zones). Zone capture rates represent the percent of all new jobs that will locate within a given zone, and are estimates based on observed land use and employment patterns. These rates are highlighted in green in **Figure 3.3**.

Multiplying the land square feet demanded by the assigned capture rate for each zone (or group of zones) yields the number of land square feet needed to accommodate the forecasted employment growth in each zone.

$$(land\ square\ feet\ demanded\ by\ zone) / 43,560 = (acres\ demanded\ by\ zone)$$

There are 43,560 square feet in each acre. Dividing the land square feet demanded by zone by 43,560 converts the land demand estimate into acres needed to accommodate the forecasted employment growth in each zone. These demand estimates can then be compared to employment-supporting land supply estimates from a vacant and redevelopable or buildable lands analysis.

FIGURE 3.3 - LAND DEMAND SUMMARY

Net New Employees	SF per Employee	Total SF Demand	<i>Collapsed Zones: Assumed FAR:</i>	Aquatic Development 0.1	Attached Housing 0.2	Commercial 0.25	Industrial 0.1	Institutional 0.1	All Zones
8	373	2,984		50.00%	0.00%	0.00%	50.00%	0.00%	100%
105	588	62,054		0.00%	0.00%	25.00%	75.00%	0.00%	100%
27	679	18,395		25.00%	0.00%	0.00%	75.00%	0.00%	100%
55	846	46,810		25.00%	0.00%	25.00%	50.00%	0.00%	100%
68	483	32,975		0.00%	0.00%	90.00%	10.00%	0.00%	100%
8	486	4,086		25.00%	0.00%	0.00%	75.00%	0.00%	100%
0	762	0		0.00%	0.00%	100.00%	0.00%	0.00%	100%
22	498	11,025		0.00%	0.00%	100.00%	0.00%	0.00%	100%
47	1107	52,538		0.00%	0.00%	100.00%	0.00%	0.00%	100%
60	708	42,266		10.00%	0.00%	60.00%	30.00%	0.00%	100%
34	1241	42,115		0.00%	0.00%	33.33%	33.33%	33.33%	100%
132	373	49,211		0.00%	0.00%	0.00%	0.00%	100.00%	100%
460	434	199,695		0.00%	20.00%	10.00%	20.00%	50.00%	100%
19	1048	20,091		25.00%	0.00%	15.00%	20.00%	40.00%	100%
301	370	111,587		0.00%	0.00%	100.00%	0.00%	0.00%	100%
35	875	30,292		0.00%	0.00%	50.00%	50.00%	0.00%	100%
81	332	27,019		0.00%	0.00%	0.00%	0.00%	100.00%	100%
1,439				<i>Demand (SF):</i>	28,064	39,939	309,569	177,416	753,140
				<i>Demand (AC):</i>	6.44	4.58	28.43	40.73	125.67

FINDINGS

This analysis suggests demand for about 125 acres of employment-supporting land. Institutional lands are subject to the highest levels of demand, with about 61 acres needed to accommodate forecasted employment growth. Significant amounts of vacant and redevelopable are necessary to accommodate anticipated growth in commercial and industrial zones, as well, with each requiring about 29 and 25 acres, respectively.

There is little demand for employment land in attached housing zones, which may be appropriate given that these are mixed-use zones with significant residential components (and therefore a limited ability to house new employment).

Inputs to this demand model are extremely sensitive. Changes in the amount of square feet needed to house a given number of workers (for example, due to increased telecommuting) could change the amount of land needed to accommodate the forecasted growth. Furthermore, some uses may be able to adapt to different zones, which would alter the assumed zone capture rates. Understanding these sensitivities is important to ensure that adopted policy creates a balanced supply of land to fit anticipated employment patterns and changes in job and development markets.

4

UNDERSTANDING THE SUPPLY OF LAND

Employment land in Astoria is provided within myriad commercial, industrial and other zones. This section of the report surveys these lands to quantify the vacant and redevelopable parcels, in acres, that may be expected to support future growth in Astoria's employment.

A buildable lands inventory (BLI) for the City of Astoria was completed in 2011. The methods employed in this EOA differ from those used in the BLI and the two analyses should be expected to produce different results. However, since there has been limited development and redevelopment in the intervening years, the employment land capacity depicted in this report may not differ greatly from the figures given in the BLI.

METHODS

Any analysis of buildable lands requires an estimate of the supply of land to meet expected growth. This EOA focuses only on employment lands, and therefore provides an estimate of the supply of land available to house employment-generating uses. To prepare this estimate, CAI assessed the City of Astoria's zoning code to identify the subset of zones that allow for commercial and industrial enterprises and other employment-generating uses. The 20 zones that were selected were then sorted into five groups based on the predominant use within each zone. Non-employment zones, such as residential or conservation and habitat zones, were excluded. This selection process is summarized in **Figure 4.1**.

The five "collapsed" zones include the aquatic development zones, attached housing zones, commercial zones, industrial zones and institutional zones. Employment lands in these zones are found throughout the City, and are most prevalent along or near waterfronts (e.g. the Columbia River, Young's Bay). More

specifically, industrial lands are clustered on Port of Astoria properties in the eastern and western portions of the City, and institutional lands are largely located in the central, upper portion of the City; commercial zones are most likely to be located in or near downtown Astoria. The map in **Figure 4.2** illustrates these employment lands.

Of all the employment lands identified in **Figure 4.2**, many parcels have already been developed, or are otherwise encumbered by critical areas, such that they cannot support additional employment. Other parcels are either vacant or redevelopable. Using parcel-based data from the Clatsop County Assessor, CAI identified vacant and redevelopable employment lands from the zones selected for the land inventory. These vacant or redevelopable portions of the total employment land inventory are represented in lighter colors in **Figure 4.3**. Notably, **Figure 4.3** also references future industrial development sites from the previous update of the Comprehensive Plan. These sites are critical components of land supply.

The identified vacant and redevelopable lands are further subdivided in tiers, to aid in understanding barriers to redevelopment, potential development timelines, and other considerations. Tier A employment lands are considered completely vacant, while Tier B and C employment lands are those that have lower improvement values, which suggest that existing structures may be replaced in the future. The specific criteria used to defined Tier A and Tier B lands within each collapsed zone are provided below.

- **Tier A** lands are vacant. Vacant lands are defined as parcels with very little or no improvement value, and are identified within the data by selecting parcels with \$.001 Real Market Improvement Value per square foot of land.
- **Tier B and C** lands are potentially vacant or redevelopable. Potentially redevelopable lands are defined as parcels with limited improvements in terms of building value per square foot of land, and are identified within the data by selecting parcels with \$.001 to \$2.50 Real Market Improvement Value per square foot of land.

Using geographic information systems (GIS) the gross supply of Tier A, Tier B and Tier C employment lands is converted to net supply by deducting land area that may not be buildable. These deductions account for roads and other rights of way, public parks, FEMA-designated floodways, wetlands, steep slopes and other similar hazards or constraints.

Rights of way and parks are contained within the GIS data, and may therefore be excluded on a parcel-by-parcel basis so that parcels unencumbered by parks and rights of way remain wholly buildable.

After deductions, net land supply is expressed in acres. It represents an estimate of the amount of land within each set of zones that can accommodate additional employment through new, greenfield development or redevelopment of lower-intensity or lower-value uses. A summary of net land supply for each collapsed zone, along with an overview of the deductions applied to gross land supply, is provided in **Figure 4.4**.

FIGURE 4.1 - ZONE SELECTIONS

Employment Land Inventory Zones (20):

ZONE	Title
A-1	Aquatic One Development zone
A-2	Aquatic Two Development Zone
A-2A	Aquatic Two-A Development Zone
AH-HC	Attached Housing/Health Care Zone
AH-MP	Attached Housing/Mill Pond
C1	Neighborhood Commercial Zone
C2	Tourist Commercial Zone
C3	General Commercial Zone
C4	Central Commercial Zone
CA	Education/Research/Health Care Campus Zone
FA	Family Activities Zone
GI	General Industrial Zone
HC	Health Care Zone
HR	Hospitality/Recreation
IN	Institutional Zone
LS	Local Service
MH	Maritime Heritage Zone
S1	Marine Industrial Shorelands
S2	General Development Shorelands Zone
S-2A	Tourist Oriented Shorelands Zone

Non-Employment Land Inventory Zones (12):

ZONE	Title
A-3	Aquatic Conservation Zone
A-4	Aquatic Natural Zone
CR	Compact Residential Zone
CRESO	Columbia River Estuary Shoreland Overlay District
FHO	Flood Hazard Overlay Zone
LR	Land Reserve Zone
PD	Planned Development Overlay Zone
R1	Low Density Residential Zone
R2	Medium Density Residential Zone
R3	High Density Residential Zone
S5	Natural Shorelands Zone
SBHO	Sensitive Bird Habitat Overlay Zone

Collapsed Employment Land Inventory Zones (20):

COLLAPSED ZONES

Aquatic Development Zones

Aquatic One Development zone
Aquatic Two Development Zone
Aquatic Two-A Development Zone

Attached Housing Zones

Attached Housing/Health Care Zone
Attached Housing/Mill Pond

Commercial Zones

Neighborhood Commercial Zone
Tourist Commercial Zone
General Commercial Zone
Central Commercial Zone
Local Service
Tourist Oriented Shorelands Zone
Maritime Heritage Zone
Family Activities Zone
Hospitality/Recreation

Industrial Zones

General Industrial Zone
Marine Industrial Shorelands
General Development Shorelands Zone

Institutional Zones

Institutional Zone
Health Care Zone
Education/Research/Health Care Campus Zone

FIGURE 4.2 - ASTORIA EMPLOYMENT LANDS INVENTORY

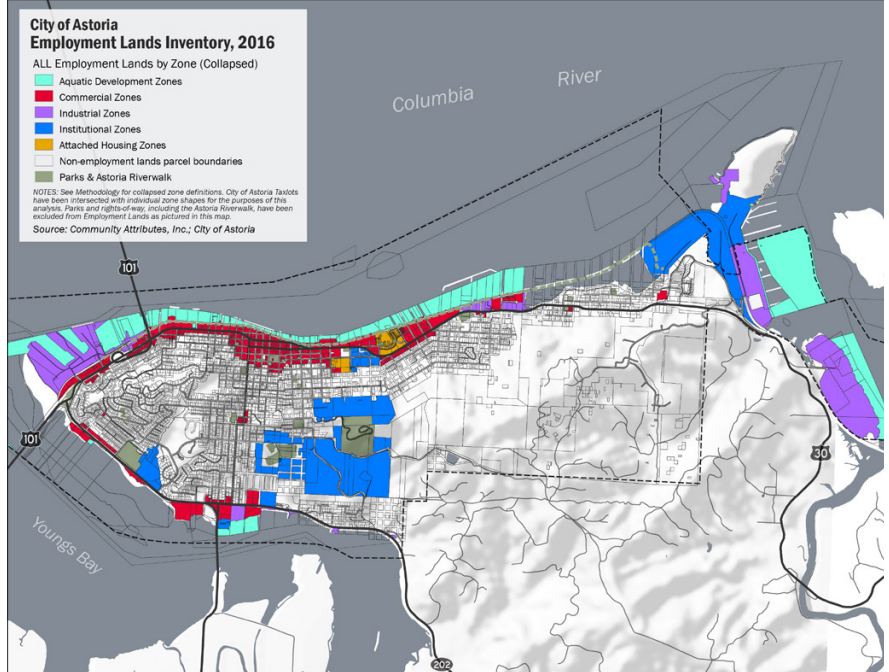
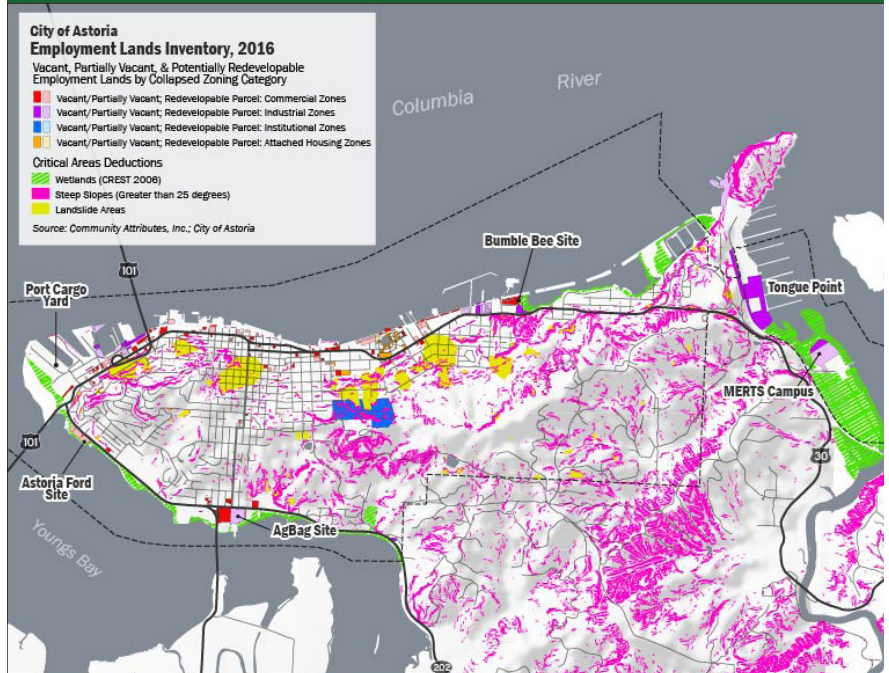


FIGURE 4.3 - VACANT AND REDEVELOPABLE EMPLOYMENT LANDS



FINDINGS

The following findings are based on the buildable lands analysis described above and are contained in **Figure 4.4**. Findings are presented for each of the collapsed zones presented in **Figure 4.1**. Applicable notes for **Figure 4.4** include the following:

- * *See Methodology for Collapsed Zone definitions*
- ** *Rights-of-Way include Astoria Riverwalk rails-to-trails parcels*
- *** *See Methodology for definitions of "Vacant", "Partially Vacant", and "Potentially Redevelopable" lands*
- **** *See Methodology for detailed explanation of Critical Deductions.*
- ***** *"Unbuildable Fragments" are comprised of parcel fragments after Critical Deductions of .07 acres or less, or of unbuildable configurations (eg, long and narrow fragments).*

- **Aquatic Development Zones** include about 892 acres of parcel area. Of that sum, 499 acres are excluded from gross land supply due to rights of way, parks and other parcel limitations. Of the remaining 394 acres, approximately 225 acres are buildable.
- **Attached Housing Zones** include about 27 acres of land. Of that sum, approximately six acres and one-third acres are excluded from gross land supply due to rights of way and parks, respectively. Of the remaining 20 acres, about nine are considered vacant, while one acre is considered redevelopable. After deductions for floodways, wetlands and steep slopes, these zones provide a total vacant and redevelopable employment lands capacity (net supply) of about five acres.
- **Commercial Zones** include about 297 acres of land. Of that sum, approximately 104 acres and four acres are excluded from gross land supply due to rights of way and parks, respectively. Of the remaining 188 acres, about 30 are considered vacant, while 24 acres are considered potentially redevelopable. After deductions for floodways, wetlands and steep slopes, these zones provide a total vacant and redevelopable employment lands capacity (net supply) of about 35 acres.
- **Industrial Zones** include about 293 acres of land. Of that sum, approximately 24 acres and one-quarter acres are excluded from gross land supply due to rights of way and parks, respectively. Of the remaining 269 acres, about 58 are considered vacant, while 85 acres are considered redevelopable. After deductions for floodways, wetlands and steep slopes, these zones provide a total vacant and redevelopable employment lands capacity (net supply) of about 86 acres.
- **Institutional Zones** include about 518 acres of land. Of that sum, approximately 37 acres and 73 acres are excluded from gross land supply due to rights of way and parks, respectively. Of the remaining 408 acres, about 41 are considered vacant. After deductions for floodways, wetlands and steep slopes, these zones provide a total vacant and redevelopable employment lands capacity (net supply) of about 14 acres.

In total, the analysis suggests that Astoria has approximately 343 acres of vacant or redevelopable employment lands to accommodate future employment growth. This represents about 17% of the total land area in the employment-supporting zones (inclusive of parks and rights of way).

FIGURE 3.4 - VACANT AND REDEVELOPABLE LANDS SUMMARY

1 AQUATIC DEVELOPMENT ZONES			Tier 1	Tier 2	Tier 3	Total
			Vacant Lands***	Partially Vacant Lands***	Potentially Redevelopable Lands***	Vacant + Partially Vacant + Potentially Redevelopable Lands
Gross Land Supply	Acres	Net Land Supply				
Total Zone Area (Acres)	892.45	Total Parcel Area (Acres)	231.18	0.00	68.25	299.43
Rights-of-Way / No Parcel (Acres)**	498.87	Less Wetlands, Standing Water ****	0.00	0.00	0.00	0.00
Total Parcel Area, Exclusive of R.O.W. (Acres)	393.58	Less Steep Slopes (>25 degrees)****	0.00	0.00	0.00	0.00
Parks (Acres)	0	Less Slide Areas****	0.00	0.00	0.00	0.00
Total Parcel Area, Exclusive of R.O.W. & Parks (Acres)	393.58	Total Parcel Area, Less Critical Deductions (Acres)	231.18	0.00	68.25	299.43
		Less Unbuildable Fragments*****	0.00	0.00	0.00	0.00
		Total Gross Buildable Parcel Area (Acres)	231.18	0.00	68.25	299.43
		Less Future Public Facilities & Infrastructure Set-Aside (25%)	0.00	0.00	0.00	74.86
		Total Net Buildable Parcel Area (Acres)	231.18	0.00	68.25	224.57
		Percent of Total Net Parcel Area in Zone (Acres)	59%	0%	17%	57%
		Number of Net Buildable Parcels (or portions if split-zoned)	45	0	21	66

2 ATTACHED HOUSING ZONES*			Tier 1	Tier 2	Tier 3	Total
			Vacant Lands***	Partially Vacant Lands***	Potentially Redevelopable Lands***	Vacant + Partially Vacant + Potentially Redevelopable Lands
Gross Land Supply	Acres	Net Land Supply				
Total Zone Area (Acres)	26.69	Total Parcel Area (Acres)	9.24	0.00	0.92	10.16
Rights-of-Way (Acres)**	5.93	Less Wetlands, Standing Water ****	2.97	0.00	0.00	2.97
Total Parcel Area, Exclusive of R.O.W. (Acres)	20.76	Less Steep Slopes (>25 degrees)****	0.00	0.00	0.00	0.00
Parks (Acres)	0.29	Less Slide Areas****	0.00	0.00	0.00	0.00
Total Parcel Area, Exclusive of R.O.W. & Parks (Acres)	20.47	Total Parcel Area, Less Critical Deductions (Acres)	6.27	0.00	0.92	7.19
		Less Unbuildable Fragments*****	0.01	0.00	0.00	0.01
		Total Gross Buildable Parcel Area (Acres)	6.26	0.00	0.92	7.18
		Less Future Public Facilities & Infrastructure Set-Aside (25%)	1.57	0.00	0.23	1.80
		Total Net Buildable Parcel Area (Acres)	4.70	0.00	0.69	5.39
		Percent of Total Net Parcel Area in Zone (Acres)	23%	0%	3%	26%
		Number of Net Buildable Parcels (or portions if split-zoned)	46	0	2	48

3 COMMERCIAL ZONES*			Tier 1	Tier 2	Tier 3	Total
			Vacant Lands***	Partially Vacant Lands***	Potentially Redevelopable Lands***	Vacant + Partially Vacant + Potentially Redevelopable Lands
Gross Land Supply	Acres	Net Land Supply				
Total Zone Area (Acres)	296.61	Total Parcel Area (Acres)	29.87	0.00	23.74	53.61
Rights-of-Way (Acres)**	104.4	Less Wetlands, Standing Water ****	1.23	0.00	2.29	3.52
Total Parcel Area, Exclusive of R.O.W. (Acres)	192.21	Less Steep Slopes (>25 degrees)****	0.52	0.00	0.49	1.01
Parks (Acres)	4.31	Less Slide Areas****	0.74	0.00	1.08	1.82
Total Parcel Area, Exclusive of R.O.W. & Parks (Acres)	187.9	Total Parcel Area, Less Critical Deductions (Acres)	27.38	0.00	19.88	47.26
		Less Unbuildable Fragments*****	0.31	0.00	0.01	0.32
		Total Gross Buildable Parcel Area (Acres)	27.07	0.00	19.87	46.94
		Less Future Public Facilities & Infrastructure Set-Aside (25%)	6.77	0.00	4.97	11.74
		Total Net Buildable Parcel Area (Acres)	20.30	0.00	14.90	35.21
		Percent of Total Net Parcel Area in Zone (Acres)	11%	0%	8%	19%
		Number of Net Buildable Parcels (or portions if split-zoned)	122	0	71	193

4 INDUSTRIAL ZONES *			Tier 1	Tier 2	Tier 3	Total
			Vacant Lands***	Partially Vacant Lands***	Potentially Redevelopable Lands***	Vacant + Partially Vacant + Potentially Redevelopable Lands
Gross Land Supply	Acres	Net Land Supply				
Total Zone Area (Acres)	292.69	Total Parcel Area (Acres)	58.29	13.39	72.12	143.80
Rights-of-Way (Acres)**	23.65	Less Wetlands, Standing Water ****	32.61	0.00	17.28	49.89
Total Parcel Area, Exclusive of R.O.W. (Acres)	269.04	Less Steep Slopes (>25 degrees)****	0.29	0.00	2.16	2.45
Parks (Acres)	0.24	Less Slide Areas****	0.00	0.00	0.00	0.00
Total Parcel Area, Exclusive of R.O.W. & Parks (Acres)	268.8	Total Parcel Area, Less Critical Deductions (Acres)	25.39	13.39	52.68	91.46
		Less Unbuildable Fragments*****	1.50	0.00	4.26	5.76
		Total Gross Buildable Parcel Area (Acres)	23.89	13.39	48.42	85.70
		Less Future Public Facilities & Infrastructure Set-Aside (25%)	5.97	3.35	12.11	21.43
		Total Net Buildable Parcel Area (Acres)	17.92	10.04	36.32	64.28
		Percent of Total Net Parcel Area in Zone (Acres)	7%	4%	14%	24%
		Number of Net Buildable Parcels (or portions if split-zoned)	29	1	12	42

5 INSTITUTIONAL ZONES*			Tier 1	Tier 2	Tier 3	Total
			Vacant Lands***	Partially Vacant Lands***	Potentially Redevelopable Lands***	Vacant + Partially Vacant + Potentially Redevelopable Lands
Gross Land Supply	Acres	Net Land Supply				
Total Zone Area (Acres)	518.15	Total Parcel Area (Acres)	40.86	0.00	0.00	40.86
Rights-of-Way (Acres)**	37.08	Less Wetlands, Standing Water ****	0.00	0.00	0.00	0.00
Total Parcel Area, Exclusive of R.O.W. (Acres)	481.07	Less Steep Slopes (>25 degrees)****	9.60	0.00	0.00	9.60
Parks (Acres)	72.75	Less Slide Areas****	6.40	0.00	0.00	6.40
Total Parcel Area, Exclusive of R.O.W. & Parks (Acres)	408.32	Total Parcel Area, Less Critical Deductions (Acres)	24.86	0.00	0.00	24.86
		Less Unbuildable Fragments*****	6.60	0.00	0.00	6.60
		Total Gross Buildable Parcel Area (Acres)	18.26	0.00	0.00	18.26
		Less Future Public Facilities & Infrastructure Set-Aside (25%)	4.57	0.00	0.00	4.57
		Total Net Buildable Parcel Area (Acres)	13.70	0.00	0.00	13.70
		Percent of Total Net Parcel Area in Zone (Acres)	3%	0%	0%	3%
		Number of Net Buildable Parcels (or portions if split-zoned)	5	0	0	5

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5

RECONCILING SUPPLY AND DEMAND

Comparing a forecast-driven demand scenario and a assessment of buildable lands is essential to understand Astoria's ability to accommodate future growth without policy changes. This section of the report compares supply and demand estimates from previous sections to identify land surplusses or shortages.

The analysis suggests that there is sufficient vacant and redevelopable land in most zones to cover anticipated employment growth. The lone shortage occurs in institutional zones, where an extremely small percentage of current institutionally-zoned land is considered buildable. This implies that in the future, some currently unbuildable institutional lands may become buildable, additional non-institutional lands will be rezoned, or that some institutional uses will locate in other zones that allow the proposed activities. **Figure 5.1** summarizes this analysis.

FIGURE 5.1 - SUPPLY AND DEMAND RECONCILIATION

	Aquatic Development	Attached Housing	Commercial	Industrial	Institutional	All Zones
Demand (Square Feet)	28,064	39,939	309,569	177,416	198,152	753,140
Demand (Acres)	6.44	4.58	28.43	40.73	45.49	125.27
Supply (Acres)	224.57	5.39	35.21	64.28	13.70	343.13
Surplus or (Shortage)	218.13	0.80	6.78	23.55	(31.79)	217.86

Note that much of the acreage in aquatic development zones is underwater, meaning that these areas are most appropriate for on-water uses (e.g. marinas, turning basins) or for development on pilings.

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6

IMPLICATIONS FOR ECONOMIC DEVELOPMENT STRATEGY

The following themes are a starting point for the development of economic development goals, strategies and actions. They are drawn from a comprehensive review of data-driven trends, stakeholder engagement outcomes and the city's vision.

- Astoria's powerful sense of place is one of greatest single assets to economic development, and must be maximally leveraged; sensitive cultivation of Astoria's brand, and linkages with façade and public realm improvements, signage and wayfinding projects, social media outreach and other placemaking efforts are important to future economic development.
- Tourism and visitation will continue as economic drivers; opportunities exist for shoulder season expansion and diversification, though some new investment (for example, in additional downtown parking) may be required; tourism is symbiotic with the craft food and beverage industry, which is a traded cluster.
- An expansion of festivals and special events can draw outside dollars and can ensure that tourism does not unduly dilute the historic identity and sense of place in Astoria.
- The Port of Astoria is a critical economic driver for Astoria and the region, supporting several traded sector industry clusters and maintaining a significant amount of industrial land for established and emerging firms; the Port's role in facilitating cruise ship visitation represents a new frontier in tourism and visitation that benefits local retailers; a potential trade war with China, specifically, and uncertainty over future trade policy, generally, could impact operations at the Port of Astoria; furthermore, the long-term

future of resource-related industries in the region is a challenge that the Port, along with the City as its partner, will need to grapple with.

- Seasonal commercial fishing work has become more stable due to individual transferable quotas, though many fisheries continue to decline; these fisheries also support work in science and education clusters, largely through the presence of researchers working for post-secondary institutions; resource-related industries will continue to exist in Astoria, but will need to adapt to social, economic and policy-related changes.
- Housing affordability and increased supply directly supports economic development, and the City will need to find solutions to real and perceived housing-related challenges in order to realize significant growth in target industries.
- Clatsop Community College, MERTS, Columbia Memorial Hospital and others anchor a strong “eds and meds” cluster that supports numerous private sector businesses and provides key services to residents; many of these institutions face significant uncertainty surrounding federal policy and funding.
- The City has a good reputation for working with small entrepreneurial businesses that could be improved further with one-stop shopping for new business resources; other entrepreneurial assets include the Astoria Sunday Market and a new makerspace; these resources offer an opportunity to incubate and scale new businesses in Astoria.
- Land supply is not an immediate issue, though constraints on existing vacant employment lands may require future rezoning, land preparation and assembly, development intensification and other strategies to get more productivity out of existing lands and ensure alignment between adopted code, market forces and growth opportunities.
- There is an opportunity for the outdoor recreation industry in Astoria given existing assets, such as ample forest land, existing visitation, proximity to large metros, etc.
- Some infrastructure improvements, notably in reliable, high speed internet access and clean water supply, may be necessary to ensure continued growth in target industries; internet access, in particular, could make it more feasible for new workers from large metros to telework, or for companies to relocate from larger metros to Astoria for quality of life.

ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall
May 23, 2017

CALL TO ORDER:

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

ROLL CALL:

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

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

APPROVAL OF MINUTES:

President Pearson asked for approval of the minutes of the April 25, 2017 meeting. Vice-President Easom moved that the Astoria Planning Commission approve the minutes as presented; seconded by Commissioner Cameron-Lattek. Motion passed unanimously.

PUBLIC HEARINGS:

President Pearson 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 4(a):

CU17-04 Conditional Use CU17-04 by Nancy Schoenwald to use office space for professional services at 143 9th Street in the S-2A, Tourist Oriented Shorelands 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.

Commissioner Fitzpatrick declared that he had a perceived conflict of interest because he is in the property management business. However, as a private property manager who manages his own properties, he does not look for clients. He did not believe this was a conflict and believed he could be impartial.

Vice-President Easom declared a conflict of interest because he is in the property management business for other property owners. However, he believed he could vote impartially.

President Pearson 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.

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

The applicant stated he had no presentation.

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 Fitzpatrick believed the use was appropriate and that the proposal met the guidelines. He wanted to see the space built with a business like this one. Commissioner Moore agreed.

President Pearson said it was great to see an adaptive use of a vacant building. He supported the application as presented.

Commissioner Mitchell stated it was nice the building already had a kitchen that would be used.

Vice-President Easom moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and approve Conditional Use CU17-04 by Nancy Schoenwald; seconded by Commissioner Fitzpatrick. Motion passed unanimously.

President Pearson read the rules of appeal into the record.

ITEM 4(b):

CU17-05 Conditional Use CU17-05 by Julie House, Riverfront Trading Company, to use an existing retail space for a sporting goods, apparel, and novelty goods tourist-oriented retail sales establishment at 80 11th Street in the A-2, Aquatic Two Development 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.

Vice-President Easom declared that the property owner is his accountant. However, he did not believe that would influence his decision. He confirmed he had not discussed the application with anyone.

President Pearson asked Staff to present the Staff report.

Director Cronin 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.

Vice-President Easom asked if landscaping was required. Director Cronin said none of the conditions of approval mentioned landscaping; however, the Commission could add those requirements. Staff recommended container plantings. Vice-President Easom did not believe plants seemed appropriate on over-water properties.

Director Cronin noted that Hannah Dankbar of the Columbia River Estuary Task Force (CREST) wrote the Staff report to help relieve Staff's workload.

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

Julie House confirmed she had no testimony.

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.

Vice-President Easom believed this would be a great adaptive reuse of an existing structure. A tourist-oriented business on the Riverwalk would work well. President Pearson agreed.

Commissioner Mitchell stated she had been in the Pier 11 building twice in the last week. It was nice to see that some life would be added to the building. She believed the building contained enough diversity that the business would be stable. The site has always been great and many people walk by it.

Commissioner Cameron-Lattek appreciated that the area was the only place in the city where roller sports were legal. Parking spaces might be used less if many of the customers are on skateboards.

Commissioner Moore was concerned about basic conditional use standards. While the use might be appropriate for the proposed location, it might not include accessibility for customers and employees, the availability of other similar existing uses, the availability of other appropriately zoned sites, and the desirability of other suitably zoned sites for the use. There are not many overwater buildings available for water-dependent or water-related uses, so he was opposed to having a retail establishment in an overwater building. A sporting goods store seemed

more appropriate downtown, even though rollerblading is allowed at the waterfront. Additionally, he did not see how a sporting goods store over the water in that small space could provide significant visual access to the water. He believed the standard requiring significant visual access to the water should imply that the retail establishment would provide the visual access instead of allowing visual access around the building. People should be able to look out over the river from within the building, so he believed that standard had not been met. Therefore, he did not support the application.

Commissioner Mitchell believed there had been two or three attempts to put a seafood store at this location. A use cannot be forced even though the location seems like a great place for a seafood store.

Commissioner Moore noted that those seafood stores were placed over the water because they were water-related businesses, but they could have failed because they were poorly run. City Codes specifically states that a seafood sales business is appropriate. He did not believe this conditional use met the standards.

Commissioner Fitzpatrick agreed with some of Commissioner Moore's concerns, but this use would be such a small portion of the building and it is located on the Riverwalk. The most compelling point for him was that roller skating is allowed on the Riverwalk, not downtown where the business was located before. He understood Commissioner Moore's concerns, but believed that in this case, the use was appropriate for the location.

Vice-President Easom stated he supported the application because the property has been vacant off and on for years. The only water-related uses in the space were the seafood stores and other water-related uses do not want to use the space.

Commissioner Moore said according to the Code, there is a more appropriate place for a sporting goods store. He recommended the Commission move towards the proper use of this space so that someone who wants to do a water-dependent use has water-dependent facilities available.

Commissioner Cameron-Lattek asked if the sporting goods store would prevent the rest of the building from being used. Director Cronin said he was unaware of the relationship between the property owner and the tenants. However, the rest of the building could be used for water-dependent uses.

Julie House stated she owned Riverfront Trading. The upstairs portion of the building hosts Astoria Visual Arts during the art walks. The back half of the building is privately used by the building's owner and has separate access.

Commissioner Spence said he supported Commissioners' Easom and Mitchell's comments. He has seen the turnover in the space and did not believe it was the Commission's responsibility to second-guess the market. He believed that entrepreneurs have the right to risk investment in any property. He supported the application.

Vice-President Easom moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and approve Conditional Use CU17-05 by Julie House; seconded by Commissioner Mitchell. Motion passed 6 to 1. Ayes: President Pearson, Vice-President Easom, Commissioners Spence, Mitchell, Fitzpatrick, and Cameron-Lattek. Nays: Commissioner Moore.

President Pearson read the rules of appeal into the record.

ITEM 4(c):

A17-01 Amendment A17-01 by the Community Development Director to amend the Astoria Comprehensive Plan Economic Element map and policy to create an economic development strategy, City Wide.

President Pearson called for Staff's presentation.

Director Cronin presented the Staff report via PowerPoint. Staff received comments from Erik Thorsen, CEO of Columbia Memorial Hospital, who wanted more information on partnership between firms and the City's plans to develop Heritage Square. Mr. Thorsen had also indicated the hospital would be willing to sublease or relinquish their use of the Oregon State University (OSU) Extension Service's commercial kitchen. Mr. Thorsen also

suggested the addition of a research and development workforce strategy. Director Cronin noted the Staff report would be updated to address all of Mr. Thorsen's comments and suggestions. He added Staff recently learned that Commissioner Moore owns the name *Made in Astoria*, so the name of the made in Astoria concept recommended for microenterprises will be changed to avoid the proprietary issues. Staff recommended that the Planning Commission recommend adoption of the amendment by City Council after holding a public hearing to take public comments.

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.

Commissioner Moore declared a potential conflict of interest because Foundational Strategy 7.3 references some intellectual property that he owns. Therefore, he would recuse himself from the discussion.

Vice-President Easom declared a potential conflict of interest because he was recently elected as a commissioner for the Port of Astoria. He would not take office until after July 1, 2017 and believed he could consider this amendment impartially.

President Pearson called for any testimony on behalf of the Applicant. Hearing none, he called for any testimony in favor of the application.

Jim Knight, Executive Director of the Port of Astoria, said the potential for a close working relationship between the City and the Port is a wonderful opportunity. Future development of waterfront properties is so important, particularly from the Port's perspective. He was pleased at the outcome of the Port's elections and the motivation of the future commission to open the Port's arms to the City and work through the barriers that have come up over the last decades. The Port can now focus on developing a beautiful waterfront in cooperation with the City.

Jim Servino, 1080 Valley Street, Astoria, said he has lived in the community for 30 years and has experienced a lot of change. As a property owner, he was thrilled that the community has a plan, which he hoped Staff, the Planning Commission, and City Council would unanimously approve. Fifteen years ago, five or more alcohol-based businesses were not on the radar for Astoria. He liked that this report looked at the assets in the community and that Staff has given the public ample opportunity to voice their opinions. The City can focus on this plan for the next five years. The plan is well thought out and does not prohibit a new or unknown industry from coming in and developing. He supported these efforts to advance Astoria. He thanked Director Cronin for conducting open public meetings where all opinions were valued and factored into the process.

Patrick Wingard, 4301 3rd Street, Tillamook, North Coast Regional Representative, Oregon Department of Land Conservation and Development (DLCD), stated that DLCD's Coastal Management Program was excited to provide the City with grant money to help get the Advance Astoria project going. He supported the Planning Commission recommending that City Council adopt the project as presented by Staff. The Economic Opportunities Analysis (EOA) meets all State requirements, which include very prescriptive administrative rules. This project was done very well and creates a good starting point for a policy discussion. He believed some of the recommended policy changes would lead to some great successes for Astorians. It will be very important for the City to consider alternative uses for water-dependent industrial lands when there is an oversupply. In the 1970s, CREST and several local, State, and Federal partners developed an inventory of water-dependent industrial lands. The State now requires cities and counties to maintain a minimum supply of these lands. Astoria's supply of water-dependent industrial land is implemented through S-1 and A-1 zoning ordinances. As time goes on, things change and plans need to be done in front of or in partnership with these changes in order to capitalize on economic opportunities. In 1973, the State began to offer grant funding to assist cities and counties to keep their plans updated. However, the funding has decreased over the years and the Advance Astoria project is the last project that the Coastal Management Division will fund for several years. He added that the State fully supports this project.

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

President Pearson thanked the Advance Astoria team and Staff for all of their hard work. It is rare for the Planning Commission to receive such a complete document and it has been a pleasure reviewing this application.

Commissioner Mitchell stated the report was well written, but she would have appreciated easy to understand graphics. However, it was a thorough analysis given the skills currently available. It was also timely and speaks to things that have begun to develop in the area while acknowledging the history of the area. It is difficult to work in a city with limited land. She appreciated Staff and the consultant's work. Director Cronin noted the final document was still in development and would include graphics.

Commissioner Spence complemented Staff for putting together a great report. The consultants, Community Attributes, Inc., hired with grant funds, also did a great job on the 48-page report, which is the foundation of Staff's recommendations. The report addresses all major issues and identifies steps to move forward. He believed it was timely to develop a new five-year economic development program as the economy turns around and as Astoria is advancing into a destination and a desirable place to live. The housing situation is being addressed by Council and other organizations, but the economic opportunities identified in the report spotlights the great potential that Astoria has. As a cruise host, he greets cruise guests as they get off the bus and hears their comments about how much they enjoy the community. The economic strategy will be the foundation for moving forward and being successful.

Vice President Easom believed the document was great, and he hoped everything would come together to make some of the recommended projects happen. He supported the application.

Commissioner Cameron-Lattek stated she had been following the Advance Astoria project since one of its first events. The fact that the tourism industry does not need a lot of support really comes through in this document. She understood the value of the tourism industry to Astoria, but also recognized that people are drawn to Astoria by everything else. This project was a great use of City resources. She was concerned about the language in Staff's finding that the amendments satisfy Comprehensive Plan Section 10.070(A)(2). The language implies that Astoria wants more seafood processing, but she believed the finding indicated the usage was disproportionately higher by seafood processing. She recommended the following change to the Staff report:

- Page 5, Section D, [Finding?] third sentence: "The City's Public Works Department conducted an analysis of water meter data of active seafood processors and craft brewers and found the usage rates were overwhelmingly in favor of **disproportionately higher in** seafood processing."

Commissioner Fitzpatrick thanked everyone involved in the Advance Astoria project.

President Pearson noted that Page 2 of the Staff report included a timeline of the Advance Astoria events. The total number of people who attended the events speaks to the importance of this project.

Vice President Easom moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report as amended, approve Amendment A17-01 by the Community Development Director, and recommend that the Astoria City Council adopt the amendment request; seconded by Commissioner Spence. Motion passed unanimously. [54:10 not stated, Cameron Lattek's change?]

REPORTS OF OFFICERS/COMMISSIONERS:

There were none.

STAFF UPDATES:

Staff provided an update on Innovative Housing's efforts to purchase and renovate the Merwyn building.

Item 6(a): Homestay Lodging Review

A work session was held May 10th to discuss potential policy changes. City Council directed Staff to review a moratorium on conditional use permits allowing homestay lodgings. Staff's findings and recommendations for Code enforcement will be presented to Council at the July 5th City Council meeting.

Item 6(b): Affordable Housing Strategy

Amendments to Comprehensive Plan Articles 3 and 9 were adopted by City Council in April, and Staff has received many inquiries about adding accessory dwelling units to their properties. Support is building for construction excise taxes (CET) on commercial building values, so Staff plans to present a draft ordinance on CETs to City Council in June.

Item 6(c): Bond Street Revitalization

The City's traffic consultant, DKS, is reviewing Staff's proposed solution to sight line issues at the intersection of 3rd and Bond. The proposal is to turn 3rd Street into a one-way street that only allows downhill travel. This will provide more on-street parking and facilitate better traffic flow. An update on the Bond Street project and a corresponding bid package will be presented to City Council on June 19th.

Item 6(d): American Planning Association Conference NPC 17 NYC

Director Cronin gave details about the APA conference he attended in May and shared photos from a walking tour through Lower Manhattan. He offered to share the work sessions and presentations that were given at the conference.

MISCELLANEOUS: There was none.

PUBLIC COMMENTS: There were none.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:45 pm.

APPROVED:

Community Development Director



June 7, 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 meeting of June 5, 2017, 2017, the Council conducted the first reading of the ordinance of vacation.

RECOMMENDATION

It is recommended that the Astoria City Council conduct the second reading, and consider adoption of the ordinance to vacate of a portion of the a portion of the alley that abuts 3115 Harrison.

Submitted By


Ken Cook, Public Works Director

Prepared By:


Cindy Maynard, PW Administrative Assistant

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

June 9, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: LIQUOR LICENSE APPLICATION FROM BUMBLE ART STUDIO LLC DBA
BUMBLE ART STUDIO LOCATED AT 230 10TH STREET FOR A NEW OUTLET
FOR A LIMITED ON-PREMISES SALES LICENSE (FINANCE)

Discussion & Analysis

A liquor license application has been filed by Chelsea Mattingly for Bumble Art Studio LLC doing business as Bumble Art Studio. This application is a New Outlet for a Limited On-Premises Sales License. The Limited On-Premises Sales License allows the following:

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

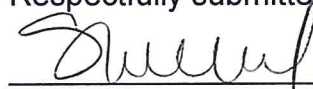
The site is located at 230 10th Street, Astoria. The application will be considered at the June 19, 2017 meeting. A copy of the application is attached.

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

Recommendation

Staff recommends that the City Council consider this application.

Respectfully submitted,



Susan Brooks

Director of Finance & Administrative Services



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

ORIGINAL

Application is being made for:

LICENSE TYPES

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

ACTIONS

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

90-DAY AUTHORITY

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

APPLYING AS:

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

CITY AND COUNTY USE ONLY

Date application received: 5-19-17

The City Council or County Commission:

City of Astoria
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____

(signature)

(date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: OL

Date: 5/12/17

90-day authority: ☐ Yes ☒ No

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

① Bumble Art Studio, LLC ② _____ ③ _____ ④ _____

2. Trade Name (dba): Bumble Art Studio

3. Business Location: 230 10th St Astoria Clatsop OR 97103
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: same as above
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (503) 791-8096
(phone) (fax)

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

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

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

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

11. Contact person for this application: Chelsea Mattingly (503) 791-8096
(name) (phone-number(s))
384 Alameda Astoria, OR 97103 nh bumbleastoria@gmail.com
(address) (fax-number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Chelsea Mattingly Date 5/9/17 ② Angela Garza Date 05-09-17
③ Amy Atkinson Date 5/9/17 ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: Bumble Art Studio, LLC Year Filed: 2017

Trade Name (dba): Bumble Art Studio

Business Location Address: 230 10th St

City: Astoria ZIP Code: 97103

List Members of LLC:

Percentage of Membership Interest:

1. Chelsea Mattingly
(managing member)

33.3%

2. Angela Jannusch
(members)

33.3%

3. Amy Atkinson

33.4%

4. _____

5. _____

6. _____

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

Server Education Designee: Chelsea Mattingly DOB: 09/17/1986

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

Signature: Chelsea Mattingly (name) managing owner (title) Date: 5/9/17

1-800-452-OLCC (6522)

www.olcc.state.or.us

(rev. 8/11)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Chelsea Mattingly Phone: (503) 791-8096

Trade Name (dba): Bumble Art Studio

Business Location Address: 230 10th St

City: Astoria ZIP Code: 97103

DAYS AND HOURS OF OPERATION

Business Hours: varied

Sunday — to —

Monday — to —

Tuesday — to —

Wednesday — to —

Thursday — to —

Friday 6 pm to 8 pm

Saturday 11 am to 3 pm

Outdoor Area Hours: Ø

Sunday — to —

Monday — to —

Tuesday — to —

Wednesday — to —

Thursday — to —

Friday — to —

Saturday — to —

The outdoor area is used for: n/a

☐ Food service Hours: — to —

☐ Alcohol service Hours: — to —

☐ Enclosed, how —

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

(Investigator's Initials)

Seasonal Variations: ☒ Yes ☐ No If yes, explain: we are an art studio
providing incidental wine servings approx. 2 times a
month.

ENTERTAINMENT

Check all that apply:

☐ Live Music

☐ Karaoke

☐ Recorded Music

☐ Coin-operated Games

☐ DJ Music

☐ Video Lottery Machines

☐ Dancing

☐ Social Gaming

☐ Nude Entertainers

☐ Pool Tables

☒ Other: amateur art
classes

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday — to —

Monday — to —

Tuesday — to —

Wednesday — to —

Thursday — to —

Friday — to —

Saturday — to —

SEATING COUNT

Restaurant: —

Outdoor: —

Lounge: —

Other (explain): 28 chairs

Banquet: —

Total Seating: 28

OLCC USE ONLY

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

Investigator Initials: —

Date: —

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

Applicant Signature: Chelsea Mattingly Date: 5/9/17

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



CITY OF ASTORIA
FOUNDED 1811 – INCORPORATED 1856

POLICE DEPARTMENT

MEMORANDUM

DATE: JUNE 19, 2017

TO: MAYOR AND COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: **LICENSE RECOMMENDATION BUMBLE ART
STUDIO LLC**

DISCUSSION / ANALYSIS

In May 2017, The City of Astoria received notice that Bumble Art Studio LLC, operating under trade name Bumble Art Studio, 230 10th St. Astoria applied as a new applicant for a Limited On-Premise Sales License which will allow the on premise sales and consumption of beer, wine, malt beverages and cider.

Bumble Art Studios list their hours of operation as 6:00 PM – 8:00 PM Friday and 11:00 AM – 3:00 PM Saturday. Consumption of alcohol will occur inside their Building where they have seating for 28. The primary purpose of the business is as an art studio, which is obtaining the Limited On-Premise Sales license for the service of incidental wine servings approximately two times a month during amateur art classes.

APPLICANT

The applicant for the license is Bumble Art Studio LLC comprised of managing owner, Chelsea Mattingly, and members Angela Jannusch and Amy Atkinson. Representatives from the Astoria Police Department have investigated the backgrounds of the applicants named above. No derogatory information was located regarding any of the applicants.

NEIGHBORHOOD SURVEY

A neighborhood survey was conducted for this license recommendation. The location of this business is in a business district and therefore those surveyed were other businesses. There were no objections by any of the entities contacted.

RECOMMENDATION

Given the listed information staff has no objection to the granting of the limited on premise sales license.

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

Eric Halverson, Deputy Chief



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

June 9, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: LIQUOR LICENSE APPLICATION FROM ASTORIA HOSPITALITY VENTURER LLC DBA ASTORIA RIVERWALK INN LOCATED AT 400 INDUSTRY FOR A NEW OUTLET FOR A LIMITED ON-PREMISES SALES LICENSE AND AN OFF-PREMISES SALES LICENSE (FINANCE)

Discussion & Analysis

A liquor license application has been filed by William Orr and Chester Trabucco for Astoria Hospitality Venturer LLC doing business as Astoria Riverwalk Inn. This application is a New Outlet for a Limited On-Premises Sales License and an Off-Premises Sales License. The Limited On-Premises Sales License allows the following:

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

The Off-Premises Sales License allows the following:

- May sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises
- May sell malt beverages, wine, and cider to individuals in a securely covered container ("growler") for consumption off the licensed premises
- Eligible to apply to get pre-approval to provide sample tastings of malt beverages, wine, and cider for consumption on the premises
- Eligible to ship malt beverages, wine, or cider directly to an Oregon resident

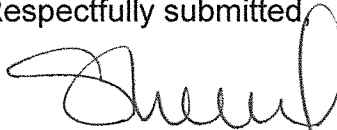
The site is located at 400 Industry, Astoria. The application will be considered at the June 19, 2017 meeting. A copy of the application is attached.

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

Recommendation

Staff recommends that the City Council consider this application.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Susan Brooks', written over a horizontal line.

Susan Brooks
Director of Finance & Administrative Services



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

ORIGINAL

Application is being made for:

LICENSE TYPES

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

ACTIONS

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

90-DAY AUTHORITY

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

APPLYING AS:

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

CITY AND COUNTY USE ONLY

Date application received: 5-16-17

The City Council or County Commission:

City of Astoria
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: (signature)

Date: 5/16/17

90-day authority: ☐ Yes ☐ No

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

① Astoria Hospitality Ventures LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): Astoria Riverwalk Inn

3. Business Location: 400 Industry Astoria Clatsop OR 97103
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 20 503-325-2013
(phone) (fax)

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

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

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

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

11. Contact person for this application: William Orr 206-227-2793
(name) (phone number(s))
2912 28th Ave W Seattle WA 98199 Orr.bille@comcast.net
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① (signature) Date 4/20/17 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Astoria Hospitality Ventures LLC Phone: 503-325-2013
Trade Name (dba): Astoria Riverwalk Inn
Business Location Address: 400 Industry
City: Astoria OR ZIP Code: 97103

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 5:00 to 10:00
Monday 5:00 to 10:00
Tuesday 5:00 to 10:00
Wednesday 5:00 to 10:00
Thursday 5:00 to 10:00
Friday 5:00 to 12:00 am
Saturday 5:00 to 12:00 am

Outdoor Area Hours:

Sunday 5:00 to 9:00
Monday 5:00 to 9:00
Tuesday 5:00 to 9:00
Wednesday 5:00 to 9:00
Thursday 5:00 to 9:00
Friday 5:00 to 10:00
Saturday 5:00 to 10:00

The outdoor area is used for:

☒ Food service Hours: 5:00 to 10:00 pm
☒ Alcohol service Hours: _____ to _____
☒ Enclosed, how SEE ATTACHED

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

(Investigator's Initials)

Seasonal Variations: ☒ Yes ☐ No If yes, explain: WEATHER PERMITTING FOR OUTSIDE SERVICE

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday 5:00 to 9:00
Monday N/A to N/A
Tuesday N/A to N/A
Wednesday N/A to N/A
Thursday 7:00 to 10:00
Friday 7:00 to 10:00
Saturday 7:00 to 10:00

SEATING COUNT

Restaurant: 60 Outdoor: 40
Lounge: (INCLUDED) Other (explain): _____
Banquet: N/A Total Seating: 100

OLCC USE ONLY

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

Investigator Initials: _____

Date: _____

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

Applicant Signature: [Signature] Date: 4/20/17

Christy Z. [Signature]

1-800-452-OLCC (6522)

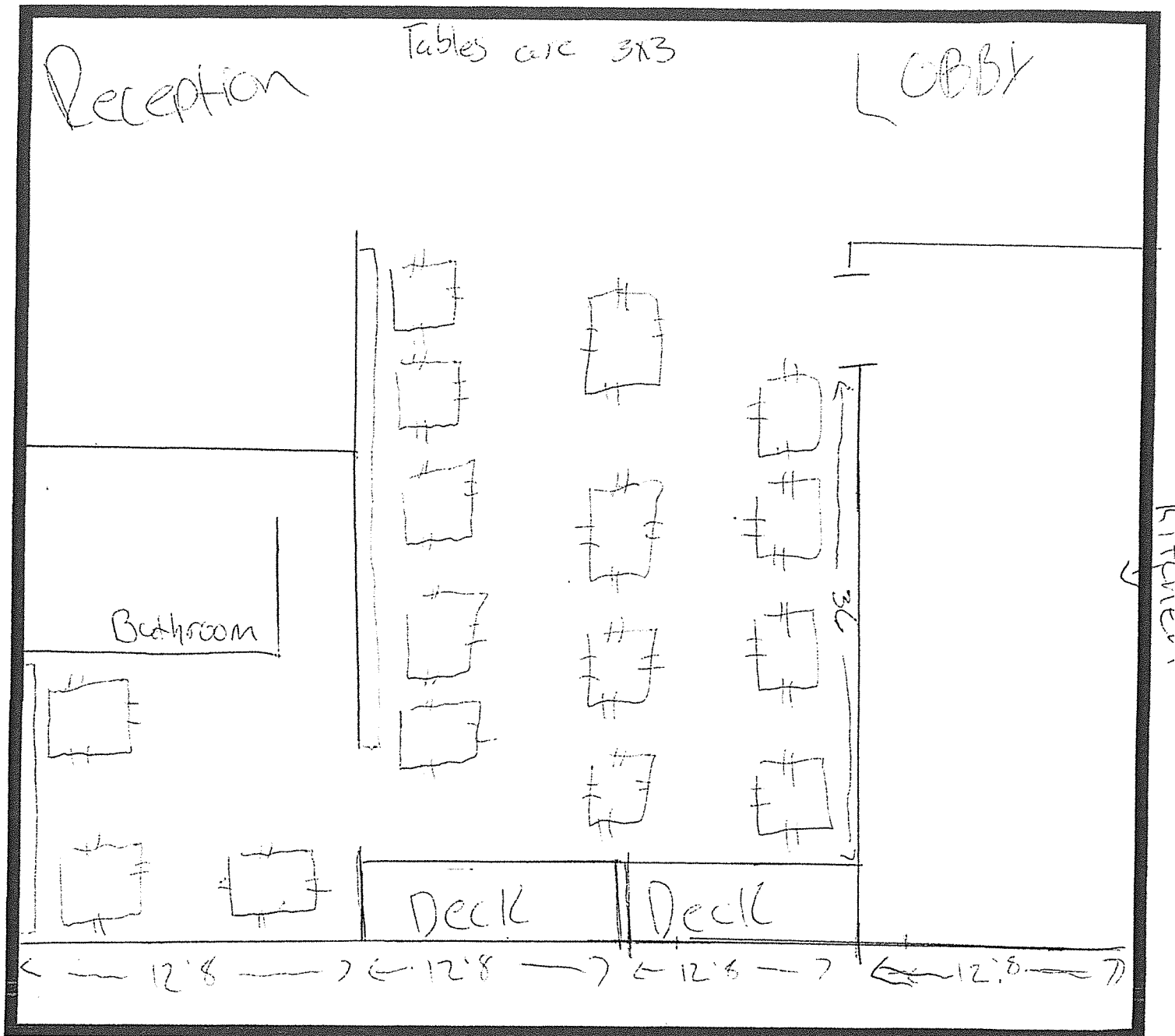
www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

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



Astoria Hospitality Ventures
Applicant Name
Astoria Riverwalk Inn
Trade Name (dba):
Astoria, 97103
City and ZIP Code

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

Date: _____ Initials: _____

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 09/12)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

Your floor plan must be submitted on this form.

Use a separate Floor Plan Form for each level or floor of the building.

The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)

Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.

Applicant Name

Trade Name (dba):

City and ZIP Code

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

Date: _____ Initials: _____

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 09/12)



CITY OF ASTORIA
FOUNDED 1811 – INCORPORATED 1856

POLICE DEPARTMENT

MEMORANDUM

DATE: JUNE 19, 2017

TO: MAYOR AND COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: **LICENSE RECOMMENDATION ASTORIA
HOSPITALITY VENTURES LLC**

DISCUSSION / ANALYSIS

In May 2017, The City of Astoria received notice that Astoria Hospitality Ventures LLC, operating under trade name Astoria Riverwalk Inn 400 Industry, Astoria applied as a new applicant for a Limited On-Premise Sales License which will allow the on premise sales and consumption of beer, wine, malt beverages and cider and Off Premise Sales License allowing Astoria Riverwalk Inn to sell sealed alcohol containers of beer, wine, malt beverages and cider for off premise consumption.

Astoria Riverwalk Inn list their hours of operation as 5:00 PM – 10:00 PM Sunday through Thursday and 5:00 PM – 12:00 AM Friday and Saturday. Consumption of alcohol will occur inside their Building where they have currently have seating for less than 30 people. Astoria Riverwalk Inn plans to expand the seating area in order to expand to 60 person seating capacity inside. They also plan to construct an outdoor seating area that will accommodate 40 person seating. In discussing the expansion and outdoor seating area with the local OLCC inspector, who advised that even though the full seating area is not completed, OLCC has no problem issuing a Limited on Premise and Limited Off Premise sales license. OLCC will not issue the approval for the outdoor seating area until it is constructed and inspected to ensure it meets OLCC requirements. OLCC has no objection to the city approving the outdoor seating area prior to its

construction. The hours listed for the outdoor seating area are 5:00PM – 9:00 PM Sunday through Thursday and 5:00 PM – 10:00 PM Friday and Saturday, with weather permitting seasonal variations for outdoor service.

The primary purpose of the business is as a motel, which is obtaining the Limited On-Premise Sales license and Limited Off Premise sales license for service to their patrons. The licenses will allow the sale and consumption of beer, wine, malt beverages and cider in the indoor seating area, outdoor seating area as well as the sale of sealed containers that patrons can take back to their rooms. In addition the Astoria Riverwalk Inn plans to have a limited food menu for the licensed area.

APPLICANT

The applicant for the license is Astoria Hospitality Ventures LLC comprised of managing member, William Orr.

For the purposes of this Liquor License application the manager is Chester Trabucco. Trabucco has previously held liquor licenses in the past for Hotel Elliot from 2004-2009 as well as the Schooner 12th St. Bistro. A cursory review of Astoria Police records noted no significant issues during the time Trabucco held the listed liquor licenses.

No derogatory information was located regarding the applicant.

NEIGHBORHOOD SURVEY

A neighborhood survey was conducted for this license recommendation. There were no objections by any of the people contacted.

RECOMMENDATION

Given the listed information staff has no objection to the granting of the limited on premise and off premise sales license.



Eric Halverson, Deputy Chief



CITY OF ASTORIA
COMMUNITY DEVELOPMENT
DEPARTMENT

MEMORANDUM

June 14, 2017

TO: ASTORIA CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: LIEN FORECLOSURE APPROVAL RESOLUTION REQUEST

DISCUSSION/ ANALYSIS

Long term code enforcement efforts have failed to yield an appropriate and acceptable response from the owner of 4867 Birch (Leroy Olvey) in the Alderbrook neighborhood.

Through repeated written notices, warnings, citations, collections attempts, declarations as a nuisance property, and assigned liens, the City has taken all available steps to have the property owner abate the nuisance violations. The owner has failed in each case to correct the violations or respond to the written notices sent both certified and regular US mail. Staff has tried repeatedly to visit the owner at his known residence over the last two years.

Beginning in 2014, the Municipal Court has levied fines totaling \$58,500.00

The City Attorney filed a lien on real property and requested payment in February 2016 that has not resulted in any action. The first action requires City Council approval, be made by resolution and be entered in the electronic lien docket of the City. This approval is required by City Code section 5.726 (A) 1. If the lien is then not paid, the lien will bear interest at the rate of seven (7) percent per annum. The interest would then begin to run from the date of entry of the lien in the lien docket. The lien, if not paid by the building owner, may then be foreclosed as provided by Oregon law. Staff consulted with the City Attorney and is requesting this option for the Olvey case. This is the same tool that was used to address other difficult code enforcement issues such as the Flavel properties.

The next step in the legal process is to schedule a sheriff's sale. The cost range will be in the neighborhood of \$3,000-\$4,000 which includes title policy, sheriff's fees, publication fees, and attorney fees. Timeline from initiation to finalization of the sale is about one year.

The process requires 1) having the sheriff levy on the property; 2) having the sheriff sell the property (it can take 4-6 months for sheriff to schedule sale), and 3) waiting 180 days after sale for redemption rights to expire.

This property is a continued cause and source of blight in Alderbrook. Progress has been made on other nuisance properties in this neighborhood, but the Olvey case is outstanding for its lack of progress. It is the responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare. A chronic nuisance property which is a hazard to the respective neighborhood has resulted in repeated complaints from the community and adjoining property owners.

RECOMMENDATION

Seeing no attempt from the owner to resolve the violations or pay the required fines due to the City, and after consulting with the City Attorney, staff is requesting the City Council approve by resolution that the City Attorney move forward with filing of a lien foreclosure on 4687 Birch for all amounts due effective on or after June 19, 2017.

Prepared by:



Kevin A Cronin, AICP, Community Development Director

RESOLUTION 17-

A RESOLUTION RELATING TO LIEN FORECLOSURE OF REAL PROPERTY.

Whereas; Debris, junk cars, and vacant, dilapidated, and unsafe buildings exist on property located at 4867 Birch Street owned by Leroy M. Olvey; and

Whereas; from 2014 through 2017 Leroy M. Olvey was served with three municipal court citations for violations of the Astoria Municipal Code resulting in judgments totaling \$58,500.00.

Whereas; these judgments were neither appealed nor paid; and

Whereas; abstracts of the judgments have been recorded in the lien records of Clatsop County pursuant to ORS 18.162 resulting in liens on the property at 4867 Birch Street;

Whereas; city staff seeks permission to execute on these liens, and cause the Sheriff of Clatsop County to levy on and sell the real property at 4867 Birch Street.

NOW THEREFORE be it resolved by the Common Council of the City of Astoria:

The Astoria City Attorney is hereby authorized and directed to execute on the property of Leroy M. Olvey at 4867 Birch Street, Astoria and cause the Clatsop County Sheriff to levy and sell this property as is allowed by law.

ADOPTED BY THE COMMON COUNCIL THIS 19th DAY OF JUNE 2017.

APPROVED BY THE MAYOR OF ASTORIA THIS 19TH DAY OF JUNE, 2017

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION YEA NAY ABSENT

COMMISSIONER Brownson
 Jones
 Nemlowill
 Price

Mayor LaMear

APPROVED AS TO FORM:



Digitally signed by
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867754144546f59324e744d354e773d3d
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cn=com.apple.idms.appleid.prd.49317566476d
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Date: 2017.06.15 10:02:44 -08'00'



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date June 15, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION: TRANSFER APPROPRIATIONS WITHIN PARKS OPERATION FUND AND GENERAL FUND BUDGETS 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 an Aquatic Center Coordinator but it was later approved to hire an Aquatic Center Supervisor. This amount along with required hours to operate the pool requires additional appropriations for the Aquatic Center in the amount of \$ 100,000. Appropriations are available in Parks Operations - Maintenance due to anticipated expenditures which have not been incurred.

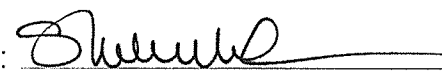
Based on analysis it is estimated the budgeted transfer from the General Fund to Parks Operation Fund is sufficient for the current fiscal year operations.

Additionally, a transfer within the General Fund is required for \$ 7,000 to the City Manager Department in order to cover costs associated with retirement of the Executive Assistant. At the time the budget was originally prepared and then adopted the additional expenditures associated with retirement of a long-term employee were not anticipated. Funds are available within the Municipal Court budget for this transfer.

Attached is a resolution to transfer appropriations within the Parks Operation Fund and separately within the General Fund.

RECOMMENDATION

It is recommended that Council approve the attached resolution transferring appropriation of \$ 100,000 from Parks Operations - Maintenance to Parks Operations - Aquatics within the Parks Operation Fund # 158 and transferring appropriation of \$ 7,000 from Municipal Court to City Manager within the General Fund # 001.

By: 
Susan Brooks, CPA

Director of Finance & Administrative Services
Resolution No. 17-

A RESOLUTION TRANSFERING AMOUNTS FROM PARKS MAINTENANCE TO PARKS AQUATIC CENTER WITHIN THE PARKS OPERATION FUND #158 AND TRANSFERING AMOUNTS FROM MUNICIPAL COURT TO CITY MANAGER WITHIN THE GENERAL FUND #001.

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 Parks Operation Fund and within the General 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 \$ 100,000 to Aquatic Center to recognize requirement for change in Aquatic Center staffing utilizing unused appropriations from Parks Maintenance. The total requirements remain the same for this fund.

<u>Parks Operation Fund # 158</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Aquatics	601,820	100,000	701,820
Recreation/Administration	927,050		927,050
Maintenance	558,540	(100,000)	458,540
Contingency	<u>17,574</u>	<u>0</u>	<u>17,574</u>
Total Requirements	\$ 2,104,984	\$ 0	\$ 2,104,984

<u>General Fund # 001</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
City Council	13,220		13,220
City Manager	278,920	7,000	285,920
Municipal Court	181,680	(7,000)	174,680
Finance	678,190		678,190
City Attorney	88,050		88,050
Community Development	403,110		403,110
City Hall	63,840		63,840
Non and Interdepartmental	678,500		678,500
Fire	1,829,980		1,829,980
Police	2,439,500		2,439,500
Library	500,640		500,640
Transfer to Other Funds	1,634,000		1,634,000
Contingency	<u>2,017,990</u>	<u>0</u>	<u>2,017,990</u>

Total Requirements

\$ 10,807,620

0 \$ 10,807,620

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

MEMORANDUM

DATE: JUNE 14, 2017

TO: MAYOR AND CITY COUNCIL

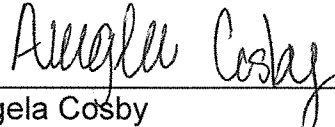
FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: IMPLEMENTING A PARKS AND RECREATION FEE

DISCUSSION

During the June 5th City Council meeting, City Council directed staff to prepare an ordinance and resolution to implement a \$3 per water meter Parks and Recreation Fee for residential customers. Following that meeting, staff continued the background work to prepare city code amendments to implement the fee. It has been determined that more time is needed to 1) determine how the fee would be billed through the City's financial software; and 2) ensure that other sections of the city code coincide with the proposed language with regards to collection. Mayor LaMear has kept this item on the agenda to allow citizens to provide comment on this matter and also allow Councilors to dialogue about implementation of a Parks and Recreation Fee.

Staff will be prepared to discuss this issue and answer questions from the City Council.

By: 
Angela Cosby
Director of Parks & Recreation