
AGENDA

ASTORIA CITY COUNCIL MEETING

October 21, 2013

7:00p.m.

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. **PRESENTATIONS**
 - (a) City/County Insurance Services
6. **CONSENT CALENDAR**

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

 - (a) City Council Minutes of 9/24/13
 - (b) Fiscal Year 2013-14 Dispatch Service Agreements (Police)
7. **REGULAR AGENDA ITEMS**
 - (a) Resolutions Adopting Astoria Senior Center Community Development Block Grant Section 3 and Limited English Proficiency Plans (Community Development)
 - (b) Public Hearing – Ordinance regarding Development Code Amendment (A13-04) Concerning Solar Energy (1st reading) (Community Development)
 - (c) Authorization to Bid – Williamsport Road and Highway 202 Water Main Project (Public Works)
 - (d) Scheduling Public Hearing regarding Sale of Excess City Property (Public Works)
 - (e) Public Hearing on Findings to Exempt a Contract from the Competitive Solicitation Requirements and Award Contract Associated with Maritime Memorial (Parks)

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



CITY OF ASTORIA

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October 17, 2013

MEMORANDUM

TO: ASTORIA CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF OCTOBER 21, 2013

PRESENTATIONS

Item 5(a): City/County Insurance Services

CIS representatives will brief the City Council regarding the City's response to the September 5, 2013 accident involving Public Works Senior Utility Worker Ole Gifford.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of September 24, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): Fiscal Year 2013-14 Dispatch Service Agreements (Police)

The subscribers for Police and Fire emergency communications services have completed their annual agreements with the City. All agencies, with the exception of the Clatsop County Sheriff's Office, Port of Astoria, and the Oregon Department of Forestry, will also pay an annual Communications Equipment Infrastructure Maintenance fee of \$500. It is recommended that the City Council consider approval of these Service Agreements.

REGULAR AGENDA ITEMS

Item 7(a): Resolutions Adopting Astoria Senior Center Community Development Block Grant Section 3 and Limited English Proficiency Plans (Community Development)

In March 2013, the City Council accepted a Community Development Block Grant (CDBG) for renovation of the Astoria Senior Center. As the Housing and Urban Development (HUD) program provides funding for Oregon's CDBG projects, certain Federal requirements must be complied with in order to the use of the funds. Two of these requirements include adoption of the following two plans:

- Section 3 Plan, which describes how the City will make a good faith effort to ensure all contractors working on HUD-funding CDBG projects provide equal employment opportunity for all employees and applicants for employment, and that reasonable efforts are made to fill all training positions with local residents.
- Limited English Proficiency (LEP) Plan, which describes how the City makes a reasonable effort to ensure residents with limited English are made aware of and can access City programs and services.

Attached to this memorandum are the two above mentioned plans and accompanying resolutions which have been reviewed and preliminarily approved by Oregon's CDBG management staff. City Attorney Blair Henningsgaard has reviewed and approved both Plans as to form. It is recommended that Council adopt the two attached resolutions, by separate motions, for the Section 3 Plan and Limited English Proficiency Plan associated with the Astoria Senior Center Community Development Block Grant.

Item 7(b): Public Hearing – Ordinance regarding Development Code Amendment (A13-04) Concerning Solar Energy (1st reading) (Community Development)

In 2010, due to increased interest in locating renewable energy facilities in Astoria, the City began work on a draft ordinance to establish standards for wind and solar energy facilities within the City. Due to the nature of the technology and the differences in wind and solar energy, the Astoria Planning Commission (APC) determined that the two issues should be separated and that they would complete the solar energy ordinance first as it was not as complex as the wind energy ordinance. Over the last two years, the APC, Historic Landmarks Commission (HLC), and City Council have held several work sessions concerning the draft Solar Energy Ordinance. The intent was to develop a code that would make the process easy, comply with State regulations, and address historic concerns. The draft addresses issues raised by the APC, HLC, and citizens who have responded to the draft documents over the last three years. There are several sections with notations by staff that are

{italicized and bracketed} that are included to explain the intent of that particular section of the draft. These will be removed from the final document.

In addition to the creation of the Solar Ordinance, there are several amendments to Article 9, Administrative Procedures for all permits, to address procedures for processing a solar permit. Only requirements unique to solar facilities are included in the Solar Ordinance. Amendments to Article 6, Historic Properties Ordinance, which reference the Solar Ordinance historic design review are also proposed with this amendment. The HLC held a work session at its August 12, 2013 meeting and accepted the draft as presented.

At its September 24, 2013 meeting, the Astoria Planning Commission held a public hearing and unanimously recommended that the City Council adopt the proposed amendment. A copy of the Staff Report and Findings of Fact as adopted by the Planning Commission is attached. Also attached to the memo is the proposed ordinance. A public hearing on the Amendment has been advertised and is scheduled for the October 21, 2013 City Council meeting. It is recommended that the Council hold a public hearing and adopt the ordinance as recommended by the Astoria Planning Commission. If the Council is in agreement with the recommendation of the Astoria Planning Commission, it would be in order for Council to hold a first reading of the Ordinance.

Item 7(c): Authorization to Bid – Williamsport Road and Highway 202 Water Main Project (Public Works)

Over the past 12 years the City has made multiple repairs to a portion of six inch water line adjacent to Highway 202 between Williamsport Road and Cedar Bay Road. The cast iron water pipe in this section has significantly deteriorated resulting in frequent water leaks. HLB Otak has designed a waterline to replace the deteriorated utility. The project will include installation of 600 feet of eight inch PVC water line, two new fire hydrants, and other associated water appurtenances. It has been determined that replacing the pipe in-place would be the most cost effective approach. The construction estimate for this project is \$92,500 which includes a 10% contingency. It is recommended that Council authorize staff to solicit quotes for the Williamsport Road and Highway 202 Water Main Project. Funds for this project are available in the Public Works Improvement Fund.

Item 7(d): Scheduling Public Hearing regarding Sale of Excess City Property (Public Works)

At the August 17, 2013 meeting, the City Council authorized the Mayor to sign a contract with Area Properties to market excess properties throughout the City. It was proposed that the realtors would bring the offers to the City Council as offers were made so that Councilors could evaluate the potential sales prior to the public hearing. Area Properties realtors have been contacting the adjacent

owners of selected properties to offer them the right of first refusal prior to marketing to the general public. It should be noted that the time requested for a response from adjacent owners has been extended an additional two weeks. To date, offers have been made for the following properties:

1. 900 Block of 36th Map T8N-R9W Section 9DB, Tax Lot 8900
2. 4900 Block of Birch, West Map T8N-R9W Section 10AB, Tax Lot 3200
3. 4700 Block of Ash Map T8N-R9W Section 10BA, Tax Lot 1300
4. 1840 4th Street Map T8N-R9W Section 18DA, Tax Lot 6500
5. 4600 Block of Birch and Ash Map T8N-R9W Section 10BA, Tax Lot 1800
6. 5300 Block of Alder Map T8N-R9W Section 10AA, Tax Lot 900

It is recommended that Council direct the City Manager to schedule a public hearing for the November 4, 2013 Council meeting and prepare a report in accordance with City Code 1.500 to 1.510. After the public hearing, the City Council may agree to sell any or all of the parcels.

Item 7(e): Public Hearing on Findings to Exempt a Contract from the Competitive Solicitation Requirements and Award Contract Associated with Maritime Memorial (Parks)

On Saturday, September 28, 2013, five granite panels from the Maritime Memorial wall detached and shattered during a large downpour and strong wind gusts. The Parks Department is proposing to have replacement granite and engravings installed by Astoria Granite Works for a total cost of \$21,328. Staff is proposing an exemption from the competitive solicitation requirement and awarding contract to Astoria Granite Works, as Astoria Granite Works has been directly involved in the construction of the Maritime Memorial and has completed design of all the graphics and associated engraving since inception. It is recommended that Council conduct a hearing for the purpose of taking public comment on the findings for exemption from the competitive solicitation requirements and adopt findings that authorize the direct appointment process to contract with Astoria Granite Works. If findings are adopted, it is recommended that the City Council award a contract to Astoria Granite Works for granite installation and engraving in the amount of \$21,328.