



AGENDA

ASTORIA CITY COUNCIL

December 7, 2015

Immediately Follows ADC Meeting
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) Liberty Restoration, Inc.

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 11/2/15
(b) Boards and Commissions Minutes
(1) Library Board Meeting of 10/27/15
(2) Parks Board Meeting of 10/28/15
(c) Request for Proposals for a Point of Sale and Registration Software System (Parks)
(d) Contract for Professional Human Resources Services with Xenium (Finance)
(e) Award of Contract for Cemetery Turf Revitalization (Parks)
(f) Telephone Network Upgrade (Finance/Police)
(g) Astoria Senior Center Renovation Project Construction Contract Amendment #3 (Public Works)
(h) City Council Ground Rules

7. **REGULAR AGENDA ITEMS**

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

- (a) Amendment A15-03 Concerning Riverfront Vision Plan Implementation for the Neighborhood Greenway Area (Community Development)
(1) Ordinance Amending the Astoria Comprehensive Plan Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Plan Area (2nd reading & adoption)
(2) Ordinance Amending the Astoria Development Code and Land Use and Zoning Map Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Area (2nd reading & adoption)
(b) Resolution Amending Fee Schedule for the Parks and Recreation Department (Parks)

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

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



CITY OF ASTORIA
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December 3, 2015

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF DECEMBER 7, 2015

PRESENTATIONS

Item 5(a): Liberty Restoration, Inc.

Liberty Restoration, Inc., Board Member Steve Forrester will introduce Executive Director Rosemary Baker Monaghan and Vice-President Christine Lolich who will give a brief history of the City's pivotal role in the Liberty Theater's acquisition and restoration.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of November 2, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): Boards and Commissions Minutes

The minutes of the (1) Library Board meeting of 10/27/15 is enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(c): Request for Proposals for a Point of Sale and Registration Software System (Parks)

In June of 2015, the Astoria City Council allocated \$55,000 of Capital Improvement Funds for a Parks and Recreation Management Software System to host as a point of sale and online registration system for the Parks and Recreation Department. Currently, the Parks and Recreation Department process transactions for the Aquatic Center, Recreation Center, Cemetery, Port of Play, and Little Sprouts. All transactions, totaling \$942,580 annually are processed through a manual cash register, and all registrations, enrollments,

facility rentals, account management, memberships, attendance tracking, payment plans, and scholarships, are managed by hand, through written spreadsheets, notebooks, or hard copy forms. All manual work is then physically forwarded to the Finance Department where it is keyed into Springbrook, the City's financial software, to capture transactional entry for the general ledger and/or cash receipts as well as bank reconciliations. This largely manual process has proved to be inefficient and ineffective at meeting the Departments vast needs.

While the Department's production of work and implementation of programming grows, it is a priority that the efficiency and accuracy of the Department and the services provided improve to better meet the needs of its growing patron and community groups. It is recommended that City Council authorize the solicitation of proposals to select a Parks and Recreation Management Software that meets the needs of the Department.

Item 6(d): Contract for Professional Human Resources Services with Xenium (Finance)

Since 2011, the Human Resource (HR) administrative functions of the City have been the primary responsibilities of the Director of Finance and Administrative Services with the support of Julie Yuill, Executive Secretary to the City Manager. Higher level services and support have been met through a contract with Xenium, a private sector HR consulting and services company based in the Portland Metro area.

Xenium has been providing many human resources functions including policy and practice development and interpretation, discipline and termination consultation, Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) compliance and tracking, onboarding, personalized training, coaching, and general workshop offerings. In addition Xenium has a retainer with Bullard Law Associates to assist with difficult labor issues. This enhances the ability of the City to respond quickly to minor issues which arise and require review of collective bargaining agreements. Xenium services have been highly utilized by the City providing quick turn around and a reliable resource. The most recent deliverable has been the final compilation and update of the Personnel Policies and Procedures from the 1995 version which Council adopted in September, 2015.

Xenium's service contract remains unchanged at \$2,475 per month or \$29,700 annually and was a line item adopted in the 2015-16 budget. Collaboration between the Director of Finance and Administrative Services with Xenium provides a flexible and dynamic model to handle various scenarios related to HR activities. The ability to draw on various HR experts and have full coverage throughout the year is a model we could not achieve in our prior HR model. City Attorney Blair Henningsgaard has reviewed and approved the attached contract as to form. It is recommended that Council approve the contract renewal with Xenium for Human Resources consulting.

Item 6(e): Award of Contract for Cemetery Turf Revitalization (Parks)

In May of 2015, Astoria City Council adopted "address cemetery maintenance/funding issues" as a goal for Fiscal Year 2015-16 and designated \$72,000 of Capital Improvement Funds for the weed eradication and reseeded at Ocean View Cemetery. The Parks Department has been investigating cost-effective methods to improve Oceanview Cemetery's turf. A major complaint by patrons of the cemetery is that the turf has gone from uniform grass to moss and weeds in many areas. This proposed work will require a level of concentrated care that the Parks Maintenance Division cannot provide without significantly reducing essential services to other components of the parks system. The most expedient and cost-effective method will be to contract out the work to a qualified and experienced grounds-maintenance company. Therefore, at its November 2, 2015 meeting, the City Council authorized the solicitation of proposals to improve the quality of turf and reduce noxious/invasive weed presence at Ocean View Cemetery.

An RFP was released and advertised through multiple channels for two weeks. This process resulted in a single response from DeJesus Lawn Maintenance. Their proposal provided a menu of three options for the turf renovation work, with three different prices. The preferred choice, option A, will include a treatment to improve the turf over the course of six months by eradicating weeds and moss, re-seeding with a site-appropriate grass species and applying fertilizer and lime to promote healthy growth of turf. The total cost to carry out this work is \$60,090 and is scheduled to take place from January - June 2016. The work outlined in the proposal will result in a one-time improvement of the cemetery's turf. Due to care of the cemetery being limited to mowing and weed-eating, the long-term health of the turf will depend on increased irrigation, applications of fertilizer and other chemicals, scheduled over-seeding, and regular aerating or dethatching to ensure the success of the new grass seed. A cost estimate of this increased level of care is approximately \$38,000 per year before personnel costs. It is recommended that Council accept the proposal and award attached contract to DeJesus Lawn Maintenance's to improve Oceanview Cemetery's turf and authorize the work to commence. There are sufficient funds in the Capital Improvement Fund to cover this work.

Item 6(f): Telephone Network Upgrade (Finance)

The City purchased a Voice Over Internet Protocol, known as VOIP, from Technology Integration Group in 2009 to upgrade the earlier antiquated phone system. This upgrade was needed as the prior infrastructure was beyond end-of-life expectancy and at any time a critical failure could have crippled the City's ability to maintain communication, both internal and external. A state of the art Cisco VOIP telephony system was purchased and installed at all City owned properties. As with any other technologies certain items need to be replaced to ensure reliability of the system as well as extend the life of the system. In order to maintain continuity of operations, it is recommended to replace the bulk of the City's Cisco switches and routers this Fiscal Year. The aforementioned hardware, which is critical to both City phones and network communication, is

now end-of-life and no longer supported by the manufacturer. The funds for this project are included in the Fiscal Year 2015-2016 budget. This project is quoted at a cost of \$68,100. Additional technical information may be found by referring to TIG Quote 10410 attached to this memorandum. It is recommended that the City Council approve the purchase as proposed by TIG and recommended by iFOCUS Consulting.

Item 6(g): Astoria Senior Center Renovation Project Construction Contract Amendment #3 (Public Works)

In July of 2015 the City Council approved a contract with Skyward Construction, Inc. for the Astoria Senior Center Renovation Project in the amount of \$1,455,157.00. A construction contingency of approximately 10% of the construction contract was set aside outside of the construction contract for any unforeseen circumstances that may arise during the project. As is with any remodeling project of the building circa 1947 its anticipated unforeseen items will emerge during the renovation process. Prior to this current contract amendment #3, the previously approved contract amendments #1 and #2 were in the total amount of \$26,930.99. Contract amendment #3 is related to the need to (1) patch the concrete at the exterior perimeter of the existing window openings on the South and East elevations to provide a sound substrate for installation of the new windows at a cost of \$2,919.91; (2) electrical permit variance from bid day at a cost of \$697.53; (3) modifications to the casework (cabinets) design from bid day by the architect at a cost of \$850.95. To date Contract Amendments #1, #2 and #3 would utilize \$31,399.38 of the \$145,515.70 contingency. It is recommended that the City Council approve the contract amendment #3 in the amount of \$4,468.39.

Item 6(h): City Council Ground Rules

Astoria City Mayor Arline LaMear has drafted Astoria City Council Ground Rules to be used during City Council meetings. She has implemented these ground rules to apply to all future Council meetings.

REGULAR AGENDA ITEMS

Item 7(a): Amendment A15-03 Concerning Riverfront Vision Plan Implementation for the Neighborhood Greenway Area (Community Development)

- (1) Ordinance Amending the Astoria Comprehensive Plan Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Plan Area (2nd reading & adoption) (Community Development)
- (2) Ordinance Amending the Astoria Development Code and Land Use and Zoning Map Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Area (2nd reading & adoption)

In 2008-2009, the City of Astoria developed the Riverfront Vision Plan (RVP) to address issues dealing with open space, land use, and transportation issues along the Columbia River. Significant public involvement opportunities were

designed to gain public input. This process was initiated to plan for these issues in a comprehensive manner and to set a framework for the future of the study area. The City's north Riverfront (Columbia River to West Marine / Marine Drive / Lief Erikson Drive) was divided into four Plan areas of development: Bridge Vista (Port/Smith Point to 2nd Street), Urban Core (2nd to 16th Street), Civic Greenway (16th to 41st Street), and Neighborhood Greenway (41st Street to 54th Street, east end of Alderbrook Lagoon). City Council accepted the Riverfront Vision Plan in December 2009. Since that time, the City Council has set goals regarding implementation of the Riverfront Vision Plan. Implementation of recommendations from the Riverfront Vision Plan in the Neighborhood Greenway Plan Area will take the form of map amendments, Development Code and Comprehensive Plan amendments.

Proposed map amendments will include: 1) apply the new Neighborhood Greenway Overlay (CGO) Zone to the Neighborhood Greenway Plan Area; and 2) rezone the water area between 41st and 54th Streets between the shoreline to the pier head line from A-3 (Aquatic Conservation) to A-4 (Aquatic Natural).

Proposed Development Code text amendments will include: 1) Add Neighborhood Greenway Overlay Zone to address the standards for over-water development including structure height and width, allowable uses, and landscaping; 2) Add new design standards for multi-family development in the Neighborhood Greenway Plan Area; 3) Add new design guidelines for multi-family residential and non-residential development in the Neighborhood Greenway Plan Area; 4) Establish landscaping standards for multi-family residential and non-residential construction/uses. There would be no landscaping standards for single-family and two-family dwellings; 5) Allow some exemptions for the few existing over-water buildings to continue to be viable businesses thereby preserving the historic structures; 6) Limit new, over-water development to maximum height of top of bank; and 7) Make miscellaneous "housekeeping" amendments related to references to the above noted amendments.

Proposed Comprehensive Plan text amendments will include: 1) Update the description of the Alderbrook Area and reference the Neighborhood Greenway Overlay Area and Riverfront Vision Plan implementation; 2) Acknowledge the growing impact of traffic to the neighborhood; 3) Add a policy to investigate the possibility of extending the trolley to the Alderbrook area; and 4) Change designation of aquatic area from conservation to natural, and amend allowable uses in the Aquatic Natural designated areas to include the exception for existing structures.

The Planning Commission held a public hearing at their October 27, 2015 meeting and unanimously recommended that the City Council adopt the proposed amendments. A public hearing on the Amendment was held and a first reading was conducted at the November 16, 2015 City Council meeting. It is recommended that Council consider adoption of the proposed ordinances. If the Council is in agreement with the recommendation of the Planning

Commission, it would be in order for Council to hold a second reading and adoption of the two separate ordinances.

Item 7(b): Resolution Amending Fee Schedule for the Parks and Recreation Department (Parks)

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors together. To assist in achieving this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department operations. The Department's budgeted cost recovery for the 2015-2016 fiscal year is 52%. In order to meet this budgeted allotment the Parks and Recreation Department is need of increased fees. The proposed changes are found in Astoria Aquatic Center – Schedule F1, Ocean View Cemetery – Schedule F3, Astoria Recreation Rental Division – Schedule F4 with the addition of the new Schedule F5 for the Astoria Column. Other fees charged by the Parks and Recreation Department for program based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs ebb and flow. The Parks Advisory Board have reviewed and recommended that the City Council authorize this fee schedule amendment, in order to offset the costs within the Parks and Recreation Department.

A regular meeting of the Astoria Common Council was held at the above place at the hour of 6:58 pm.

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

Councilors Excused: None

Staff Present: City Manager Estes, Community Development Director Cronin, Deputy Police Chief Halverson, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Special Projects Planner Rosemary Johnson, Library Director Tucker, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COUNCILORS

Item 3(a): Councilor Nemlowill thanked Director Cronin for hosting the workshop on Heritage Square that discussed the highest use possible for the site, including a new library and housing. She believed the workshop went well and it was great to see the concepts. She attended the Parks and Recreation Master Plan Citizens Advisory Committee meeting the previous week. She was privileged to be on the committee with a wonderful group of people, including a member of the mom's club and the superintendant of Lewis and Clark National Historical Park. There are two opportunities for the public to participate in the gathering of information about how the public would like to see the future of Astoria's parks and recreation: Saturday, November 7, 2015, from 10:00 am to noon and Tuesday, November 10, 2015, from 6:00 pm to 8:00 pm at the Lovell Showroom at Fort George Brewery. She reported that the Fire Department was busy the previous week working with local school children at Astor School for Fire Prevention and Safety Week and handing out safety bags to children on Halloween. She appreciated that the Fire Department was promoting a positive image of Astoria's public safety.

Item 3(b): Councilor Herzig reported that the Lower Columbia Diversity Project (LCDP) held a presentation on the Chinook Nation with Tribal Chairman Tony Johnson on Sunday, October 25. The Chinook Nation continues to petition the federal government for recognition of their tribe. For over 100 years, the Chinook Nation has been denied rights because a treaty, created in the 1850s, was never formally ratified. He wanted to support the Chinook Nation in every way possible. On Friday, October 30, some of the LCDP members gave Tongue Point staff diversity training. Tongue Point has had an influx of students from the East Coast because it is the only Job Corps in the country with a maritime program and it has become very popular. Staff has been dealing with tensions between urban East Coast students and rural West Coast students, so Tongue Point is addressing the fact that the staff does not reflect the diversity of the student population. The next LCDP presentation, addressing veteran homelessness in Clatsop County, will be on Sunday, November 8 at 4:00 pm at the Boyington Building. Homelessness is a national concern, but veteran homelessness is a national embarrassment. The federal government is providing a lot of funding to address the issue, but the housing shortage in Clatsop County is another issue. The Astoria Warming Center will host volunteer training on Friday, November 6 from 5:30 pm to 7:00 pm and on Saturday, November 7 from 10:30 am to 12:00 pm at the First United Methodist Church in the lower area of the social hall. The training is open to the public and attending will not require anyone to become a volunteer.

Item 3(c): Councilor Price said she echoed Councilor Nemlowill's appreciation for the Police and Fire Departments. She invited the public to attend her salonical on Wednesday, November 4 from 4:30 pm to 6:00 pm in the Flag Room of the Astoria Library.

Item 3(d): Councilor Warr had no report.

Item 3(e): Mayor LaMear reported she had the privilege of attending the Rising Tides 2015 Conference. She had been invited to the conference by former Portland Mayor Sam Adams, who is now with the World Resources Institute. The conference was for mayors of coastal cities. The Atlantic Coast, the Eastern Seaboard, the Gulf Coast, and the coast of California are all experiencing rising sea levels and coastal flooding. Pat Corcoran at Oregon State University has told her that Astoria does not have these problems because the land is rising at the same rate as the sea level due to subduction. However, if an earthquake occurs, the sea

level will rise three to seven feet. The conference was very sobering and it was wonderful to meet mayors from all over the country and hear their challenges and solutions. She was particularly impressed with the mayor of Hoboken, NJ, who took on the Federal Energy Regulatory Commission (FERC), Federal Emergency Management Agency (FEMA) and other agencies to protect their area. Hoboken now has booms, swales, and green roofs. It was interesting to hear from FEMA, the Army Corps of Engineers, and the National Oceanic and Atmospheric Association (NOAA). She received a lot of information that she hoped would be useful for Astoria in the future. That morning, she attended emergency preparedness for city and county officials, given by a representative of FEMA. City staff does not know which buildings will remain standing or which roads will be passable after an earthquake. Therefore, each person needs to take care of themselves. She hoped neighborhoods would get together to find out who has things like tarps and generators and make sure everyone has a go-to bag. This issue is sobering and serious, but everyone needs to be prepared. She appreciated the opportunity to go to the conference.

PRESENTATIONS

Item 4(a): Oregon Economic Development Association Award for the Landfill/Sports Complex Project

At its Annual Conference held in Medford on October 18-20, 2015 the Oregon Economic Development Association awarded the City of Astoria the 2015 Outstanding Collaborative Partnership award for the Astoria Landfill Redevelopment project. Special Projects Planner Rosemary Johnson attended the award luncheon along with a representative of Recology to receive the award. Planner Johnson will be present at the City Council meeting to present the award to the City Council.

Planner Johnson played the video that was originally shown during the award luncheon and presented the award to Mayor LaMear.

Mayor LaMear thanked Planner Johnson for representing the City of Astoria at the luncheon. Former Mayor Van Dusen, Eric Thorsen from Columbia Memorial Hospital, Craig Hoppas from the school district, and Fred Stemmler from Recology accepted the national award.

Item 4(b): Riverfront Vision Plan – Neighborhood Greenway Update

Neighborhood Greenway Area (41st to 54th Street, Leif Erikson to pier head line), generally known as the Alderbrook area, is the third phase of implementation of the Riverfront Vision Plan. The Astoria Planning Commission has held a Town Hall Meeting and two work sessions to develop the draft ordinances with the neighborhood. At its October 27, 2015 meeting, the Astoria Planning Commission unanimously voted to recommend adoption of the ordinances by the City Council. Staff will provide a short update on the proposed code amendments at the November 2, 2015 City Council meeting and answer any questions concerning the draft documents. The draft amendments are available on the City Web site at www.astoria.or.us/communitydevelopment ([October 15, 2015 DRAFT Comprehensive Plan Ordinance](#) and [October 15, 2015 DRAFT Development Code Ordinance](#)). Paper copies of the drafts will be distributed to the Council on November 2nd. A public hearing is scheduled for the November 16, 2015 City Council meeting.

Planner Johnson explained the Riverfront Vision Plan was adopted by City Council several years ago. Since then, City Council has had the goal of implementing the Plan. The Plan divided the waterfront into four sections, the Bridge Vista Area, Urban Core, Civic Greenway Area, and Neighborhood Greenway Area. The Bridge Vista and Civic Greenway Areas have been implemented and staff has been working on the Neighborhood Greenway Area. She gave a PowerPoint presentation on the proposed updates as follows:

- The Riverfront Vision Plan identified goals and assumptions for each area. For the Neighborhood Greenway Area, these goals and assumptions were intended to protect the neighborhood's character and vistas of the river while encouraging maritime related uses like docks, piers, and marinas.
- Comprehensive Plan policies will be amended to update the Alderbrook neighborhood description, add references to the Neighborhood Greenway Area, and acknowledge the growing impact of traffic to the area. In response to input from the residents, a new policy will allow staff to consider extending the trolley into LaPlante Park or the Alderbrook neighborhood. Various sections of the code will also be updated to include the proposed zone changes.

- This process began with a town hall meeting in August, which was very well attended. Staff used comments made by Alderbrook residents at that meeting to develop code language, which was presented to the Planning Commission at a work session on September 1, where the public had another opportunity to respond. Again, staff used public comments and input from the Planning Commission to further revise the document. A second work session was held on September 16 to take input. On October 27, the Planning Commission held a public hearing on the proposed code amendments and they unanimously voted to recommend that City Council adopt the changes, which reflect citizens' comments. No public comments were made during the public hearing, so staff believes the public's concerns have been adequately addressed.
- Development Code changes will include a zone change to the overwater area from A-3, Aquatic Conservation to A-4, Aquatic Natural. This will eliminate a few of the commercial uses allowed over the water. The Alderbrook Lagoon is very shallow, it is tidal, and the trolley tracks cut off access from the lagoon to the Columbia River. Therefore, the area is not good for a deep water port or large ships. However, the area could be used by kayaks and small boats. Staff is not proposing any changes to allowed uses on land. The height of new structures over the water will be limited to the top of the bank, with existing buildings being exempt. There will be no new design guidelines or standards for single-family or two-family dwellings. However, multi-family dwellings will have design standards and design guidelines. The design standards will be allowed outright, while design guidelines will need to be approved. The same design guidelines will also apply to non-residential structures, like daycare centers, schools, and churches. Landscaping standards would only apply to non-residential structures. City Council will conduct a public hearing on the code amendments at their meeting on November 16.

Councilor Nemlowill asked for an explanation of the rationale for excluding design standards and guidelines for new homes in Alderbrook. Planner Johnson explained that Alderbrook is an eclectic area with many unique styles. It would have been difficult for staff to decide on one style that would work for the neighborhood. More importantly, the residents of Alderbrook did not want additional reviews because they like the differences and the ability to maintain an eclectic character. The Riverfront Vision Plan did not identify design guidelines or the need for design guidelines in the neighborhood, so staff opted to refrain from recommending any.

Councilor Herzig said staff received a very strong hands-off message from Alderbrook residents and Planner Johnson dealt with them very graciously. He noted that the Port had considered developing to the east of Pier 39 and asked if that area was included in the Neighborhood Greenway Area. Planner Johnson answered no; the west boundary of the Neighborhood Greenway Area is 41st Street. She showed the Area on the map and explained that 41st Street is on the far east side of the condominiums on Pier 39, which is right at the start of the lagoon, not Port property.

Councilor Herzig stated the Port has been working with Marriott to build a hotel in the area east of Pier 39. He asked if staff had the exact coordinates of the hotel's proposed location. Staff said they have been meeting with the Port to discuss a variety of issues. However, no definite plans have been made at this time. The general area of the proposed hotel would be on two properties split by the Riverwalk next to the Maritime Memorial. Staff confirmed this was in the Bridge Vista Area, which did not allow hotels north of the railroad tracks. City staff has only had open discussions with the Port and nothing was being negotiated at this time.

Mayor LaMear confirmed there were no public comments or questions.

CHANGES TO AGENDA

City Manager Estes requested the addition of Item 7(f): Letter of Support for a Connect Oregon Grant Application for the Port of Astoria. The agenda was approved with changes.

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 6(a) City Council Minutes of 10/5/15
- 6(b) Boards and Commission Minutes
 - (1) Library Board Meeting of 9/22/15
 - (2) Traffic Safety Committee Meeting of 7/28/15
- 6(c) Highway 202 Sidewalk Phase 2 – Funding Update (Public Works)**

6(d) Request for Proposals to Eradicate Weeds and Reseed Ocean View Cemetery (Parks)

Councilor Herzig requested Item 6(c) be removed for further discussion.

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

Item 6(c): Highway 202 Sidewalk Phase 2 – Funding Update (Public Works)

Councilor Herzig said staff has been working hard to get funding to install a sidewalk from the Astoria High School that extends eastward along Highway 202. Many students walk that route, which is very dangerous with a blind curve and no sidewalk. Staff has successfully secured funds from Oregon Department of Transportation (ODOT), but not enough funds to work in other areas like Alderbrook. Just above Tapiola Park on Denver, there is a section where the sidewalk stops. This sidewalk is the only connector between the neighborhood and the park and it would be great to bring the sidewalk all the way up. People must walk in the street where there is no sidewalk, which seems dangerous. He was unsure if this money could be stretched because the sidewalk from the high school will cost more than \$1 million. He asked how far east the sidewalk would go with \$1 million. Director Cook said the sidewalk would go to Hanover Street. Staff wanted the sidewalk to go all the way to the Stop and Go, but they did not receive enough funding to take it that far. The high cost is due to the need for retaining walls along embankments.

Councilor Herzig asked Director Cook to remember Denver Street as cement is being laid because the terrain is very challenging in that area. The expense of a sidewalk is surprising, but sidewalks are needed in the area. Students need to walk safely around the bridge to the high school. He commended staff on their efforts to get the funding for this project.

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

REGULAR AGENDA ITEMS

Item 7(a): Liquor License Application from Don West, doing business as Astoria Crest Motel LLC, located at 5366 Leif Erikson Drive, for a New Outlet for Off-Premises Sales License with Tasting Privileges (Finance)

A liquor license application has been filed by Don West, doing business as Astoria Crest Motel, LLC, located at 5366 Leif Erikson Drive. The application is for a New Outlet for Off-Premises Sales License with Tasting Privileges. The appropriate departments have reviewed the application and it is recommended that Council consider approval.

Councilor Nemlowill declared a potential conflict of interest as a partial owner of Cervecia Gratis, which sells alcohol. However, she did not believe this would directly impact her company.

Mayor LaMear called for public comments. There were none.

Councilor Herzig was troubled that a hotel wanted a liquor license. He was unsure why Astoria Crest Motel wanted to sell factory sealed containers for off-premises consumption and have a tasting area in their lobby and restaurant area. He believed Astoria had plenty of liquor outlets already and this use of a liquor license seemed to stretch what a hotel or motel should be doing. The Agenda Packet contains a rough drawing of the tasting area in a common area of the motel. He asked why the liquor license was important to the motel. City Manager Estes stated the Applicant was not present. Mr. West also manages the Cannery Pier Hotel, which has tastings and a happy hour for their guests. This use of a liquor license is similar to other hotels in Astoria.

Councilor Nemlowill asked if any police reports involving the Applicant had been filed. Deputy Chief Halverson confirmed the Department heard no opposition from neighbors during their basic investigation. Councilor Nemlowill said she had no reason to be concerned.

Staff confirmed for Councilor Herzig that this license would allow a hotel guest to purchase liquor and drink it in their room.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Nemlowill, to approve liquor license application by Don West, doing business as Astoria Crest Motel, LLC, located at 5366 Leif Erikson Drive, for a New Outlet for Off-Premises Sales License with Tasting Privileges. Motion carried 4 to 1. Ayes: Councilors Price, Warr, Nemlowill, and Mayor LaMear; Nays: Councilor Herzig.

Item 7(b): Affordable Housing Strategy – Next Steps (Community Development)

The City Council held a special work session on September 14, 2015 to discuss the Affordable Housing Study that was completed by the Community Development Department in support of the City Council's goal setting for Fiscal Years 2014-2014 / 2015-2016. At the work session, staff presented background information, a Draft Problem Statement, case studies, and a range of short term and long term solutions to create more housing opportunities in Astoria. The City Council directed staff to study the options in more detail and bring potential solutions back for review as part of an overall housing strategy. Staff has developed and outlined a Problem Statement, the affordable housing strategy, and the list of actions. Staff recommends Council approve the Problem Statement, the affordable housing strategy, and the list of actions. In addition, staff will continue to report back on progress of implementing the work program, including the status of any redevelopment projects.

Director Cronin reviewed the outline in the agenda packet, which recommended an affordable housing strategy. He highlighted the short-term and long-term actions recommended in the strategy, noting in what order the actions should be completed and timelines for each action.

Mayor LaMear asked Director Cronin to explain his idea to expand accessory dwelling units (ADU). Director Cronin said the current zoning codes only allow ADUs within the existing footprint of a house, like in a basement. Most jurisdictions allow ADUs in garages, which allows space above the garage or the garage itself to be converted into a living unit. ADUs are usually much smaller than the main house and many jurisdictions require the main house or ADU to be lived in by the primary property owner. He would like City Council to consider what other jurisdictions are allowing with ADUs because he believes it is an easy solution. However, Astoria does not have many standard garages that are ready for an ADU. Therefore, this might not make a big upfront impact on the housing issue, but he believed property owners should have the opportunity to convert garages to ADUs. ADUs provide a source of housing and an income stream for the property owners. Staff would like City Council to endorse the recommended strategy and if necessary, give staff more direction for moving forward on the housing issue.

Councilor Nemlowill believed the strategy was great. She thanked Director Cronin for moving quickly on this issue. She believed the culprit to the affordable housing problem all over Oregon was vacation rentals and Astoria should make policy changes that clearly indicate the housing stock is for Astorians. There is no language in Astoria's code for residential properties and vacation rentals. Part of this plan should be to tighten the codes. She asked if staff believed the vacant home registry should include land. Director Cronin explained that staff uses the Buildable Lands Inventory (BLI) to capture vacant lands in residential, commercial, and industrial zones. Staff can update City Council annually on how much land is vacant in Astoria. The vacant home registry is just for existing structures. If a derelict building were demolished, the property would be moved from the vacant home registry to the BLI.

Councilor Nemlowill said she was interested in City-owned property that could be used for affordable housing. She understood this would be part of the long term goal to form public/private partnerships. Director Cronin said he would speak to City Council about Heritage Square on December 7. The City is considering housing on Heritage Square, a City-owned property, which is an example of a public/private partnership. Other properties would require much bigger policy changes that staff would need to work on.

Councilor Nemlowill believed the Parks Master Planning process could provide opportunities to identify underutilized properties that could be used for housing. She asked if second story dwellings in the downtown area would be included in the vacant home registry. Director Cronin confirmed staff would include those properties. He asked City Council to let staff know of any vacant units that should be considered. He has been tracking the issue of vacation rentals at a state and local level. Many articles have been written about other cities

with the same problem and this topic was discussed at the American Planning Association in Seattle in April. A lot of effort must go into tackling this issue and he wanted to recommend some solutions to City Council. However, he believed the current projects needed to be prioritized first. He offered to find out if the Department of Land Conservation and Development (DLCD) could provide assistance.

Councilor Nemlowill found it interesting that City Manager Estes has been approached by at least one person at the League of Oregon Cities who asked how Astoria handles vacation rentals. Astoria is in a good position right now and if the rules are unclear, people will start to rely on the income from short-term rentals. Changing those rules could be devastating or impossible. She believed rules needed to be established now.

Councilor Herzig asked if vacant rentals would be included in the vacant home registry. Director Cronin explained the list would include vacant homes that had been abandoned or did not have anyone living in them and were not listed for sale, like the Waldorf. The apartments above the businesses downtown are actively being marketed by the owners, so they would not be included on the list.

Councilor Herzig understood rentals would not be part of the vacant homes registry, but the condition of the homes on the registry would be weighed heavily. There are rentals available, but no one wants to move into them because they are trashed. This creates a false impression that units are available. Back when the City had conducted a major sale of City-owned properties, he had suggested staff evaluate the properties prior to listing them for sale to make sure there was no better use for them. Staff had suggested each property be discussed individually during the public hearing to consider an offer. He believed this was why the City is in this position now. He wanted City Council to approve requiring staff to evaluate the best use of each property prior to selling them. When the survey was being conducted, the Northwest Oregon Housing Authority (NOHA) discussed the idea of provide financial assistance for a security deposit and first and last month's rent. People can afford the monthly payments, but not the large upfront costs. NOHA has applied for a grant to help their clients with these payments. He wanted staff to explore a public/private partnership with banks and credit unions to create a fund that would assist renters.

Councilor Price agreed that evaluating City-owned properties prior to selling them is essential because the City does not know what it might need. The need for additional data was discussed at a recent work session and she was unsure how to determine the City's needs. She wanted to find out what the City needs before changing any codes. The Problem Statement says Astoria has housing needs across the board, which seems true. However, Astoria has 118 homes of various sizes and conditions for sale at various prices. She believed rentals were a big problem and she wanted more data before taking big steps. Director Cronin confirmed he had heard that discussion at the work session and believed it was a great suggestion. Staff tried to gather more data, but the data bases that exist do not lend themselves to the level of analysis that Councilor Price has requested. However, staff continues to work with Ami Kreider at the library to gather specific pieces of data.

Councilor Price understood that governments could only do so much. Therefore, staff should target the data very carefully because only very small steps can be taken. She was glad to see code enforcement on the list of actions because it could alleviate much of the problem. Many unregulated short term rentals in Astoria have been listed on Airbnb and VRBO. She has several neighbors who have renovated their homes to accommodate vacation renters and she believed this issue needed to be evaluated before taking any big steps towards loosening codes. She asked if staff believed businesses had any role in public/private partnerships. Director Cronin explained that certain types of businesses, like developers, do have roles in public/private partnerships.

Councilor Price said she was thinking about both large and small businesses. Government tries to provide wages to people in ways that businesses do not so that people can afford to live in Astoria. Some cities have partnerships with banks and other businesses, where the businesses pay into a fund that helps their employees with security deposits. She wanted to discuss ideas like this in the same way emergency management is discussed. People must take care of themselves because the City will not be able to build housing for the service workers in town. Director Cronin said he and Councilor Herzig attended a regional discussion about housing at Clatsop Community College about a week and a half ago. He had suggested that large institutional service providers consider investing in housing. He did not receive much of a response, but wanted to start the conversation.

Councilor Herzig added that during the housing discussion, a representative from Providence Seaside said they spend thousands of dollars on hotel rooms for their part time doctors. This problem is county-wide, but Astoria is

at an advantage because of its rentals. Coast Guard housing manager Don Lee was also at the discussion and he is a great resource for information.

Mayor LaMear understood Astoria does not have system development charges, which gives Astoria a competitive advantage over communities that do have them. She asked if there were other incentive programs the City could offer, like requiring developers to make a portion of their development affordable housing.

Director Cronin said tax abatements were discussed at the work session. Tax abatements are very common and he would like City Council to consider what program guidelines would have to be met in order to qualify for a tax abatement. He has already requested information from the County about such a program. He and Heather Hanson, his counterpart with the County, would be co-charing a sub-committee that will discuss the housing issues in the region and he would provide City Council with updates.

City Manager Estes added that the concept of inclusionary housing is legal in California, where a certain number of units in a development have to be affordable. However, this is not legal in Oregon. Director Cronin noted there is a large coalition in Salem that is working towards legalizing inclusionary housing in Oregon.

Councilor Nemlowill said while it may be interesting to look at some key City-owned properties for partnerships with affordable housing entities, she did not believe all city properties should be withheld from potential sale to a private developer that may be interested in developing housing. The issue is the lack of affordable, subsidized, and market rate housing. Astoria has the Coast Guard, Clatsop Community College, Columbia Memorial Hospital, and the service industry. Therefore, she believed Astoria needed a wide range of housing, not just subsidized housing. Director Cronin stated the Problem Statement is silent on subsidized housing because Astoria has a general housing problem. Producing more housing in general is a move in the right direction.

Councilor Herzig added that relieving the housing pressure at any level would help all other levels because providing housing will enable more mobility through the entire system.

Mayor LaMear invited the public to speak about the affordable housing study.

A citizen asked how many people in Astoria were looking for affordable housing.

Director Cronin said he did not have a specific number and referred the citizen to the affordable housing providers, Clatsop Community Action and NOHA.

Councilor Herzig believed Todd Johnson had said waiting lists for subsidized housing were between six months and two years, depending on the type of property. Director Cronin added that most housing authorities in Oregon have stopped adding names to their waiting lists because the demand is so large.

A citizen suggested staff contact local real estate agents because they are familiar with houses, streets, and empty buildings, even buildings that are not being advertised for rent.

Suzanna Gladwin, 82316 Highway 103, Seaside, agreed that realtors know every house in town. She suggested the City consider allowing smaller lots, possibly with manufactured homes, apartments inside homes, and variances that were linked to affordable and low-income housing and long term rentals.

Mayor LaMear said the housing problem is citywide and nationwide and that the City appreciates any suggestions the public may have.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Warr to approve the Problem Statement, the affordable housing strategy, and the list of actions.

Councilor Price stated the housing strategy was too broad for her to support at this time. She wanted more data on vacation rentals and code enforcement first because this data was essential. Until City Council knows more about what the City wants and has a real strategy, she was concerned about moving forward. If there are 50 people who are looking for housing at \$600 per month, the City's strategy could be to build units for 10 of those people. This is the type of plan the City should have. She understood it would be difficult to gather the data she

wants, but given the City's limited ability to take action, she believed the strategy should be more targeted than the suggested broad strategy.

Councilor Nemlowill wanted the list of actions to include clarifying vacation rental policies.

Director Cronin understood Council was concerned because the recommended list of actions had not been prioritized. He offered to prioritize and add to the list of actions, per direction from Council.

Mayor LaMear asked if Councilor Price had any issues with the Problem Statement.

Councilor Price said no, she believed the Problem Statement reflected reality. However, the statement is much broader than City Council's goal to provide housing that Astorians can afford. City Council wants to provide work force housing, but now the goal is very broad. She wanted to see data that indicated the City should be addressing such a broad issue. She supported Councilor Nemlowill's suggested amendment to the list of actions. A vacation rental policy should be nailed down quickly. She understood staff's abilities were limited, but asked if the vacation rental policy could be added to the list of actions.

Mayor LaMear suggested the Problem Statement be approved now and allow staff to continue working on the affordable housing strategy and list of actions.

Staff confirmed it would be helpful to have the Problem Statement approved and asked for more specific direction on the vacation rental policy.

Councilor Herzig believed Director Cronin was simply asking permission to pursue work on the housing issue; no implementation was involved. Staff simply wants to investigate the housing situation and he believed a broad view was important. One part of the housing situation cannot be isolated because they are all interconnected. He did not believe the strategy and list of actions was too precipitous or broad and Director Cronin should be given permission to bring back the data City Council wants and suggest policies. He offered to amend his original motion, but did not believe City Council should prevent staff from pursuing more information and strategies.

Councilor Price clarified that she wanted more data, code enforcement, and a vacation rental policy. Once City Council gets the data, some of which will come from code enforcement, they will discuss the need for zone changes, infill projects, and other things that could change the character of Astoria. Director Cronin stated only so many data sources exist. He did not want to rely on more data to solve a problem that has already been identified. He would continue to search for more data to support the strategy and to target a specific number of units that need to be produced. However, Astoria is a small town with limited data sources and it will be difficult for staff to produce exact numbers. Staff will also continue to work on code enforcement. The Police Department is working on a proposal to hire an enforcement officer and the Planning Department will have a city planner soon. Filling these two positions will provide a little bit of relief for staff. The City has enough work to keep a code enforcement officer busy full-time, but there are only enough funds for a part-time position. Balancing priorities is tricky for staff. He recommended City Council endorse the affordable housing strategy as is and direct staff to add items to the list of actions.

Councilor Nemlowill said she was happy with the strategy, but wanted it amended to include clarifying code language about short term rentals. She believed the current code, which allows owner-occupied properties to have short term rentals, was difficult to enforce. Director Cronin replied amending code language could be included in the scope of work for a consultant that would help the City with this review.

Councilor Herzig said he favored moving ahead with staff's recommended strategy, but did not want the strategy restricted to code enforcement, vacation rentals, and data. He believed staff needed the freedom to operate on all levels because they are all connected.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Price to amend the main motion to approve the Problem Statement, affordable housing strategy, and the list of actions with the inclusion of a tentative vacation rental policy. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(c): Public Hearing regarding the Purchase of City-Owned Property Adjacent to 258 2nd Street (Public Works)

A request to purchase a City-owned lot on 2nd Street has been received from Diana Kirk, Tidal Properties, LLC. Ms. Kirk recently purchased property located at 258 2nd Avenue and would like to purchase the 4,000 square foot City lot adjacent to her property. The minimum size for a buildable lot is 5,000 square feet. Because this is a substandard lot, it can only be sold to an adjoining property owner who would be required to incorporate this property into their existing tax lot. An appraisal report estimates the property to have a real land value of \$14,000. Ms. Kirk has indicated a willingness to buy the property at this price and pay the additional appraisal cost of \$200, which is above the City's appraisal fee. On October 23, 2015, staff received a letter from Lynn McGrath who owns property east of the City-owned lot at 258-262 Commercial Street. She would like to make a counter-offer on the property and will be attending the Council meeting. At their October 19, 2015 meeting, the Astoria City Council acted to schedule a public hearing on the proposed property sale on November 2, 2015 at 7:00 p.m. It is recommended that Council conduct the scheduled public hearing, and if deemed appropriate, approve the sale of City-owned property at 258 2nd Street.

City Manager Estes said staff has received a counter-offer for \$15,000 from Matt and Lynn McGrath, who own property east of the City-owned lot. Mr. and Mrs. McGrath plan to use the lot as a small garden area for their tenants.

Councilor Herzig asked how City Council should proceed with the two offers. City Manager Estes said City Council could approve one of the sales or choose not to sell the property. The public hearing can include both offers on the property.

Robert Boehm asked if this hearing was to sell the property without taking any additional bids. His property is directly adjacent to the lot for sale.

Mayor LaMear opened the public hearing at 8:13 pm and invited anyone wanting to address the City Council regarding the sale of City-owned property adjacent to 258 2nd Street to come forward.

Robert Boehm, 94826 Clifton Road, Clatskanie, stated he owns 245 Bond Street, directly north of the property for sale. If he had known this property was going up for sale, he would have bid on it. His lot is about 20 or 30 feet larger than the rest of the lots. His father used to rent the property from the City for many years and he would like to bid on it. If he had known a realtor was willing to pay \$14,000, he would have approached the City a long time ago.

Councilor Herzig pointed out Mr. Bame's property on the map and asked why his lot was bigger.

Mr. Bame did not know why his lot received the extra few feet, but said the house was built in the 1930s by the previous owner. He asked if he could be included in the bidding process.

City Manager Estes recommended City Council hear all testimony first, and then decide how to proceed.

Mr. Bame believed it was unfair to allow only two people to bid on the property when other people would like to purchase it.

Erin Eatough Cooley, 194 Commercial Street, Astoria, said the property for sale is immediately west of her house. She understood from the public notice that this hearing would be about whether or not to put the property up for sale. If so, as an adjacent property owner, she and her husband might consider submitting an offer. She agreed with Mr. Bame. If the property is going up for sale, she wanted a period of time to submit an offer.

Susan Bowe, 333 Commercial Street, Astoria, said she lived across the street from the property for sale. She is a realtor at Atwater Real Estate who has sold houses to Ms. Eatough Cooley and others on Commercial Street. She was concerned about property owners and the integrity of their properties. The map does not show that the property for sale is on a steep hill. There is a proposal to put three houses on the property. Just east of 2nd Street, the runoff percolates under the street, and then runs on top of the street. The City must fill the pot holes this runoff creates. She was concerned about the use of the property, which could be turned into a buildable lot to alleviate the housing issue. Before the City begins selling lots, geological and hydrological reports should be

done to find out if building is possible. There is a plot for three dwellings on a steep hill in the area and there may be environmental erosion if a developer digs into the hill. She was concerned about the integrity and value of the properties around the lot for sale if it is built on. The lot could be a garden, but downsizing lots to make them affordable building sites might not be feasible or a good use of the land.

Benjamin H. Pickering, 3570 Harrison Circle, Astoria, said he grew up on well water, which had a strong smell; however, since he has been in Astoria, his body has rejected the water. When bad substances are in the water, it can eat through metal.

Mayor LaMear and Councilor Herzig interjected to remind Mr. Pickering that this public hearing was about the sale of a City-owned lot. Mr. Pickering said he believed this was an opportunity for him to speak about the water quality. He confirmed he understood and stepped down from the podium. Councilor Nemlowill explained that she had told Mr. Pickering earlier in the day there would be an opportunity for public comments at this City Council meeting. She reminded this opportunity would be at the end of the meeting.

Diana Kirk, Tidal Properties, handed out maps at the dais that showed her proposed use of the property. She said Tidal Properties is a small business in Portland run by herself and her husband. She indicated her property on the map, which she purchased in April in an online auction with the intention of turning it into a rental. The property had been empty for quite some time, but now has a tenant. She wanted the property because it was an oversized lot of 7,500 square feet. In Portland, she has developed several large houses on oversized lots into multifamily units. She has spoken with City staff many times about what is allowed on the lot and the only possibility is to turn the house into a duplex or bed and breakfast. To develop a duplex, an addition would need to be attached to the main house, building out toward Commercial Street. However, the house is a 1900s Craftsman style house and she did not want to tear off one whole side. There is an 11-foot drop from Commercial to the house and the incline is steep. The house has two access points, one on 2nd Street and one on Commercial. However, the access on Commercial is not used. Interim Planner Morgan had suggested combining the City-owned lot with her lot and reconfiguring the entire property into one large lot that could be developed into a multi-family property. With full access to Commercial, access from 2nd Street would be cut off. She wanted to develop a four-plex even though city codes would allow more units because she could only accommodate the parking requirements for four units. Her proposed configurations were included in the plans. She understood a bidding war had begun on the lot for sale. The lot faces north and is on a steep incline, which is not great for gardening. Permit costs and taxes for the project she has proposed far exceed any bids in a bidding war. From Commercial Street, the lot does allow a view of the water, but this is a mixed-use neighborhood with multi-family dwellings all over. She did not consider the area similar to Portland's Pearl District. Her project is an affordable housing project. If the property were sold to a single family, the property could only be developed into one home. She would still be able to develop a duplex, but would have to ruin a historic home in order to do so. This would only provide Astoria with two extra housing units. Putting the two lots together could provide four or more housing units.

Councilor Price asked Ms. Kirk to define affordable housing. Ms. Kirk said affordable housing would be two-bedroom units that cost less than \$1,000 per month. She was unsure how long this price would be considered affordable, but she has based this on rent currently being charged for her other multi-family rental units in Astoria. Her proposed four-plex would have two-bedroom units, which could be rented quickly at that price.

Mayor LaMear understood the City did not put this property up for sale. Ms. Kirk confirmed that she requested the City do an appraisal. Mayor LaMear added that the adjacent property owner came to the City and the City was not looking to sell the property. This has happened in the past and it is not unusual for someone to offer to buy a City-owned property not listed for sale.

Mr. Bame agreed with Ms. Kirk's definition of affordable housing. His rental on 245 Bond Street has a two-bedroom unit that rents for \$630 a month. He has been a landlord in Astoria for 25 years. The property is very steep and soft. The only way to build on the property is to put the building on stilts. He believed the property could slide and encouraged City Council to drive up to the property to look at it. He does not want to build on the property, but would like to buy it so that someone else does not build on it, causing it to slide on to his property.

Ms. Eatough Cooley said whoever does purchase the property should receive hydrology and geology reports because it is so steep and just has blackberry bushes. She was concerned that a large four-plex could

compromise the integrity of the entire area and surrounding neighbors. She was interested in protecting the integrity of the landscape and make sure the land is used appropriately.

Matt McGrath, 168 SE 5th Street, Warrenton, said he just purchased the property directly to the east of the City-owned lot last month. Just like Ms. Kirk, he contacted the City and found out the property was owned by the City, that they could get an appraisal, and submit a bid. He later learned someone else had already submitted a bid on the property. He did not want to get into a bidding war. His property contains a non-conforming tri-plex on a 5,200 square foot lot. In order to become conforming, he would need an 8,000 square feet lot, 5,000 square feet for the initial single-family unit and an additional 1,500 square feet for each additional unit. He wanted to conform to the codes for tri-plexes in the R-3 zone and improve quality of life for his tenants. He believed the codes were in place to ensure a good quality of life and prevent people from living stacked on top of each other. Building on the property will be difficult because it is so steep. The ground is eroding from underneath the sidewalk and it will collapse if nothing is done. Commercial Street is narrow in that area and adding a multiunit complex will create serious overcrowding problems. Recology has difficulties navigating the one-way street and then must back down the street to back out on to 3rd Street. He planned to use the lot as an arbor and garden area for his family and tenants. He will be living on the property as an on-site landlord. He understood many people wanted to purchase the property, but wanted City Council to consider his comments when making a decision.

George McCartin, 490 Franklin Avenue, Astoria, presented photographs at the dais and indicated he was concerned about traffic. He believed any sale of City-owned property should deferred until a firm affordable housing strategy had been developed. There are two offers on this property and the City could consider more. The first photograph is of the house owned by Tidal Properties, which is addressed at 2nd Street even though the lot goes right up to Commercial. The City-owned lot being discussed is right next to the lot owned by Tidal Properties. The next picture showed the lot and Mr. McGrath's house. The third picture was a filtered view of the river, which could easily be unfiltered if the branches were cut. The fourth picture was a street scene. Parking did not seem to be problematic because some residents have off-street parking. He had requested confirmation that only adjacent property owners be allowed to purchase the property and was informed by Interim Planner Morgan that no such code existed. However, he believed such a code did exist. The Public Works Department indicated nothing could stop any person from purchasing any City-owned property, but the City has just always sold properties to adjacent property owners. This could be stopped so that small houses could be built on this particular lot. After looking at the property, he decided he would be willing to bid more than \$14,000 if he had the funds and he would put two or three tiny houses on the lot. The fifth and sixth pictures were of the most expensive comparable lot, which was on Madison and needs a lot of rehabilitation. The property next to it has been for sale for many years and has been cited for its condition. Commercial Street is fairly quiet, but Madison is noisy between 7th and 8th Streets. The lot on Madison could accommodate a concrete block foundation, but this could not be done on the Commercial Street lot. The Madison Street lot has absolutely no view below three or four stories high, but the Commercial Street lot has a fine view. He believed \$14,000 or \$15,000 was extremely low compared to the lot on Madison, which sold for \$56,000. He reminded City Council that they had a fiduciary duty to the people of Astoria to get a good price for their properties.

Ms. Bowe said Commercial Street is a dead end street, so everyone who parks on the street must drive all the way to the end to turn around. The turn-around is very narrow and a four-plex will cause parking issues, which she did not believe had been addressed. She was not sure enough parking spaces were available and believed on-street parking would be an issue.

Ms. Kirk explained that the retaining wall required for her project would make the hillside more stable. Currently, there is a lot of erosion on the lot and this project could include extra drainage that would help alleviate the issues. Her handout showed parking for her proposed project. The parking requirements are very strict. A wide lot at the end of the block on Commercial allows room for turnarounds.

Ms. Bowe said the turnaround was very tight and drivers must turn around in a driveway. People turn around in her driveway quite often.

Ms. Kirk clarified that her plans include parking so the tenants of the four-plex would not need on-street parking or the turn-around.

Mayor LaMear closed the public hearing at 8:41 pm and called for additional input from staff.

Director Cronin stated the Community Development Department had not received a proposal for development of the lot, so, it was difficult for him to comment on the four-plex project. However, there are other creative ways to develop the lot. Any development on the lot will have to be reviewed by the Historic Landmarks Commission because Ms. Kirk's house is designated as historic.

Mayor LaMear called for Council discussion and deliberation.

Councilor Nemlowill believed it was premature to sell the property because City Council just approved an affordable housing strategy that includes an overhaul of the Development Code, including downsizing lots to make them buildable.

Councilor Herzig agreed and added that Astoria does not have a strategy for effectively using City-owned property. This proposal contains several issues. The estimated value of \$14,000 came from the same appraiser who appraised the property adjoining the Armington's at \$15,000. He did not understand how a property on Coxcomb Hill could be only \$1,000 more than a property with many issues on 2nd Street. He believed the City needed a different appraiser. Apparently, Ms. Kirk was going to pay the \$2,000 appraisal fee. However, the McGrath's were going to be charged a \$650 appraisal fee. He wanted to know why the two appraisal fees were not commensurate. It appears there are many flaws with this proposal. Despite the interest in the property, he wanted the City to temporarily remove the property from the sale until it can be assessed.

Ms. Kirk stated she had already paid \$450 towards the appraisal fee and \$200 is still owed. If the property was not sold to her, the purchaser would have to reimburse her and pay the remaining \$200.

Councilor Price agreed the property should not be sold at this time. This is why she emphasized evaluating City-owned lots, especially the substandard lots. The City wants the highest and best use of its land because there is very little City-owned land, especially adjacent to the downtown area and with views. Ms. Kirk is a developer and she seems confident that something could be built on the lot. However, she believed the best use of the lot would be a single-family home that the City could collect property taxes on in perpetuity.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Nemlowill to deny the sale of City-owned property adjacent to 258 2nd Street. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(d): Implementation for Fiscal Year 2015-2016 City Council Goal: Begin Development of a City of Astoria Strategic Plan/Vision

One goal included in the current fiscal year City Council Goals states:

- Begin development of a City of Astoria strategic plan / vision

To begin the process of implementing this goal, Council held a work session at their October 19th meeting. Erik Jensen facilitated a discussion on the differences between strategic plans and vision plans. A summary information sheet prepared by Mr. Jensen is included in this Council packet. At the November 2nd meeting, it is requested that Council discuss the two options and provide direction to staff on which approach is preferred. Once direction is provided, staff will begin the process to investigate ways to implement the goal.

Councilor Nemlowill asked staff for their recommendation. City Manager Estes recommended the City develop a strategic plan with a robust amount of public involvement. He believed a strategic plan would be very beneficial to staff as they develop a capital improvement plan. A strategic plan would also direct staff on City Council's priorities.

Councilor Herzig suggested City Council direct staff to begin working on a strategic plan and in January, conduct a strategic planning session instead of a goal setting session. City Manager Estes said if City Council directed staff to develop a strategic plan, staff would take Mr. Jensen's advice to develop the plan with a robust amount of public involvement, which would have associated costs. Therefore, staff would look for resources in the budget and ask Council to authorize a request for proposals (RFP) for a consultant. A strategic plan would take about six to nine months to develop and a plan needs to be in place before it can be implemented. If no plan is in place by January, the City will need to find another way to prioritize the important issues of the following year.

Mayor LaMear believed it would be a good idea to keep a strategic plan in mind before goals are developed. Goals are the result of a strategic plan, so she believed January would be a good time to work on a plan. City Manager Estes suggested a strategic plan kick-off in January. He reminded that a plan takes six to nine months to develop, so there is no way to have one completed by the goal setting session in January.

Mayor LaMear understood, but believed the plan needed to be addressed during the goal setting session. City Manager Estes explained that the holidays are not a good time to try to engage citizens in a kick-off of an important planning process. He did not believe a strategic plan could be completed by January.

Councilor Price did not want to spend any money on a strategic plan. Many great strategic plans already exist and City Council reviewed some of them at the work session. She suggested staff create a strategic plan by using an existing plan as a template for Astoria. She liked Albany's strategic plan. Heritage Square is likely the most important development project that Astoria will take on, but no more than 75 people attended the charrette. She believed the same situation would occur with the strategic planning process. The planning process should still be as public as possible, but the last thing she wanted to do was spend money on a consultant to guide the City through strategic planning. However, she would support what City Council wants to do.

Councilor Nemlowill stated she did not like spending money on consultants and Astoria spends a lot of money on consultants. However, she believed the City needed a mediator because the planning process could be complicated at times. Therefore, she supported hiring a consultant to assist with a strategic plan.

Councilor Herzig did not want to spend money on a consultant and end up with a document staff could have created. The City does not have to spend money to adapt what already exists to Astoria's use. However, he agreed that Astoria needs a mediator, one individual who talks the City through the various attempts at a strategic plan. He believed a plan could be complete by March if the City begins working on it now. While the City might want to involve the public in the planning process, the public can be involved in assessing the plan once it is complete. He believed it would save time and money to take advantage of existing structures instead of building a plan from the ground up.

City Manager Estes said Mr. Jensen had indicated strategic plans could be completed quickly without as much public involvement. He asked if City Council wanted to complete a plan quickly or have a lot of public involvement in the planning process.

Councilors Herzig and Price indicated they wanted a strategic plan developed quickly.

Councilor Nemlowill believed it was the City's responsibility to have extensive community involvement and that the Mayor and City Council should draft the strategic plan based on public input. People contact the elected officials when they have issues and the elected officials are held accountable. Therefore, she did not want a separate committee to draft the plan. The Astoria Co-op Grocery had almost 800 respondents during their strategic planning process, which provided tremendous input for the management team and board. If the co-op can get almost 800 respondents, she believed the City could get many more. The Heritage Square workshop was a one-day event and there will be many opportunities for the public to get involved in the strategic planning process. A strategic plan is too important to rush.

Councilor Warr was not convinced that the City could get to a strategic plan at this time. However, he believed it was a good idea. He understood Councilor Herzig wanted to discuss a strategic plan in January so that the City can get on the same page about moving forward. Otherwise, this process will just keep moving in circles. He agreed with Councilor Herzig. City Council needs to discuss in general terms what Astoria's strategic plan should look like and then move forward. Instead of having staff make recommendations to Council, a discussion would allow others to share their ideas. He believed Councilor Nemlowill had many ideas she would like to discuss. Therefore, he believed City Council and staff should start the process so that everyone is headed in the same direction before the planning process begins.

Mayor LaMear understood Council wanted to begin brainstorming on the strategic plan during the goal setting session in January.

Councilor Nemlowill wanted to move forward with staff's recommendation to hire a consultant and start the public involvement process at the beginning to determine what is important to the community. City Manager

Estes added that Council and staff would use the input from the consultant and the public to develop a strategic plan.

Councilor Price stated that process would create a hybrid strategic plan/community vision. She was concerned about asking the public for their vision after the City has decided the vision of Astoria is Heritage Square. City Manager Estes said the planning process depends on how much community involvement City Council wants.

Councilor Price suggested staff find an existing plan that fits Astoria, tailor the plan, and present it to City Council for further amendments. Staff's day to day tasks are a large part of the strategic plan, so that part of the plan could be given to Council, who would then add goals and visions. City Manager Estes believed Albany's strategic plan represents the City of Albany. Astoria's strategic plan needs to represent Astoria. Therefore, if City Council has a good idea of Astoria's issues, staff can work towards developing a strategic plan. His professional opinion was that the most successful strategic plans were developed with community involvement.

Councilor Price asked how much a consultant would cost. City Manager Estes believed a consultant would cost about \$70,000.

Councilor Nemlowill believed a strategic plan could save the City money. She asked where money for a consultant would come from. City Manager Estes said the funds would come from the Capital Improvement Fund.

Mayor LaMear said most community input sessions include posters of various aspects of a project for people to discuss. She believed the City needed to provide some level of structure before asking the community to develop a strategic plan. She was unsure how to structure this process.

Councilor Nemlowill stated the co-op sent out its survey prior to starting on their strategic plan. The survey was created by a strategic planning committee comprised of a consultant, a manager of the co-op, herself, and the general manager. The survey was just one part of their public outreach. It was very fundamental to have the consultant, but she did not cost \$70,000. However, she understood strategic planning for a government was different from a consumer-owned grocery store. The store has a board and thousands of consumer owners. The board would never embark on an expansion project without giving those owners the opportunity to comment first. Citizens are ranked at the top of a city and she would not feel comfortable creating a strategic plan without extensive community involvement.

Director Cronin understood City Council wanted to take action in January. He recommended Council and staff develop a basic framework that could be presented to the public for prioritization.

Councilor Herzig agreed that a framework needed to be presented to the public for feedback. Asking the community to draft a strategic plan for the City would be very time consuming. He believed the City hears from the public constantly through the Riverfront Visioning Process, land sales, and the Heritage Square project. City Council has a good idea of what people want, a liveable community where development is controlled and big box stores and LNG are prohibited. City Council should be able to incorporate what the people want into the framework and then ask the community if Council has done a good job picking up on what they want.

City Manager Estes said the scope of an RFP would be presented to City Council for approval. Currently, staff needed know what kind of feedback City Council was looking for, not the specific number of community meetings.

Councilor Herzig wanted to move forward with Director Cronin's suggestion to create a framework in January. Once a framework is in place, City Council and staff could decide how to present it to the public.

Mayor LaMear and Councilor Price indicated they preferred Director Cronin's suggestion as well.

Councilor Nemlowill said it was great Council and staff were discussing different options for developing a strategic plan. However, if the City is going to invest in a professional consultant to guide the City through the process, she did not want to constrain the process now before hearing from the consultant. A consultant will have gone through strategic planning processes in other cities and will know what works and what does not

work. Therefore, she did not want to dictate a process without talking to a consultant about the best process and tools for developing the best plan.

Councilor Price understood that Director Cronin was suggesting staff and Council work together without a consultant at this time. Director Cronin clarified that he was not saying yea or nay to a consultant. That decision is up to City Council.

Councilor Price preferred to develop the framework without a consultant before deciding how to move forward. Councilor Herzig agreed. He believed the process should go as far as possible with staff before considering a consultant so that the City will know what a consultant needs to be hired for. It is premature to hire a consultant before the framework is in place.

City Council Action: Motion made by Councilor Price, seconded by Councilor Herzig to direct staff to schedule a retreat for January 2016 for City Council and staff to develop the framework for a strategic plan. Motion carried 4 to 1. Ayes: Councilors Price, Warr, Herzig, and Mayor LaMear; Nays: Councilor Nemlowill.

Item 7(e) Change Second Meeting Dates in January and February 2016

Astoria City Hall will be closed on Monday, January 18, 2016 for Martin Luther King, Jr., Day, and Monday, February 15, 2016 for Presidents' Day; therefore, the second meeting dates in January and February will need to be changed. In years prior, it has been the tradition to hold City Council on the following day. It is recommended that Council set alternate meeting dates for the holidays noted above.

City Council Action: Motion made by Councilor Price, seconded by Councilor Herzig to change the second meeting dates in January and February to Tuesday, January 19 and Tuesday, February 16, 2016, respectively. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(f): Letter of Support for a Connect Oregon Grant Application by the Port of Astoria

This item was added to the agenda during discussion of Item 5: Changes to the Agenda.

Mayor LaMear stated the City received a request from the Port of Astoria to sign a letter of support of their Pier 2 West Dock Rehabilitation Grant Application. She read the letter and asked City Council if they supported the request.

Councilor Warr supported the letter, noting that as a member of the committee that will review the application, he believed the letter was very well written.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Nemlowill to authorize Mayor LaMear to sign the letter of support for the Port of Astoria's grant application to Connect Oregon. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

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

John Hord, 969 19th Street, Astoria, said he appreciated the crew that worked on the 19th Street Bridge. The crew was very helpful and never inconvenienced him. The crew would always stop and move equipment as he came through the area. All of the residents of 19th Street appreciate the job, which was done well by the crew. He hoped the crew would do more of the work that needs done in Astoria. He wanted Mayor LaMear to know that Astoria has a Community Emergency Response Team (CERT) under the direction of Police Chief Johnston, Deputy Chief Halverson, and Officer Hanson. The CERT team is working on getting into all the different sectors of Astoria to get to know the neighbors, find out who needs medical treatment, and how to take care of people in each area. The CERT team would appreciate more volunteers. They meet once a month to work on emergency response and set up for an emergency. The CERT team has equipment to help clear roads and get people the help they need.

Mayor LaMear thanked the CERT team for their work, which is very important. Councilor Herzig noted that Mayor LaMear had described the Map Your Neighborhood program, which helps neighborhoods organize their

vulnerable populations. Astoria tried to start the program a few years ago, but it did not take off. However, now might be a good time to give the program another try.

Director Cook announced the 19th Street bridge would be dedicated and reopened on November 19th.

Benjamin H. Pickering, 3570 Harrison Circle, Astoria, said he was fascinated by science and the human body. He was concerned with obesity and medical malpractice and has noticed that people are uninformed about getting blood drawn. There is a database that lists allergies based on blood types, but most people do not know to ask for this list when they have blood drawn. He briefly described how a body could begin to react negatively to a substance after a long period of time without any reactions.

Mayor LaMear asked Mr. Pickering if his comments had anything to do with City business. Mr. Pickering explained he was concerned with the overall health of the community, which is City business because Astoria has a hospital and everyone in Astoria is affected by the quality of the water. He believed there was connection between the way the City operates and the overall health of its citizens.

Councilor Herzig believed Mr. Pickering's comments were very general, but encouraged him to list specific actions he would like City Council to consider. He explained that the City of Astoria does not operate the school district or hospital, but the water is under the City's jurisdiction.

Mr. Pickering said he tested the water across the second bridge and found contaminants that would eat through metal. Metals are bad for dental fillings, brain health, and bone health.

Alan Batchelder, 1031 Franklin Avenue, Astoria, said in response to Councilor Warr's comment about moving in circles during strategic planning that City Council is the mouth of the City of Astoria and City Council should chew its food thoroughly in the presence of the people they serve. He understood it was difficult at times to hear certain statements. However, the public is here to witness the struggles the City has with significant issues that are always deeper than they seem.

Mary Ange, 856 Harrison Avenue, Astoria, announced a Thanksgiving dinner would be given at the Masonic Hall on November 26th. Volunteers are working hard to coordinate the cooking and there is still time for anyone interested to volunteer. The dinner is hosted by Feeding Empty Bellies, a group that meets Mondays through Saturdays at noon at the end of 15th Street on the river. They create small packaged meals for people who do not have places to cook food, including people who fall out of the scope of the shelters in the area. A lot of hard work from the community goes into the group's efforts. She wanted to remind everyone of people who are in need this time of year, people who are out in the cold and the weather. She asked the community to think of things they can do for these people, like donate Chap Stick or a stocking cap.

Susana Gladwin, 82316 Highway 103, Seaside, handed out maps at the dais and in the audience. Several years ago, she had suggested Wicks Road be designated as a truck route around Astoria. After the terrible traffic in Astoria over the last summer, she believed more people were thinking of ways to deal with the traffic issues. She described each map, which included a LIDAR map of Wicks Road, Pipeline Road, logging roads, and Highway 30; a map of State Forest land; and a Google Map of a clear cut through Greenwood Resources property. Will Caplinger of Greenwood Resources in Portland has told her the company has so much work that a truck route is not a priority. Oregon Department of Transportation (ODOT) does not support a truck route. When the County Planning Commission was entertaining the idea of a truck route, she believed support from the City would have moved the idea forward. She believed the truck route should be 25 miles per hour because a slow speed would make the route easier to engineer. The State Forestry Department told her they could work with such a project if all of the other entities supported it. One private land owner has not responded to her, but she believed he would not support a truck route. The Northwest Area Commission on Transportation meets every second Thursday and on November 12, they will meet in Tillamook. She planned to make a presentation at their meeting in January because she wanted ODOT to consider the idea. One of the maps was created by ODOT in 1993 and contained a grey line that crossed the John Day Loop and wetlands, which she believed was problematic. The truck route she has proposed is the only route deemed stable by Geologist Tom Horning. She understood creating the truck route would be a long and expensive process, but she believed it was possible. She asked City Council to consider her idea.

Councilor Herzig believed Ms. Gladwin's proposed truck route alleviated problems some Astoria residents had with ODOT's route, which would go through their properties and cause more congestion in the south part of town. Ms. Gladwin added that her route would be less than 2½ miles long. Most of the route would be on very stable land and would completely avoid wetlands.

Mayor LaMear thanked Ms. Gladwin for working on her idea for such a long time and presenting City Council with good information.

Ms. Gladwin offered to discuss the truck route further at a shorter meeting.

EXECUTIVE SESSION

Item 9(a): ORS192.660(2)(h) – Legal Counsel

The City Council will recess to executive session to consult with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

City Council recessed into Executive Session at 9:37 pm.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:37 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

Astoria Library Board Meeting

Astoria Public Library

October 27, 2015

5:30 pm.

Present: Library Board members Kate Summers, David Oser, Susan Stein, Kimberley Chaput, Chris Womack, and Library Director Jane Tucker.

The Library Board held an informal meet and greet from 5:30 pm to 6:30 pm.

Call to Order: Chair Kate Summers called the meeting to order at 6:30 pm.

Approval of Agenda: The agenda was approved as presented.

Approval of Minutes: The minutes of September 22, 2015 were approved as presented.

Renovation Update:

Director Tucker reported that the Heritage Square charrette on October 21st went well. The comments made during the event were submitted to the architects and a report will be given to City Council in late November or early December.

Board Reports:

Item 5(a): Reports of Community Presentations

The Board and Staff discussed the conversations and ideas presented at the Heritage Square charrette, noting that many people shared positive comments.

David Oser said his wife could hand out fliers about library renovation events as she hands out candy downtown on Saturday, October 31st.

Kate Summers updated the Board and Staff on the Heritage Square Project Advisory Committee meeting, which included a tour of the project area. Two committee members discussed a standalone library rather than a mixed-use library that included housing because they believed housing would have a negative impact on parking. The next committee meeting will be Thursday, November 5th and the meetings are open to the public.

Library Director's Report:

Director Tucker reported on a one-day training session, called Turning Outward: Engaging My Community, which would be held on Friday, January 22, 2016 in Bend, OR. She heard the event was expensive and was filling quickly. The training is hosted by The Harwood Institute and The United Way. She handed out event fliers to each Board member.

The Haunted Library event will be on Saturday, October 31st from 7:00 pm to 9:00 pm. The library will close at 2:00 pm to get ready for the event, which is for older children and adults. She noted other events around town on the same day for younger children.

Update on ALFA Activities:

Director Tucker said ALFA donated \$500 and the Hanthorne Cannery Foundation donated \$300 for the Grant Select database for a period of one year.

New Business:

Item 8(a): Change November Meeting Date

To accommodate upcoming holidays, the Board and Staff agreed to meet on December 8, 2016 for a combined November/December meeting.

Item 8(b): Library Board Update on Library Fundraising Workshop

Attendees of the fundraising workshop have requested a presentation at the City Council meeting that includes the Heritage Square presentation, which will be given in late November or early December.

Old Business: There was none.

Public Comments: There were none.

Items for Next Meeting's Agenda: There were none.

Adjournment: There being no further business, the meeting was adjourned at 6:59 pm.

Respectfully submitted,

Jane Tucker, Director, Astoria Public Library

Parks Advisory Board Meeting Minutes October 28, 2015

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

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Tammy Loughran, Eric Halverson, Joe Miltenberger, Peter O'Farrell, Grace Laman, and Jim Holen

Absent- Howard Rub and Drew Herzig

Staff- Angela Cosby, Kevin Cronin, Kailee Deibert, and Terra Patterson

President Hernandez wished Peter O'Farrell well as he was leaving his position the Board due to a move.

Approval of Minutes – None

Public comments

1. No members of the public were present.

President Hernandez

- A. What do you hear- Norma Hernandez heard that everyone loves the Column. Jessica Schleif heard that residents in the Uniontown area were excited about the Doughboy Monument being painted. Jim Holen heard the new showers were very appreciated at the aquatic center.

Employee Recognition

- A. Director Cosby and Terra Patterson recognized Kailee Deibert as the October Employee of the Month.

Old Business

- A. Tammy Loughran gave an update on the Parks foundation. At their last meeting, the foundation assigned tasks associated with publishing their website and began discussing events for the summer of 2016.
- B. Director Cosby announced that restoration of the Astoria Column was complete. The Friends of the Astoria Column are still raising funds to level the pavers, make improvements to the grounds, and upgrade the lighting.
- C. Director Cosby briefly updated the Board on the Smoke Free Parks policy, which became effective October 21, 2015. She showed examples of the signs notifying park users of the new policy.
- D. The Annual Aquatic Center closure is complete. The work done during the closure came in under budget. Director Cosby was looking forward to receiving the next energy bill so she could calculate the savings from the new LED lights.
- E. Director Cosby said Staff is still waiting on the contractors who volunteered to remove the platform at People's Park during the rainy season.
- F. Director Cosby gave the update on the Lawn and Plant Management Task Force. City Council recently approved the herbicide policy, which is being distributed to City Staff.
- G. Director Cosby updated the Board on the Maritime Memorial Committee. The committee will begin having regular meetings and she would provide the Parks Board with updates. The wall will need expanded again in a few years, so the committee will begin making plans for that over the next year.
- H. Director Cosby gave a brief update on the Comprehensive Parks and Recreation Master Plan. Ian Sisson would like to interview Parks Board members. She asked everyone at the meeting to hand out fliers advertising the upcoming public workshops, which she made available. There are 11 people on the Parks Master Plan Citizens Advisory Committee and they would meet next on October 29. Jim Holen serves on the committee to represent the Parks Board.

New Business

- A. Director Cosby discussed lifeguard wage increases and future fee increases. Staff is currently hiring more lifeguards and offering lifeguard training.
- B. Director Cosby reported on requests for proposals for weed eradication and re-seeding at Ocean View Cemetery.
- C. Director Cosby gave a brief report of the requests for proposals for a point of sale and registration system.
- D. Director Cosby discussed reorganization of the Parks Department. Job descriptions for the recreation coordinators will be changed so that the positions are interchangeable. After Thanksgiving, the recreation coordinators will begin rotating among the Aquatic Center, Port of Play, and the Recreation Center.

- E. Director Cosby reviewed the budget for the Recreation Division. She compared the budgets of the last four years and discussed current income and expenses.
- F. Director Cosby briefly updated the Board on the current environmental condition of Heritage Square, noting that Staff is working towards approval from the Department of Environmental Quality (DEQ) to develop the site. Community Development Director Kevin Cronin gave a presentation on Staff's recent study of Heritage Square, which was completed after City Council directed Staff to evaluate the possibility of a mixed-use library at Heritage Square. The study identified three options for developing a mixed-use library building at Heritage Square. When the same presentation was given at an open house on October 21, public comments indicated the desire for amenities that the Parks Department would be responsible for, like an amphitheater and a play area. Therefore, he encouraged the Parks Board to forward their comments to Staff. He responded to questions from the Board about the project and listed upcoming public meetings to discuss the study further. Staff will present their findings and recommendations to City Council at their meeting on December 7, 2015. The Board and Staff discussed the need for affordable housing, the possibility of incorporating a public storm shelter into structures developed at Heritage Square, parking issues in the downtown area, how this project could impact the Parks Master Plan, and the possible addition of seating areas or a water feature in the Garden of Surging Waves. President Hernandez explained the importance of the Board's participation in this project and she encouraged Board members to attend meetings and provide feedback.
- G. Peter O'Farrell confirmed this would be his last Parks Board meeting, as he was moving to Portland, OR. He said it had been an honor to be a part of the Parks Board and found it difficult to leave. The Board and Staff gave Mr. O'Farrell a round of applause. Mr. O'Farrell added that he had friends with a four-year old who recently moved to Astoria. Since attending Port of Play, the four-year old has done very well adjusting to her new home. He wanted the Board to know what a difference Port of Play had made for his friends.
- H. Director Cosby reported on current and upcoming Maintenance projects.
- I. Director Cosby gave a report on the most recent CHIP-In events.
- J. Director Cosby presented the Lil Sprouts/Port of Play report.
- K. Director Cosby reported on the Recreation Center, programs, fitness, and athletics.
- L. Director Cosby discussed the Cemetery.
- M. Director Cosby gave the Aquatic Center report.

Upcoming Events

1. Director Cosby updated the Board on upcoming events, noting that the public input sessions for the Parks Master Plan were not included in the Staff report. She handed out the fliers advertising the public input sessions and asked Board members to help distribute them.

Non-Agenda/Miscellaneous Business

1. Jim Holen asked about having a one mile mark for the Gobble Gallop.

Next meeting will be held Wednesday, December 2, 2015 at 6:45am at the Astoria Recreation Center.



December 1, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO SOLICIT PROPOSALS – PARKS AND RECREATION MANAGEMENT SOFTWARE SYSTEM

DISCUSSION/ANALYSIS

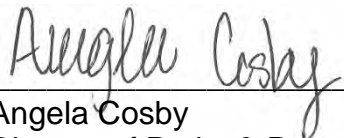
In June of 2015, the Astoria City Council allocated \$55,000 of Capital Improvement Funds for a Parks and Recreation Management Software System to host as a point of sale and online registration system for the Parks and Recreation Department.

Currently, the Parks and Recreation Department process transactions for the Aquatic Center, Recreation Center, Cemetery, Port of Play, and Little Sprouts. All transactions, totaling \$942,580 annually are processed through a manual cash register, and all registrations, enrollments, facility rentals, account management, memberships, attendance tracking, payment plans, and scholarships, are managed by hand, through written spreadsheets, notebooks, or hard copy forms. All manual work is then physically forwarded to the Finance Department where it is keyed into Springbrook, the City's financial software, to capture transactional entry for the general ledger and/or cash receipts as well as bank reconciliations. This largely manual process has proved to be inefficient and ineffective at meeting the Departments vast needs.

While the Department's production of work and implementation of programming grows, it is a priority that the efficiency and accuracy of the Department and the services provided improve to better meet the needs of its growing patron and community groups.

RECOMMENDATION

It is recommended that City Council authorize the solicitation of proposals to select a Parks and Recreation Management Software that meets the needs of the Department.

By: 
Angela Cosby
Director of Parks & Recreation

Request for Proposals
Parks and Recreation Management Software
Parks and Recreation Department
City of Astoria
1095 Duane St., Astoria, OR 97103

Dec. 7, 2015

The City of Astoria is accepting proposals to select qualified software vendors to provide parks and Parks and Recreation Management Software to meet the business needs of the Parks and Recreation Department.

Proposals should be submitted to:

Angela Cosby
Parks and Recreation Director
1997 Marine Drive
Astoria, OR 97103
acosby@astoria.or.us

Each proposer shall submit one electronic copy delivered via email to acosby@astoria.or.us

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I. INTRODUCTION

A. PROJECT BACKGROUND

The City of Astoria is looking for Parks Recreation Management Software that will meet the varying business needs of the Parks and Recreation Department. The vendor selected will be responsible for the overall implementation of the system, including training, full installation and meeting specifications for each individual facility, as agreed to in the final contract.

The City has established the following tentative schedule for the selection of the preferred vendor, contract negotiations and implementation.

Project Benchmarks	Date
Request for Proposals Available	Dec. 7, 2015
Proposer Inquiries Due	Dec. 16, 2015
Proposer Demonstrations/Interviews	Dec. 17 and 18, 2015
Final Selection/Contract Agreements	Jan. 5, 2016
Installation and Implementation	Jan. and February 2016
Staff Training	March 2016
Launch Date	April 1, 2016

B. CITY BACKGROUND

The City of Astoria is a community of approximately 9,500 residents that sits right at the mouth of the Columbia River. In recent years, a vibrant community of artists, artisans and entrepreneurs has emerged, creating a unique environment, nestled in a breathtaking landscape. Astoria has become a destination for visitors from around the world; the city is a popular weekend vacation for residents from all over Oregon and Washington, and a stop on the route of several major cruise lines.

The Parks and Recreation Department has 7 full-time employees and 100+ seasonal/part-time employees, all serving three facilities (Astoria Aquatic Center, Astoria Recreation Center and Port of Play/Lil' Sprouts), 40 parks, 4 rental facilities, athletic fields, and 11 miles of trails. The proposed Parks and Recreation Management Software will support all recreation programming, services and facilities provided by the Department. Revenues for the Department total \$942,580 annually.

C. EXISTING ENVIRONMENT

a. Current Information Technology Environment

Currently, the Department does not run any form of Parks and Parks and Recreation Management Software, other than an extension from the website from

which patrons can register and pay for programs, services, etc. which is managed by an “in house” IT.

b. Current Software System

All transactions at our three facilities are processed through a manual cash register, and any registrations, enrollments, rentals, etc. are managed by hand, through written spreadsheets, notebooks, hard copy forms, etc. All manual work is then physically forwarded to the Finance Department where it is keyed into Springbrook to capture transactional entry for the general ledger and/or cash receipts as well as bank reconciliations.

c. IT Support Available

While we do not have any official ITs on staff, we do have a contractual partnership with iFocus Consulting for all networking, computer and communication needs.

II. SCOPE OF SERVICES

The goal of the City is to obtain a Parks and Recreation Management Software System that meets the current needs of the department, and also supports future growth and development.

The model software solution will improve the City’s ability to provide quality service through efficiency, and accuracy, and will assist with the management of enrollment and registrations, facility and field reservations, memberships, payment processing and reporting, patron attendance and communication of maintenance needs.

A. SOFTWARE COMPONENTS

The model system will provide software solutions to meet the following areas:

a. Account Management/Customer Database

The City would like to establish an easily accessible database of patron information; including contact information, registration tendencies, payments, etc.

b. Course/Program/Camp Registration

A majority of transactions/processes that take place for the City involve patrons registering for classes, camps, and other programs. The City requests a user-friendly way for front counter staff to register patrons within the active facilities, as well as an online option for the convenience of patrons.

c. Childcare Enrollment

The City is interested in an additional, user-friendly way to enroll children and families for childcare. While it may work to include these enrollments in general recreation registrations, the City would like to see what individual options are available for childcare.

d. Facility and Equipment Reservations

The City is looking for a user-friendly way for patrons and staff to reserve facilities and equipment both in person and online. It will be used to reserve various athletic fields, indoor facilities and equipment for events.

e. Marketing/Communication

The City is interested in having a means of communicating with patrons via email, phone, and regular mail. The City would like to have the option to send patrons receipts, registration information, facility rental information, and membership information through multiple means of communication (text, e-mail, paper mail). It would also be beneficial to use this as a means for surveys, newsletters and other program updates.

f. Memberships

The City is interested in a component to sell memberships both in person and online. The City currently uses both seasonal and punch passes for various activities and programs for the Aquatic Center, Recreation Center, and Port of Play/Lil' Sprouts.

g. Online Accessibility

The City is interested in a user-friendly way (connected to our current website) for patrons to register for classes/activities, reserve facilities, purchase memberships, etc. This should be compatible with all personal computers, tablets, phones, and any other devices used by today's customers.

h. Payment Processing/Point of Sale

The City needs a Point of Sale system within this software, which would include the processing of payments for all programs and rentals using various payment methods; cash, check, credit and debit cards.

i. Reporting

The City needs to be able to track and monitor the progress of its programs, the status of rentals, the history of payments (tax purposes), and should have an easy way to draw up these individual reports.

j. Attendance Tracking

The City would like the ability to track class and program attendance at all three facilities through this software program.

k. Payment Plans/Billing and Invoices

The City would like the option of establishing payment plans within the system, based on specific purchases; facility rental deposits, childcare tuition, etc. It would be helpful to have the ability to generate bills and invoices for various programming, reservations, etc.

l. Scholarship Tracking

The department currently documents and manages all scholarships by hand. It would be beneficial to have this built into the software system, so that not only are

discounts automatically calculated, but also that reports are created to document scholarship statistics for grants and other reporting needs.

m. Sports League Management

The City would like a way to manage all the specific tasks that go into a sports league; scheduling, communicating with participants and coaches, reserving fields, etc.

n. Communication Portal for Employee Support Needs

The department has multiple facilities, and it is often difficult for employees to communicate immediate needs or crucial information. It would be helpful to have a way for employees to communicate maintenance needs/project timelines, shared patron information, etc.

o. Employee Scheduling and Time Clock

The department would like the option to integrate employee scheduling and a staff time clock to track worked hours. It would need to be user friendly, and easily accessible to all employees and compatible with various devices (PCs, smart phones, tablets, etc.)

p. Parks Maintenance Division

The department requests an application solely for the purpose of maintenance productivity; to set up procedures, projects and preventative maintenance schedules for facilities and parks.

B. IMPLEMENTATION & TRAINING SERVICES

The City requests the following implementation and training services are provided as part of the project.

1. Project Management Services

Proposer pricing shall include full project management services for the implementation of all components included in the vendor proposal. In addition, there should be a designated “Project Manager” from the awarded vendor that is the contact person, available and responsible for all work with the City.

2. Implementation Timeline

The proposer shall provide a recommended and realistic timeline that most accurately estimates the installation of all components included in the vendor proposal.

3. Installation and Integration

Proposer shall be responsible to install and integrate all software and components to complete the system to ‘final acceptance’ by the City and this should be reflected in the proposed pricing.

4. Data Consulting

Proposer will provide the necessary services, tools and/or suggestions to ensure that any data or patron information from existing databases will be easily transferrable.

5. Training

Provided in the proposal, the vendor should establish a training program and schedule for all components of the proposal, for successful utilization by necessary employees within the department.

6. Maintenance and Support

Proposer shall submit a five-year maintenance and support pricing structure, including what the maintenance/support contracts, including responsibilities from both the vendor and the City. If any third-party software or additional updates are required to support the applications, it must be identified and included with the appropriate licensing in the proposal.

III. TERMS AND CONDITIONS

All proposers responding to this RFP are required to adhere to the terms and conditions outlined in this RFP.

- A. **Confidentiality of RFP.** The contents of your proposal will remain confidential and will not be made available to anyone except City staff and consultants involved in the review, evaluation, approval and execution of this RFP Process. By submitting a proposal, the proposer agrees to the terms, conditions and specifications of this RFP.
- B. **Term of Pricing.** For purposes of this RFP, prices quoted for software and services shall remain effective for 60 days beyond the submittal date.
- C. **Expenses.** Any cost incurred by the proposer in preparing and providing a response to the RFP is solely the responsibility of your organization. In addition, any costs associated with product demonstrations will also be the sole responsibility of your organization.
- D. **Supplemental.** The City of Astoria reserves the right to seek additional information from the proposer at any time after the official submittal of the proposal.
- E. **Acceptance or Rejection.** The City reserves the right to alter the scope of work and/or reject any or all proposals. The existence of the RFP shall not, in any way, obligate the City to take any action regarding any response submitted by a proposer.

IV. PROPOSAL REQUIREMENTS

The City of Astoria requests that the proposers provide a proposal that is clear, to the point, and addresses the needs of the department as provided in the RFP.

All those submitting a proposal shall provide one electronic copy delivered via email to acosby@astoria.or.us.

The proposal must include the following information.

A. Vendor Information

The proposal must include the following information:

1. Vendor name, publisher name, proposal main contact and information
2. Local address
3. Location of headquarters
4. Numbers of years in the Recreation Software business and number of years in the overall software business
5. Number of overall employees
6. Number of local employees
7. Indicate whether your company is currently in litigation with any organization regarding the fulfillment of contract obligations, performance or copyright and patent infringement.
8. What year was the current proposed product first installed at a customer's site?
9. Number of customers on the current proposed product?
10. What is the future strategy for current proposed product?
11. How does your organization integrate customer feedback into product modifications?
12. How often does your organization on average upgrade the current proposed product?
13. Were all the applications developed by your organization? If not, which systems were acquired, from whom and when?
14. Copy of proposed maintenance and support contract including info on the support infrastructure and support commitments.

B. Financial Statements

1. Please provide the following financial information.
 - Annual revenues
 - Number of new projects started within the previous twelve months
 - Number of completed projects within the previous five years
 - Average revenue per project

C. Client References

Please provide a minimum of three references for previous or current companies or organizations that have utilized your software program. It is important that the references be correlated with software similar to what the City of Astoria is requesting.

Please include the following information for each reference:

- Organization
- Contact Name
- Address
- Phone

- E-mail
- Implementation Date

D. Software Component Information

- a. The following includes both open-ended and yes/no questions, that the proposer will be required to answer and demonstrate (if applicable) in the interview/demonstration process.
 1. General System Components
 - Does product allow for a loyalty/membership card or other system for tracking participation for incentive/marketing purposes?
 - Does product provide a method for attaching documents to different transactions including, but not limited to, customer accounts, registrations, facility rentals and memberships? Please provide detailed information pertaining to this functionality.
 2. Accounts/Database
 - Does product provide for additional tracking of information about family and organization accounts using user-defined check boxes or additional fields? Please explain.
 3. Course Registrations
 - Does product allow for incentive options and discounts? Please describe.
 - Does product have the ability to scan or easily track attendance electronically by course and/or location? Please explain.
 - Does product have tools to check youth in and out of programs, such as electronic sign in and out and/or photos of authorized pick up people? Or is there an ability to track the amount of time (hours) a child is present in a childcare program? Please explain.
 4. Facility and Equipment Reservation
 - Does product provide for various views for reviewing reservations and facility availability, including a calendar form? Please explain this functionality.
 - Does product provide for reservations to be tentative/initial before they are final/firm? Explain how product can handle tentative reservations that need approval before becoming final.

- Does product allow customers to see a variety of facility information online including photos, location information and layout? Please explain.
- Does product provide a way to track equipment rentals, inventory and availability? Please explain.

5. Financials

- How would this product work with other financial software such as Springbrook?
 - i. General Ledger data export. Please explain.
 - ii. Type of export files available.
 - iii. Generation of refund checks in financial system. Please explain.
 - iv. Tracking of non-sufficient funds checks. Please explain.
 - v. Any other typical financial interfaces with the product.

6. Marketing/Communications

- Does product have the ability for online Activity Guide Course/activity descriptions to connect with online registration portal? Please describe.
- Does product allow staff to use email to communicate with patrons on course registration, facility rental and membership information? Please explain.
- Does product allow staff to use text message (email/text) preferences including tools to meet regulations around privacy and spam? Please explain.
- Does system have options for sending customer surveys, both manual and automatic? Please explain.

7. Memberships

- Does product allow for electronic membership card check-in using PC or other devices? Please explain this functionality and what options are available.
- Does product provide ability to print membership cards on paper or plastic using photos from multiple work stations? Please describe this functionality and the need/requirements for additional hardware/equipment.
- Does product provide the option/ability for ACH payments?

8. Online

- Does product have tools to check address information and prevent duplicate accounts for new accounts created online? Please explain.
- Does the product allow for registration, membership and facility reservation activities on a variety of devices (mobile phone, tablet, etc.)? Please explain how product will provide any or all of these features.
- How many simultaneous web transactions can be processed online using product? Please explain.

9. Payments

- Does product provide for a variety of scheduled payment plan options which can be attached to a payment type? Please explain.
- Does product allow for the processing of scholarships and/or discounts on registrations and memberships? Please detail the options for this functionality.
- Does product have a method for keeping credit card information for future purchases? Please explain.
- How does product process credit card payment transactions. Please describe.
- Does product provide the option to generate bills and invoices for patrons? Please explain.
- Does product meet the credit card industry Payment Applicator Best Practices specifications? Please explain.

10. Reports

- Does product provide standard reports with the flexibility to create other reports as needed and/or customize reports in-house? Please explain.
- Does the product have the ability to request registration, membership and facility rental data for statistical and marketing purposes using various selection criteria? Please explain.
- Does product have the ability to generate reports based on patron purchase/payments for tax purposes? Please explain.

11. Sports Management

- Does product have an Adult and Youth Sports League component that reserves fields, sets game times/tournament schedules, tracks teams, takes payment and communicates with players? Please describe.

- Does product interface with other game scheduling programs to track sport league information. Please describe.

12. Volunteer Database

- Does product have the ability to support a volunteer database separate from programming and facility registrations? Please explain.
- Would product provide the ability for staff to communicate with volunteers through various means of communication; e-mail, text, regular mail, etc. Please explain.

13. Employee Support/Communication

- Does product provide a way for employees at different facilities to communicate with each other regarding maintenance needs, project timelines/progress, shared patron information/registrations, facility rentals, etc.? Please explain.

14. Integrated Employee Scheduling and Time Clock

- Does this product provide an option for employee scheduling and/or an integrated time clock? How does compatibility work with various devices (tablets, PCs, smartphones, etc.)?

15. Technical Product Components

- Please detail system requirements (hardware and software) for local PCs to support your solution.
- If applicable, please detail system requirements (hardware and software) to support on a local-server based deployment (on-premises) of your solution.
- If applicable, does the local-server deployment of your solution support virtualization (hyper-v)?
- Does the solution support active-directory integrated authentication?
- Does the solution support multi-factor authentication?
- Please describe if your product is vendor hosted, local-server based or hybrid? Please explain.
- Describe how you provide remote access support.
- Describe how you provide software updates/patches and new releases to clients for the product? How frequently do you release software updates?
- What are your capabilities and policies for protecting our data (both physically and procedurally)?

- Who has access to City data and do you outsource your technical staff? Please explain.

16. Vendor Hosted Solution Section

- What performance guarantees do you offer (Service Level Agreement)?
- How do you handle upgrades and bug fixes?
- Will the software and the City's data be stored on a dedicated or shared server?
- How do you handle backups and reporting policy?
- How will you address printing?
- Please provide detail on your data center?
- What are the system's bandwidth requirements?

17. Safety/Security

- What type of security measures are imbedded in this product/software to prevent security breaches, or unauthorized users? How will this product keep patron's information safe?

E. Infrastructure Information

Please provide a description of the software, hardware components and equipment needed to utilize the program in all its functionality, all while meeting the needs as stated in this RFP.

F. Pricing Structure

Include a Proposal Pricing Sheet, and include all costs associated with the proposed software product for a five-year period.

G. Terms and Conditions

By submitting a proposal, the Proposer acknowledges that they have read and understood the terms and conditions.

V. VENDOR SELECTION PROCEDURE

Proposals received by the City will be reviewed by the Selection Committee. The Selection Committee will use the following criteria and point system to evaluate all the proposals received.

A. EVALUATION CRITERIA

- **Quality of Proposal:**

Proposal is clear, informative, organized and easy to follow. It thoroughly addresses the requirements as specified in the “Proposal Requirements”, and answers all provided questions.

- **Quality of Software Solution:**
Proposal provides a software program/package that best meets the needs of the City and department.
- **Quality of implementation and Training Services:**
The vendor demonstrates a quality and viable plan of implementation and training.
- **Vendor Qualifications:**
Vendor demonstrates a high level of experience and stability in providing this form of software program, as evidenced by current client references.
- **Cost:**
Competitive pricing will be taken into account. The City is looking for a software program that meets the City’s needs, low annual maintenance costs, and no or low percentage based costs, and also aligns with our proposed budget and allocated funds.

	Evaluation Criteria	Weight
Quality of Proposal	How does the proposal address the needs of the City and Department? Does the vendor present a clear and organized proposal?	15
Quality of Software Solution	How will this product best meet the needs of the City and department?	25
Quality of Implementation/Training Services	Do the implementation and training services offered provide efficient support and services for successful usage?	20
Vendor Qualifications/References	What kind of qualified experience does this vendor provide and do client references provide positive feedback?	15
Cost	How do the costs of this product and services align with the City’s proposed budget? How do the costs compare with the services/product provided?	25

	What are the annual maintenance fees, hidden fees, or percentage based fees?	
Total Points Available:		100

B. Evaluation Procedure

The Selection Committee will review all proposals, and recommend which ones to advance to the second phase of the selection process. The City will then conduct interviews, and request vendor demonstrations to make a final decision.

C. Contract Negotiations:

Following the interviews and vendor demonstrations, the Committee will recommend a vendor to move forward with contract negotiations. The City will begin negotiations with its first preferred vendor at this point in the process, but may meet with other vendors if contract negotiations are not amicable.

VI. ESTIMATED PROJECT TIMETABLE

The following project timeline is provided for scheduling information; however it is subject to change at the discretion of the City.

Project Benchmarks	Date
Request for Proposals Available	Dec. 7, 2015
Proposer Inquiries Due	Dec. 16, 2015
Proposer Demonstrations/Interviews	Dec. 17 and 18, 2015
Final Selection/Contract Agreements	Jan. 5, 2016
Installation and Implementation	Jan. and February 2016
Staff Training	March 2016
Launch Date	April 1, 2016

VII. CONTACT PERSON

Prospective proposers may contact Angela Cosby, Director of Astoria Parks and Recreation for questions or further information about this Request for Proposal. The deadline for these proposals is Dec. 16, 2015. Chosen vendors will be notified no later than Jan. 6, 2016. Inquiries and questions will be responded to no later than Dec. 13, 2015. All requests for additional information or questions regarding the RFP must be sent by email and must clearly include the subject line “RFP”—Parks and Recreation Management Software.”

Inquiries and written correspondence may be directed to:

Angela Cosby
Parks and Recreation Director
1997 Marine Drive

Astoria, OR 97103

acosby@astoria.or.us

VIII. LATE PROPOSALS NOT CONSIDERED

Proposals must be received by 4:00 PM on Dec. 16, 2015 at the email address listed above. Any proposals received after the deadline will not be considered.



November 25, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: CONTRACT FOR PROFESSIONAL HUMAN RESOURCES SERVICES

DISCUSSION/ANALYSIS

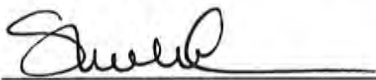
Since 2011, the Human Resource (HR) administrative functions of the City have been the primary responsibilities of the Director of Finance and Administrative Services with the support of Julie Lampi, Executive Secretary to the City Manager. Higher level services and support have been met through a contract with Xenium, a private sector HR consulting and services company based in the Portland Metro area.

Xenium has been providing many human resources functions including policy and practice development and interpretation, discipline and termination consultation, Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) compliance and tracking, onboarding, personalized training, coaching, and general workshop offerings. In addition Xenium has a retainer with Bullard Law Associates to assist with difficult labor issues. This enhances the ability of the City to respond quickly to minor issues which arise and require review of collective bargaining agreements. Xenium services have been highly utilized by the City providing quick turn around and a reliable resource. The most recent deliverable has been the final compilation and update of the Personnel Policies and Procedures from the 1995 version which Council adopted in September, 2015.

Xenium's service contract remains unchanged at \$2,475 per month or \$29,700 annually and was a line item adopted in the 2015-16 budget. Collaboration between the Director of Finance and Administrative Services with Xenium provides a flexible and dynamic model to handle various scenarios related to HR activities. The ability to draw on various HR experts and have full coverage throughout the year is a model we could not achieve in our prior HR model. City Attorney Blair Henningsgaard has reviewed and approved the attached contract as to form.

RECOMMENDATION

It is recommended the City renew the contract with Xenium for Human Resource consulting services.

By: 
Susan Brooks,
Director of Finance and
Administrative Services

**XENIUM RESOURCES
HUMAN RESOURCES CONSULTING SERVICE AGREEMENT**

This Agreement is entered into on **November 1, 2015** between Xenium Resources, Inc. ("Consultant") at 7401 SW Washo Court, Suite 200, Tualatin, Oregon 97062 and **City of Astoria** ("Client") with principal offices at **1095 Duane Street, Astoria OR 97103**.

Consultant agrees to provide, and Client agrees to obtain from Consultant, the following selected human resources consulting services:

Dedicated HR Business Partner, HR Director and back office Xenium HR service team support for the City of Astoria – up to 15 hours of HR support per month including, but not limited to:

- Hotline/ HR Go-To Support for Employee Relations issues
- Performance Review System Development and Ongoing support for Managers
- Discipline, Performance Improvement Plan and Termination Support as needed
- Job Description Development as needed
- Completion of New Hire and Termination Checklists
- Completion of Employee Handbook Review and Updates as needed going forward
- Wage Surveys as needed
- Three (3) seats at each of Xenium's Training Workshops in Tualatin, Oregon (12+ workshops per year)
- Three (3) management training sessions conducted on-site
- This proposal assumes three (3) in-person visits to the City of Astoria for project implementation and/or in-person meetings in addition to the three (3) proposed on-site training sessions.
- Leave Administration

CONFIDENTIALITY:

Client has entered into an agreement with Consultant for Consultant to provide Human Resources consulting services.

During the course of providing services in connection with this Agreement, Consultant will have access to confidential information relating to the operations of Client, including information about Client's personnel and human resources, discipline imposed and corrective actions taken, medical and similarly confidential information, salaries, wages, benefits, expenses, vendors, costs of services, city management and public policy development plans during the confidential and tentative phases not necessarily public, and business and marketing plans or their equivalent related to public-private partnerships.

Consultant recognizes that Client has a legitimate interest in protecting its confidential information from unauthorized use and disclosure, and that privacy rights in the public sector involve constitutional and other federally protected rights. Accordingly, Consultant agrees not to use or disclose Client's confidential information for any purpose other than in the course of providing consulting services to Client, and not to disclose Client's confidential information except as authorized by the City in the interests of the City and/or for authorized public purposes. Consultant further agrees to take all reasonable steps necessary to ensure that the confidentiality of such information is maintained.

SCOPE OF ENGAGEMENT; LEGAL SERVICES:

Consultation. Human resources consultation services are prepared as a result of assessment of human resources practices, policies and procedures. The information gathered in order to perform the agreed upon scope of service is obtained from the Client. Consultation will attempt to be thorough and accurate with its review, recommendations and delivery of service, however, because of the complexity and variety of human resource functions, it cannot ensure or guarantee complete accuracy in all cases. Consultant's recommendations and services are based upon its administrative and management experience, and familiarity with human resource practices.

Legal Services. The provision of human resource services may require the assistance of legal counsel, and Xenium is not authorized to practice law. In that event, this Agreement authorizes Xenium to retain the services of legal counsel to the extent necessary to allow Xenium to complete the services designated. In order to provide these services, Xenium has established a relationship with several law firms with whom Xenium consults from time to time. By signing this Agreement, Client agrees to disclose any current attorney-client relationships for the purpose of eliminating potential legal relationship conflicts between Xenium and client.

CONTRACT AND PAYMENT TERMS:

- The initial term of this Agreement shall commence on **November 1, 2015**. Either party may terminate this Agreement at any time during the initial term, or any extension term, by giving the other party **60 days** notice in writing. This Agreement may be extended beyond the initial term or any extension term only by the written agreement of both parties prior to the expiration of the initial term or any extension. Annually in March the parties may consider service level and cost adjustments to apply in the following contract year (May 1 through April 30).
- Terms of payment are as follows: **\$ 2,475.00 to be invoiced monthly**. Consultant will submit monthly statements for services, which City shall pay within 30 days of receipt. The City certifies that sufficient funds have been budgeted to fund fully the costs of this Agreement. Consultant fees include telephone, computer, and printing expenses necessary to perform agreed upon service(s). Consultant fees include preventative legal consultation, attained at Xenium's discretion, for hotline calls and project implementation detailed above. Xenium's hourly rate for services outside the scope of the deliverables described in this agreement (such as an investigation following an employee complaint) will be billed at regular rates but not in excess of \$175/hour. All additional services and fees must be approved by the City prior to Xenium's representative commencing services. The cost of legal consultation and legal services in connection with labor relations and issues arising under the PECBA and City collective bargaining agreements shall be paid separately by the City to its labor and employment counsel unless the parties otherwise agree case by case.

Xenium shall copy the City's labor and employment counsel as designated by the City periodically with all communications with the City concerning individual employee grievances, complaints, investigations, corrective action and discipline, with the cost of this monitoring, if any, paid by Xenium unless the parties otherwise agree. The parties contemplate that Bullard Law will monitor and mentor Xenium consultants whose experience heretofore has been exclusively in private sector employment and very limited with respect to labor laws and provide cost effective training to Xenium consultants as uniquely public sector circumstances unfold and are managed. Any charges to the City for legal services must relate to legal services provided within the scope of pre-authorization of the City.

- The parties acknowledge and agree that nothing in this Agreement shall be construed or interpreted in a manner that would hold any of Client's employees to be the employees of Consultant. Accordingly, Consultant shall exercise no control over Client's employees.
- The parties acknowledge and agree that nothing in this Agreement shall be construed or interpreted in a manner that would hold Consultant responsible for providing any services other than those specifically described herein. It is expressly understood that Consultant shall not provide assistance in the event of a worksite union organization campaign, HI-B or other Visa petition, or affirmative action plan filing requirement. It is expressly understood that in all cases involving a "taking" in relation to any employee

right, Xenium will collaborate with the City's labor and employment counsel or City Attorney, as elected by the City.

- This Agreement shall be governed for all purposes by the laws of the State of Oregon, with exclusive jurisdiction in the Circuit Court in and for Clatsop County, Oregon.
- This Agreement shall constitute the entire agreement between the parties. No waiver or modification of this Agreement will be binding upon either party unless made in writing and signed by a duly authorized representative of each party.
- Xenium shall furnish the City with its EIN designated by the Internal Revenue Service, and such other information as the City may require periodically to meet its needs, such as reports to the City auditor, witness statements related to claims made, cooperation in defense of claims, and the like.
- Consultant's services shall be provided under the general supervision of City's project director or his designee, but Consultant shall be an independent contractor for all purposes and shall be entitled to no compensation other than the payments provided for under this Agreement. Consultant acknowledges that for all purposes related to this Contract, Consultant 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 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 such a finding.
- 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.
- Consultant agrees to meet the requirements set forth in the attached "Attachment A – Independent Contractor Requirements" which by this reference are incorporated as if set forth fully here within the terms of this Agreement.

IN WITNESS WHEREOF, the parties have mutually entered into this Agreement on the date set forth above.

CONSULTANT:
Xenium Resources, Inc

CLIENT:
City of Astoria

By: _____
Anne Donovan, President Date

By: _____
Brett Estes, City Manager Date

By: _____
Arline LaMear, Mayor Date

By:  _____
Blair Henningsgaard, City Attorney Date

Digitally signed by
Blair Henningsgaard
DN: cn=Blair Henningsgaard, o=City of Astoria, ou=City of Astoria, email=blair.henningsgaard@cityofastoria.org, c=US
Date: 2015.11.24 08:30:41 -0800

Attachment A – Independent Contractor Requirements

1. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONSULTANT 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.

2. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and records of CONSULTANT as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts. CONSULTANT shall maintain records in conformance with the Oregon Public Records Law, and shall make records available to the City at any time for purposes of compliance with inspection and production duties. This obligation shall survive the termination of this Agreement and may be extinguished by CONTRACTOR only by deliver of records to the City.

3. 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 disabled provided the party so disabled 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.

4. 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.

5. ATTORNEY 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.

6. 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.

7. 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 Agreement and the proposal of the CONSULTANT, this Agreement shall control and nothing herein shall be considered as an acceptance of terms of Consultant's proposal which are in conflict with the terms set forth in this Agreement.

8. 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.

The rights and obligations of the parties related to indemnification and liability shall not be construed to create liability of the CONSULTANT for services, advice and action in concert with the City, where strategies related to employment, the termination of employment or other employee discipline or denials or actions or grievances are undertaken in good faith and in pursuit of the City's interests. The parties recognize that risks of claims and litigation are inherent in the context of labor and employee management, and as such are assumed by the City and are subject to defense in accordance with the Oregon Tort Claims Act where the City and CONSULTANT act in concert with the advice of the City Attorney or the City's labor and employment counsel, provided that CONSULTANT is not guilty of malfeasance, willful or wanton neglect, or clear negligence as a labor and employment practitioner.

9. 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:

A. Commercial General Liability. CONTRACTOR shall obtain, at CONTRACTOR'S expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate not less than \$2,000,000. Coverage shall include contractors, subcontractors and anyone directly or indirectly employed by either. This insurance will include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability, the combined single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limited will not be less than 2,000,000.

B. Automobile Liability. CONTRACTOR shall obtain, at CONTRACTOR'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). Combined single limit per occurrence will not be less than \$1,000,000.

C. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to Contractor'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, CONTRACTOR 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 in an amount not less than \$1,000,000 per claim and \$2,000,000 aggregate. 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 CONTRACTOR 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.

10. 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.

11. 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 subconsultant 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.

12. PAYMENT OF MEDICAL CARE

CONSULTANT shall promptly, as due, make payment to any person, co-partnership, 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.

13. 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).

14. 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 without written authorization of CONSULTANT.

15. STANDARD OF CARE

The standard of care applicable to CONSULTANT'S services will be the degree of skill and diligence normally employed by human resource professionals 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.

16. 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.

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. ASSIGNMENT

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

19. 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.

20. COMPLETE CONTRACT

This Contract and its referenced attachments, including CONTRACTOR'S proposal 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 together with CONTRACTOR'S proposal referred to in the Agreement and not by any other contract or agreement that may be associated with this Contract.

21. 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 / expression. The City of Astoria also requires its contractors and grantees to comply with this policy.



December 1, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO AWARD CONTRACT FOR OCEANVIEW
CEMETERY TURF RENOVATION

DISCUSSION/ANALYSIS

In May of 2015, Astoria City Council adopted "address cemetery maintenance/funding issues" as a goal for the 2015-16 fiscal year and designated \$72,000 of Capital Improvement Funds for the weed eradication and reseeded at Ocean View Cemetery.

The Parks Department has been investigating cost-effective methods to improve Oceanview Cemetery's turf. A major complaint by patrons of the cemetery is that the turf has gone from uniform grass to moss and weeds in many areas. Areas that have significant moss establishment must be dethatched and aerated to allow grass to re-establish and thrive. Once the moss is removed, the next step will be to re-seed with a grass species that is best suited for the climate and soil conditions at the cemetery. This step will need to be accompanied by fertilizer and lime applications to ensure success of the grass seed. Through this regimen, a more robust crop of grass will develop that will be more competitive against the current established weed population.

This work will require a level of concentrated care that the Parks Maintenance Division cannot provide without significantly reducing essential services to other components of the parks system. The complexity and scope of the proposed work cannot be completed in a single effort and will necessitate a variety of treatments that will take at least 6 months. The most expedient and cost-effective method will be to contract out the work to a qualified and experienced grounds-maintenance company.

Therefore, Parks and Recreation Department staff prepared and the Astoria City Council authorized the solicitation of proposals to improve the quality of turf and reduce noxious/invasive weed presence at Ocean View Cemetery during the November 2, 2015 City Council Meeting.

An RFP was released and advertised through multiple channels for two weeks. This process resulted in a single response from DeJesus Lawn Maintenance. Their proposal provided a menu of three options for the turf renovation work, with three different prices:

Option A	Option B	Option C
Tasks: 1. Aerate turf 2. Apply fertilizer 3. Apply lime 4. Eliminate moss 5. Apply grass seed	Tasks: 1. Thatch turf 2. Apply fertilizer 3. Apply lime 4. Eliminate moss 5. Apply grass seed	Tasks: 1. Thatch turf 2. Aerate turf 3. Apply fertilizer 4. Apply lime 5. Eliminate moss 6. Apply grass seed
\$60,090	\$70,140	\$103,290

The difference in prices correspond to whether aeration, dethatching, or a combination of both techniques are used to break up the existing weed and moss growth on the grounds to allow successful establishment of turf species. The preferred choice, option A, was selected due to its minimal impact, speed, and to ensure that the project stays within the \$72,000 in Capital Funds that have been allocated toward this work.

Their proposal describes a treatment to improve the turf over the course of six months by eradicating weeds and moss, re-seeding with a site-appropriate grass species and applying fertilizer and lime to promote healthy growth of turf. The proposed species of grass to be used is Tradition Fine Fescue, a blend of fescues known for their survival under extreme conditions in difficult to manage turf areas. The total cost to carry out this work is \$60,090 and is scheduled to take place from January - June 2016.

The work outlined in the proposal will result in a one-time improvement of the cemetery's turf. Due to care of the cemetery being limited to mowing and weed-eating, the long-term health of the turf will depend on increased irrigation, applications of fertilizer and other chemicals, scheduled over-seeding, and regular aerating or dethatching to ensure the success of the new grass seed. A cost estimate of this increased level of care is approximately \$38,000 per year before personnel costs.

RECOMMENDATION

It is recommended that Council accept the proposal and award attached contract to DeJesus Lawn Maintenance's to improve Oceanview Cemetery's turf and authorize the work to commence. There are sufficient funds in the Capital Improvement Fund to cover this work.

By: Angela Cosby
 Angela Cosby
 Director of Parks & Recreation

**CITY OF ASTORIA
CONTRACT FOR GOODS AND SERVICES**

CONTRACT:

This Contract, made and entered into this ____ day of December 2015 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter called "CITY", and DeJesus Lawn Maintenance, 419 Cedar Avenue Warrenton, OR 97146, hereinafter called "CONTRACTOR", duly authorized to do business in Oregon.

WITNESSETH

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

WHEREAS, CONTRACTOR is able and prepared to provide such goods and 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 GOODS AND SERVICES

- A. CONTRACTOR shall provide goods and services for the City of Astoria, as outlined in its Attachment A, which by this reference is incorporated herein.
- B. CONTRACTOR'S obligations 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. CONTRACTOR services shall be performed as expeditiously as is consistent with professional skill and the orderly progress of work. All work shall be completed no later than June 15, 2016

2. COMPENSATION

- A. The CITY agrees to pay CONTRACTOR a total not to exceed \$60,090 for providing goods and performance of those services provided herein;
- B. The CONTRACTOR will submit a billing upon the completion of work
- 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 Jonah Dart-McLean, City of Astoria, 1095 Duane Street, Astoria, Oregon, 97103, (503) 741-1600.

5. CONTRACTOR'S REPRESENTATIVE

For purposes hereof, the CONTRACTOR'S authorized representative will be Alejandro DeJesus.

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 site information which is in the City's possession concerning the project area. In addition, the CITY shall act as liaison for the CONTRACTOR, assisting the CONTRACTOR with making contacts and facilitating meetings, as necessary.

7. CONTRACTOR IS INDEPENDENT CONTRACTOR

A. CONTRACTOR'S services shall be provided under the general supervision of City's project director or his designee, but 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. 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.

10. 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 disabled provided the party so disabled 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 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.

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 CONTRACTOR, 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, 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, contractor, or others resulting from or arising out of CONTRACTOR'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 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.

16. 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. Commercial General Liability. CONTRACTOR shall obtain, at CONTRACTOR'S expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate not less than \$2,000,000. Coverage shall include contractors, subcontractors and anyone directly or indirectly employed by either. This insurance will include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability, the combined single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limited will not be less than 2,000,000.

B. Automobile Liability. CONTRACTOR shall obtain, at CONTRACTOR'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). Combined single limit per occurrence will not be less than \$1,000,000.

C. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to Contractor'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, CONTRACTOR 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. 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 CONTRACTOR 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 CONTRACTOR shall have a current City of Astoria business license (occupational tax). Before permitting a subcontractor to begin work, CONTRACTOR shall verify that subcontractor has a current City of Astoria business license.

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. NONDISCRIMINATION

It is the policy of the City of Astoria that no person shall be denied the benefits of or be subject to unlawful 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. Contractor, its employees, agents and subcontractors shall comply with this policy.

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

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 contractors 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. 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.

25. 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.

26. 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.

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

Mayor Date

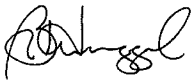
BY:

City Manager Date

BY:

Contractor Date

Approved as to form:



Digitally signed by
com.apple.idms.appleid.prd.49317566476d4a3
867754144546f59324e744d354e773d3d
DN:
cm=com.apple.idms.appleid.prd.49317566476d
4a3867754144546f59324e744d354e773d3d
Date: 2015.12.01 09:09:04 -08'00'

Tasks

- A. Aerate turf
- B. Apply soil appropriate fertilizer
- C. Apply lime
- D. Apply iron compound or similar product to eliminate moss
- E. Establish site-appropriate grass seed

Special Considerations

Work will take place in an active cemetery that is heavily used and contains thousands of upright and in-ground monuments made of a variety of stone materials. All care and consideration must be taken while working to avoid disturbing any visitations by relatives to gravesites and any damage or alteration to monuments. Any product or chemical used on the grounds must be guaranteed to leave no stain, blemish or mark on monuments. The cemetery is located in a rural area that is frequented by deer, elk and other wildlife. Any activity must not endanger or harm wildlife in the area. The City of Astoria has enacted an herbicide use policy and all steps within the policy must be followed if any herbicide application is proposed.

DeJesus Landscape Maintenance

419 SW Cedar Avenue
Warrenton OR 97146

Estimate

Date
11/20/2015

Name / Address
Jonah Dart-Mclean C/O OceanView Cemetary 575 SW 18th St. Warrenton OR 97146


Description	Total
<p>Turf Renovation: Scope of Work January-February 2016</p> <p>1. Aerate: Pulling & Breaking thru leaving cores on top to access a top dressing, Spreading sand, killing moss, smaller weeds , helping plants & improving drainage .</p> <p>2. Apply 1/2 of Prilled Lime (other 1/2 about 3months) A total of 1x per year this process helps ILLivates moss, and percolation all year around will help in balancing out PH</p> <p>3. Apply a Tradition Fine Fescue Seed which needs less water applications & is more drop& shade tolerant</p> <p>4. Mow Ariated areas which will help spread & break down cores</p> <p>5. Apply an All Season Plus Fertilizer</p> <p>Step 2. March -April 2016 Apply weed-Feed W/ Surge- This product is safe & will not harm or damage any memorial stones</p> <p>Step 3. May- June 2016</p> <p>1. Monitor Turf Enhancements</p> <p>2. Apply 2nd 1/2 of prilled Lime to help keep reducing salt, ILLivate moss & Perculation Year Round</p> <p>Supplies to be used: Fertilizer All Season Plus 22-2-10 200 Bags Weed & Feed w/ Surge 16-0-9 200 Bags Prilled Lime 400 Bags Tradition Fine Fesuce Seed 130 Bags</p> <p>Cost For Supplies: Fertilizer \$22.60 Per Bag x 200 = \$4,520.00 Lime \$8.95 Per Bag x 400 = \$3,580.00 Weed &Feed W/ Surge 25.95 Per Bag x 200 = \$5,190.00 Seed \$105.00 Per Bag x 130 = \$13,650.00 Total cost for supplies = \$26,940.00 Cost For Labor 33,150.00 Total Cost For Job</p> <p>All Supplies will be purchased from: Target Specialty products</p>	<p>60,090.00</p>



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

November 28, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: TELEPHONE NETWORK UPGRADE

DISCUSSION/ANALYSIS

The City purchased a Voice Over Internet Protocol, known as VOIP, from Technology Integration Group in 2009 to upgrade the earlier antiquated phone system. This upgrade was needed as the prior infrastructure was beyond end-of-life expectancy and at any time a critical failure could have crippled the City's ability to maintain communication, both internal and external.

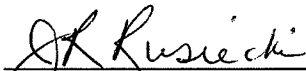
A state of the art Cisco VOIP telephony system was purchased and installed at all City owned properties. As with any other technologies certain items need to be replaced to ensure reliability of the system as well as extend the life of the system.

In order to maintain continuity of operations, it is recommended to replace the bulk of the City's Cisco switches and routers this Fiscal Year. The aforementioned hardware, which is critical to both City phones and network communication, is now end-of-life and no longer supported by the manufacturer.

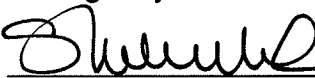
The funds for this project are included in the Fiscal Year 2015-2016 budget. This project is quoted at a cost of \$68,100. Additional technical information may be found by referring to TIG Quote 10410 attached to this memorandum

RECOMMENDATION

It is recommended that the City Council approve the purchase as proposed by TIG and recommended by iFOCUS Consulting.

By: 

J. R. Rusiecki
Emergency Communications Manager

By: 

Susan Brooks CPA
Finance Director



Technology Integration Group

Remit to:
 Technology Integration Group
 PO Box 85244
 San Diego, CA 92186-8244

Phone: 541.242.1000 Fax: 541.484.0135
 Oregon Branch, 1599 Oak Street
 Eugene, OR 97401

Quote

No.: **10410**
 Date: 05-Nov-2015

Quote Good Through: 12/04/2015 12:00:00AM

Prepared for:
 Mr. Jeff Rusiecki (503) 325-4411
 City of Astoria
 1095 Duane Street
 Astoria, OR 97103 U.S.A.

Prepared by: Nancy Tilicki
 Account No.: 519
 Phone: (503) 325-5824
 Fax: (503) 325-2017
 Job: Network Upgrade

Qty.	Item ID	Description	UOM	Sell	Total
2	WS-C3650-48FQ-S	Cisco Catalyst 3650 48 Port Full PoE 4x10G Uplink IP Base	EA	\$7,869.00	\$15,738.00
2	CON-SNT-WSC354QS	1 yr SNTC-8X5XNBD Cisco Catalyst 3650 48 Port Full PoE 4x1	EA	\$731.70	\$1,463.40
2	PWR-C2-1025WAC/2	1025W AC Config 2 Secondary Power Supply	EA	\$884.50	\$1,769.00
4	WS-C3650-24PS-S	Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Base	EA	\$3,111.00	\$12,444.00
4	CON-SNT-WSC3652S	1 yr SNTC-8X5XNBD Cisco Catalyst 3650 24 Port PoE 4x1G Upl	EA	\$288.90	\$1,155.60
4	PWR-C2-640WAC/2	640W AC CONFIG 2 SECONDARY PWR SUPPLY	EA	\$579.50	\$2,318.00
3	C2901-CME-SRST/K9	2901 ISR, PVDM3-16, 25U CME/SRST, UC	EA	\$2,070.95	\$6,212.85
3	CON-SNT-2901CMST	1 yr 8SMARTNET 8X5XNBD 2901 Voice Bundle w/ UC License PAK	EA	\$282.60	\$847.80
3	FL-CME-SRST-5=	Survivable Remote Site Telephony, 25U	EA	\$103.70	\$311.10
3	VIC2-2FXO=	2 Port VIC FXO	EA	\$268.40	\$805.20
1	C2911-CME-SRST/K9	2911 ISR, PVDM3-16, 25U CME/SRST, UC	EA	\$2,497.95	\$2,497.95
1	CON-SNT-2911CMST	1 yr SMARTNET 8X5XNBD 2911 Voice Bundle w/ UC License PAK	EA	\$407.70	\$407.70
1	VWIC3-1MFT-T1/E1=	1 port Multiflex Trunk T1/E1 WAN crd v3	EA	\$872.30	\$872.30
1	PVDM3-16U32	PVDM3 16 to 32 Channel Factory upgrade	EA	\$457.50	\$457.50
2	GLC-LH-SMD=	mini GBIC - Long Haul	EA	\$606.95	\$1,213.90
1	*****Professional Services Scope of Work to be provided before signing.***** OBAPROJECT2 Professional Services per Scope of Work		EA	\$19,585.00	\$19,585.00

Item Total: \$68,099.30
 Additional Discount: \$0.00
 Sales Tax at 0.000%: \$0.00

Pricing offered under NVP Contract# AR-233 (14-19) OR PA #4723 **Total: \$68,099.30**



Technology Integration Group

Remit to:
Technology Integration Group
PO Box 85244
San Diego, CA 92186-8244

Phone: 541.242.1000 Fax: 541.484.0135
Oregon Branch, 1599 Oak Street
Eugene, OR 97401

Quote

No.: **10410**
Date: 05-Nov-2015

Quote Good Through: 12/04/2015 12:00:00AM

Prepared for:
Mr. Jeff Rusiecki (503) 325-4411
City of Astoria
1095 Duane Street
Astoria, OR 97103 U.S.A.

Prepared by: Nancy Tilicki
Account No.: 519
Phone: (503) 325-5824
Fax: (503) 325-2017
Job: Network Upgrade

Qty.	Item ID	Description	UOM	Sell	Total
------	---------	-------------	-----	------	-------

Prices are firm until 12/04/2015 Terms: Net 30

Quoted by: Duane Oertell, duane.oertell@tig.com

Date: 11/052015

***** Please confirm your order by (1) Electronic signature / E-mail or by (2) Ink signature and fax. *****

***** Please send E-mail confirmations to SalesOR@tig.com *****

Accepted by: _____

Date: _____

PO #: _____

STATEMENT OF WORK

DATE	TIG ACCOUNT MANAGER	PHONE		
November 5, 2015	Duane Oertell	(541) 242-1000 X2415		
PROJECT TYPE OR TITLE		REFERENCE ID:		
Network Upgrade		AGEA-1B4VRU2		
CUSTOMER NAME				
City of Astoria				
CUSTOMER ADDRESS		CITY	STATE	ZIP CODE
1095 Duane Street		Astoria	OR	97103
CONTACT NAME		TITLE	CONTACT PHONE	
Jeff Rusiecki		Communications Manager	(503) 325-4411	

PROJECT OVERVIEW AND HISTORY

City of Astoria (Customer) has engaged Technology Integration Group (TIG) to upgrade their network infrastructure that has been identified as end of life. As part of the upgrade, TIG will evaluate their current network architecture and segmentation, provide recommendations to improve overall network performance based on current business requirements, and implement agreed upon changes.

TIG Assigned Resources:
 Project Manager: Dale Denfeld
 Sr. Network: Aaron Predeek
 Account Manager: Duane Oertell

City Assigned Resources:

Project Manager: _____

Network Engineer: _____

Project Sponsor: _____

PROJECT SCOPE

1.0 Scope

TIG will provide a proven Engineering level resource to participate as part of the project. This individual will provide services associated with the immediate professional services effort as well as provide TIG and Industry Best Practices and feedback. TIG resource will be responsible for:

1.1 Design

- Document current customer requirements
- Review current network topology
- Provide recommendations on network topology changes
- Finalize architecture requirements

1.2 Receiving

- Two (2) Cisco 48 port 3650 switches with 10G uplinks running IP Base
- Four (4) Cisco 24 port 3650 switches with 1G uplinks running IP Base
- Two (2) 1G-LR SFP modules for 1G uplinks over single mode fiber for up to 10km
- Three (3) Cisco ISR routers with two (2) FXO ports and SRST licensing for remote site survivability gateways
- One (1) Cisco ISR router with one (1) PRI interface for primary gateway

1.3 Staging

- Validate IOS version on all hardware, and upgrade to latest recommended release as required
- Configure Cisco switches per site based on final design
- Configure SRST gateways per site
- Configure PRI gateway
- Configure Cisco Unified Communications Manager (CUCM) for new gateways

1.4 Implementation

- Target Implementation dates are 12/28/15 – 12/30/15
- Install new switching hardware in identified locations
- Validate connectivity and routing
- Install SRST gateways at identified location
- Validate SRST functionality and 911 calling
- Install new PRI gateway
- Move PRI from exiting gateway to new gateway
- Change CUCM call routing to point at new gateway
- Test inbound, outbound, and 911 calling

ASSUMPTIONS AND TERMS

In order to maintain clarity of scope, responsibilities, and expectations, TIG assumes the following:

- a) TIG will provide a named TIG designate for this engagement.
- b) Customer designate will be identified for all TIG communication and correspondence.
- c) TIG will have real time access to this individual for all project communication.
- d) Customer will provide access to relevant systems and facilities to accomplish assigned tasks.
- e) TIG designate will provide feedback, both solicited and unsolicited, as pertaining to migration efforts as a matter of TIG and industry best practice.
- f) Customer will be responsible for all data and have a working, reliable, and recent backup as a precautionary measure.
- g) Customer will provide all relevant hardware, software and licenses associated with the scope prior to the engagement.
- h) Customer will ensure all existing hardware and software in the environment is functional and current.
- i) Customer will retain all management level responsibilities including assignment of tasks to the TIG designate.
- j) If Customer requires additional skills outside of the skill set employed by the current TIG resource, TIG will apply a reasonable best effort to providing additional skill sets.
- k) If TIG is requested to take on additional responsibilities resulting in management ownership, or deliverables, TIG requires an addendum to this Statement of Work in the form of a change order.
- l) The rate provided in the pricing matrix below is for a typical Monday thru Friday, 8am – 5pm window of coverage.
- m) All performance related communications will be mutually delivered.

Project Specific Assumptions

- a) Key technology decision makers will be available for network design review.
- b) Once the network design is finalized and agreed upon, any additions or changes will be considered out of scope and subject to change order procedures.

DELIVERABLES

The following Deliverables are included as part of this engagement:

- Updated as-built documentation
- Backups of running configuration

CHANGE MANAGEMENT PROCEDURES:

Change Procedure: Additions or modifications to this Statement of Work must be presented in writing and may result in an adjustment of service fees associated with this SOW. TIG will provide a written estimated cost for Customer approval before such costs are incurred.

NONSOLICITATION AGREEMENT

The parties each acknowledge that they are both involved in a highly strategic and competitive business. The parties further acknowledges that the hiring party would gain substantial benefit and that the non-hiring party would be deprived of such benefit, if one party were to directly hire personnel employed by the other. Therefore, except as otherwise provided by law, neither party shall, without the prior written consent of the other, solicit the employment of any personnel who performed work by reason of this Agreement or the work described hereunder, during the term of this Agreement and for a period of one (1) year following the termination or expiration of this Agreement. The parties agree that the damages resulting from breach of this provision are uncertain and that it would be impracticable or extremely difficult to ascertain the actual amount of the damages. Therefore, in the event either party violates this provision, the breaching party shall immediately pay to the non-breaching party an amount equal to US \$25,000 for non-exempt employees and US \$75,000 for exempt employees, as liquidated damages and the non-breaching party shall have the option to terminate this Agreement without further notice or liability. The amount of the liquidated damages reflected herein is not intended as a penalty and is reasonably calculated by the parties based upon the projected costs the non-breaching party would incur to identify, recruit, hire, and train suitable replacements for such personnel. If any court of competent jurisdiction determines that any part of this provision or Agreement is invalid, the remainder of this provision or Agreement will continue in full force and effect. The offending part will be interpreted to whatever extent possible to give effect to its stated intent.

PRICING

Description	Price
Professional Services – Network Upgrade	\$19,585
Total	\$19,585*

**Quoted price is valid for 30 Days from date of Statement of Work and does not include applicable sales taxes. Travel expenses are included.*

APPROVALS

City of Astoria authorizes Technology Integration Group to perform the work specified herein at the rate indicated in the pricing section of this document.

Technology Integration Group agrees to perform the work specified herein.

SIGNATURE & DATE

SIGNATURE & DATE

PRINTED NAME & TITLE

PRINTED NAME & TITLE

CUSTOMER PO #

AGEA-1B4VRU2

OPPORTUNITY #

CUSTOMER ACCEPTANCE

*City of Astoria accepts the work performed by
Technology Integration Group as complete and
satisfactory.*

SIGNATURE & DATE

PRINTED NAME & TITLE

**AGEA-1B4VRU2
OPPORTUNITY #**

CHANGE REQUEST FORM

Region:		Date:	
Requested By:		Request #:	
Change Initiation			
Affected Office:			
Office Contact:			
Description of Change:			
Justification for Change:			
Describe Impact:			
Initiated By:		Date:	
Analysis			
Scope Impact:			
Resource Impact:			
Schedule Impact:			
Budget Impact:			
Assessment Notes:	or Reference Attached Documents		
Resolution Notes:	or Reference Attached Documents		
Analyzed By:		Date:	
Review & Approval			
TIG Project Manager			
Assessment:			
Recommend:	Approval: <input type="checkbox"/>	Disapproval: <input type="checkbox"/>	Require Further Information: <input type="checkbox"/>
TIG Signature:		Date:	
Client Project Manager			
Assessment:			
Recommend:	Approval: <input type="checkbox"/>	Disapproval: <input type="checkbox"/>	Require Further Information: <input type="checkbox"/>
Client Signature:		Date:	

Technology Integration Group
Proven Solutions Partner

City of Astoria
Network Upgrade



November 27, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA SENIOR CENTER RENOVATION PROJECT
CONSTRUCTION CONTRACT AMENDMENT #3

DISCUSSION/ANALYSIS

In July of 2015 the City Council approved a contract with Skyward Construction, Inc. for the Astoria Senior Center Renovation Project in the amount of \$1,455,157.00. A construction contingency of approximately 10% of the construction contract was set aside outside of the construction contract for any unforeseen circumstances that may arise during the project.

As is with any remodeling project of the building circa 1947 its anticipated unforeseen items will emerge during the renovation process. Prior to this current contract amendment #3, the previously approved contract amendments #1 and #2 were in the total amount of \$26,930.99. Contract amendment #3 is related to the need to (1) patch the concrete at the exterior perimeter of the existing window openings on the South and East elevations to provide a sound substrate for installation of the new windows at a cost of \$2,919.91; (2) electrical permit variance from bid day at a cost of \$697.53; (3) modifications to the casework (cabinets) design from bid day by the architect at a cost of \$850.95. To date Contract Amendments #1, #2 and #3 would utilize \$31,399.38 of the \$145,515.70 contingency.

RECOMMENDATION

It is recommended that the City Council approve the contract amendment #3 in the amount of \$4,468.39.

By: 
Al Jaques, Project Manager



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

CONTRACT AMENDMENT #3

DATE: November 27, 2015
PROJECT: Astoria Senior Center Renovation
CONTRACTOR: Skyward Construction Inc.

The purpose of this contract amendment is to account for work not covered in the bid items. This contract amendment amount constitutes total compensation for the change and the cumulative effect on the project.

Item	Description	Cost
	Original Contract Amount	\$1,455,157.00
1	Contract Amendment No.1	\$9,680.99
2	Contract Amendment No. 2	\$17,250.00
3	Contract Amendment No. 3	\$4,468.39
	Contract Sum to Date	\$1,486,556.38

This Contract Amendment becomes part of and in conformance with the existing contract.

CONTRACT AMENDMENT APPROVED BY:

Mayor Date

City Manager Date



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

ASTORIA CITY COUNCIL GROUND RULES

Presented by Mayor Arline LaMear

December 7, 2015

- 1) The Astoria City Council welcomes citizen participation.**
- 2) Citizens may speak on any agenda item or at the end of the proceedings.**
- 3) In order to respect everyone's time, citizen comments will be limited to three minutes.**
- 4) Council meetings will be conducted in a respectful manner with no personal attacks.**
- 5) Citizens who disrespect the Council or City staff will be asked to leave the Council Chambers.**



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

November 17, 2015

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AMENDMENT A15-03 CONCERNING RIVERFRONT VISION PLAN
IMPLEMENTATION FOR THE NEIGHBORHOOD GREENWAY AREA

Background

In 2009 the City of Astoria adopted the Astoria Riverfront Vision Plan. The Riverfront Vision Plan describes a future vision and specific recommended implementation measures related to open space, land use, and transportation plans along the Columbia River waterfront. For purposes of the Riverfront Vision Plan, the City's riverfront was divided into four plan areas: Bridge Vista, Urban Core, Civic Greenway, and Neighborhood Greenway.

Over the past few years, the City Council adopted goals regarding implementation of the Riverfront Vision Plan. In 2012-2013, the City of Astoria requested and received a Transportation and Growth Management (TGM) Code Assistance grant to develop and write updated Comprehensive Plan language, Development Code text, and map amendments to implement policies and recommendations in the City's adopted Riverfront Vision Plan for the Civic Greenway Plan Area (Phase 1) and Bridge Vista Plan Area (Phase 2). The intent of the implementation process is not to revisit or revise recommendations from the Riverfront Vision Plan which was accepted by the Astoria City Council in 2009.

The first steps in the process to implement the Riverfront Vision Plan were adoption of code amendments for the Civic Greenway Plan Area and Bridge Vista Plan Area. The Council adopted the amendments for the Civic Greenway Area at their October 6, 2014 meeting and for the Bridge Vista Area at their June 16, 2015 meeting. The adopted materials are accessible on the City's website at www.astoria.or.us, Community Development, Projects, Riverfront Vision Plan, or can be obtained at City Hall.

With the completion of Phase 1 (Civic Greenway Area) and Phase 2 (Bridge Vista Area), staff has begun work on Phase 3 (Neighborhood Greenway Area). This Area encompasses the Alderbrook neighborhood north of Lief Erikson Drive to the pier headline between 41st Street and 54th Street.

The City was notified that funding from the Department of Land Conservation and Development (DLCD) Coastal Management Technical Assistance Grants for the FY 2014-2015 grant cycle was awarded to the City to assist in code writing for implementation of Phase 3 of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Area (41st Street to approximately 54th Street). The grant agreement between DLCD and the City was

approved by City Council on March 2, 2015. The grant funds need to be expended and the project complete by December 31, 2015.

The Planning Commission held a Town Hall Meeting on August 20, 2015 and two public work sessions (September 1, 2015 and September 16, 2015) on the draft amendments with mailed, e-mailed, and published notification to the general public and to anyone who expressed interest in the Riverfront Vision Plan implementation process. Updates were provided to the City Council on the progress made to date on July 27, 2015 and August 31, 2015. A presentation to the City Council on the progress made to date was held on November 2, 2015. The work sessions have been well attended and public comments have been provided.

The RVP for the Neighborhood Greenway Planning Area identified Land Use Assumptions and Objectives which state that *"It is expected that very little overwater development will occur in the Neighborhood Greenway area in the future other than small-scale improvements such as docks or piers (or improvements to the River Trail trestle) which would enhance the general public access to the river."* The objectives of the RVP for this area include:

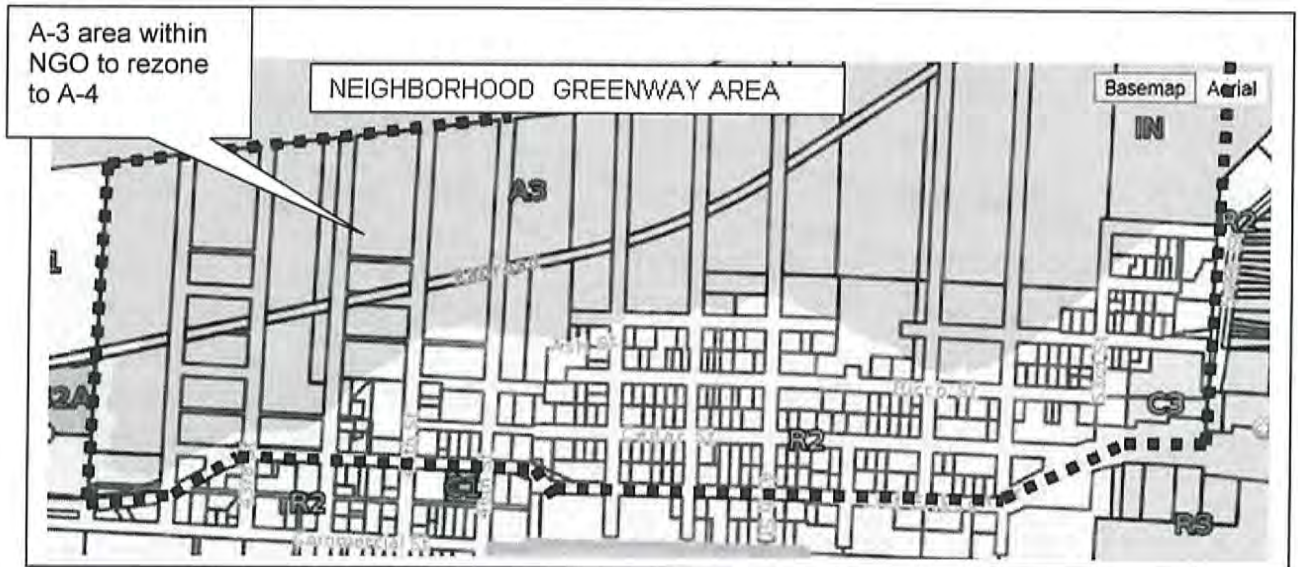
- Highlight the river's natural edge by framing views and creating path/trail systems that reflect the river's movement.
- Emphasize natural features and beauty along the edge of the river and lagoon.
- Use plantings and landscaping that provide riverbank restoration and increase habitat.
- Respect and protect the visual character of the Alderbrook Neighborhood.
- Minimize impacts of pedestrians on neighborhood residents.
- Protect river vistas to maintain physical and visual connection to the Columbia River.
- Create and maintain a sense of openness to enhance connections to the Columbia River and the Neighborhood Greenway area and improve the quality of residential areas. Open spaces should range from smaller, more intimate spaces to larger gathering places.
- Encourage maritime related uses consistent with Astoria's working riverfront such as docks, piers, marinas, and associated uses that provide jobs and maintain a historic connection to the river.

Throughout the RVP implementation process, the Planning Commission (APC) focused on these Assumptions and Objectives and did not attempt to change the Vision Plan as adopted.

Proposed map amendments will include:

1. Rezone the aquatic parcels between 41st and approximately 54th Streets, from the shoreline to the pier head line from A-3 (Aquatic Conservation) to A-4 (Aquatic Natural).

2. Apply the new Neighborhood Greenway Overlay (BVO) Zone to the Neighborhood Greenway Plan Area.



Proposed Development Code text amendments will include:

1. Add a new Neighborhood Greenway Overlay Zone to address the standards for over-water development including structure height and width, allowable uses, and landscaping, etc.
2. Add new design standards for multi-family development in the Neighborhood Greenway Plan Area.
3. Add new design guidelines for multi-family residential and non-residential development in the Neighborhood Greenway Plan Area.
4. Establish landscaping standards for multi-family residential and non-residential construction/uses. There would be no landscaping standards for single-family and two-family dwellings.
5. Allow some exemptions for the few existing over-water buildings to continue to be viable businesses thereby preserving the historic structures.
6. Limit new, over-water development to maximum height of top of bank.
7. Make miscellaneous "housekeeping" amendments related to references to the above noted amendments.

Proposed Comprehensive Plan text amendments will include:

1. Update the description of the Alderbrook Area and reference the Neighborhood Greenway Overlay Area and Riverfront Vision Plan implementation.

2. Acknowledge the growing impact of traffic to the neighborhood.
3. Add a policy to investigate the possibility of extending the trolley to the Alderbrook area.
4. Change designation of aquatic area from conservation to natural, and amend allowable uses in the Aquatic Natural designated areas to include the exception for existing structures.


The Planning Commission held a public hearing at the October 27, 2015 APC meetings. There were no public comments. Subsequently, the Astoria Planning Commission unanimously recommended that the City Council adopt the proposed amendments. A copy of the Staff Report and Findings of Fact as adopted by the Planning Commission is attached. Also attached to this memo are the proposed ordinances. A public hearing on the Amendment was held and the Council conducted a first reading of the ordinances at the November 16, 2015 City Council meeting.

RECOMMENDATION


If the Council is in agreement, it would be in order for Council to hold a second reading and adopt the two separate Ordinances. Two separate motions with two separate votes will be necessary. The following is sample language for motions for adoption of the Findings of Fact and Ordinances:

"I move that the Astoria City Council adopt the findings and conclusions contained in the staff report, and approve Amendment Request A15-01 to the Development Code and Astoria Land Use and Zoning Map and adopt the Ordinance."

"I move that the Astoria City Council adopt the findings and conclusions contained in the staff report, and approve Amendment Request A15-01 to the Comprehensive Plan and adopt the Ordinance."

By: 

Rosemary Johnson, Special Projects Planner

Through: 

Kevin Cronin, Community Development Director

ORDINANCE NO. 15-_____

AN ORDINANCE AMENDING THE ASTORIA DEVELOPMENT CODE AND LAND USE AND ZONING MAP PERTAINING TO IMPLEMENTATION OF THE ASTORIA RIVERFRONT VISION PLAN IN THE NEIGHBORHOOD GREENWAY AREA

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Section 14.130 through 14.138 pertaining to the Neighborhood Greenway Overlay Zone is added to read as follows:

“NGO: NEIGHBORHOOD GREENWAY OVERLAY ZONE

14.130. PURPOSE.

The purpose of the Neighborhood Greenway Overlay Zone is to implement the land use principles of the Astoria Riverfront Vision Plan, dated December 2009, as they pertain to the Neighborhood Greenway Plan Area. The Neighborhood Greenway Overlay (NGO) Zone is intended to protect views of and access to the Columbia River, provide for an enhance open space and landscaping, support limited water-dependent uses consistent with Astoria’s working waterfront. The NGO Zone extends from approximately 41st Street to the east side of Alderbrook neighborhood at approximately 54th Street and between Lief Erikson Drive and the pier head line of the Columbia River as depicted on the City’s Zoning Map.

14.131. APPLICABILITY AND REVIEW PROCEDURES.

The provisions of the Neighborhood Greenway Overlay Zone shall apply to all new construction or major renovation, where “major renovation” is defined as construction valued at 25% or more of the assessed value of the existing structure, unless otherwise specified by the provisions in this Ordinance.

Review of applications in the Neighborhood Greenway Overlay Zone is subject to the administrative procedures and approval of the Community Development Director established in Article 9.

A. Residential Development Exception

These standards shall not apply to single-family and two-family dwellings.

B. Residential Development

Applications for multi-family dwellings may be reviewed administratively subject to the Design Review Standards in Section 14.134 or through the public design review process subject to the Design Review Guidelines in Section 14.135.

C. Non-Residential and Mixed Use Development.

Applications shall be reviewed through the public design review process subject to the Design Review Guidelines in Section 14.135.

14.132. ALLOWABLE USES FOR OVERWATER DEVELOPMENT.

Outright and Conditional uses within the Neighborhood Greenway Overlay Zone shall be limited to allowable uses in the A-4 Zone (Aquatic Natural) with the following exceptions:

1. In pile supported buildings existing prior to October 1, 2002, non-water-dependent or non-water-related uses as follows are allowed as a conditional use:
 - a. Arts and crafts studios.
 - b. Bed and breakfast, home stay lodging, or inn.
 - c. Home occupation.
 - d. Professional and business office, personal service establishment limited to beauty and barber services and garment alterations.
 - e. Residential home.
 - f. Single-family dwelling.
 - g. Two-family dwelling.
 - h. Multi-family dwelling.
 - i. Off-street parking requirements for the above uses may be located in the upland zone adjacent to the use. The Planning Commission may impose additional landscape buffering to protect the adjacent residential uses.

14.133. STANDARDS FOR OVERWATER DEVELOPMENT.

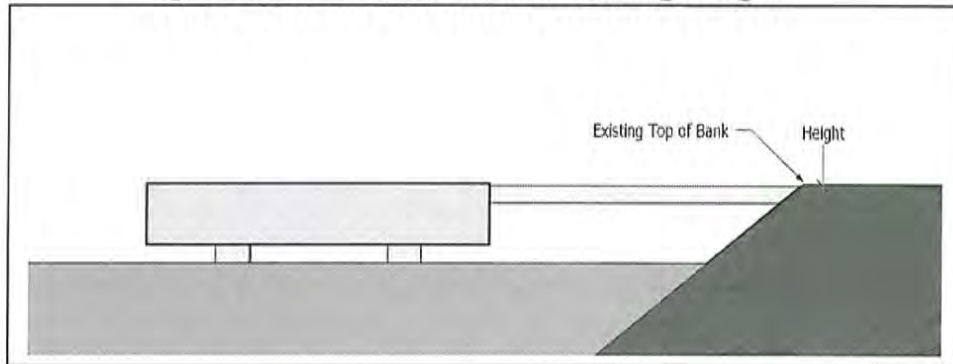
The following development standards apply to overwater development in the Neighborhood Greenway Overlay Zone. The Overwater Development standards shall also apply to on-land development north of the River Trail and/or 50' wide railroad line property between 41st Street and approximately 54th Street. In the event of a conflict between this Section and other Sections of the Astoria Development Code, this Section shall control.

Maintenance, repair, or restoration of buildings existing prior to 2002 shall be exempt from the standards of this Section. Additions and/or new construction on these buildings shall be subject to these standards.

A. Height.

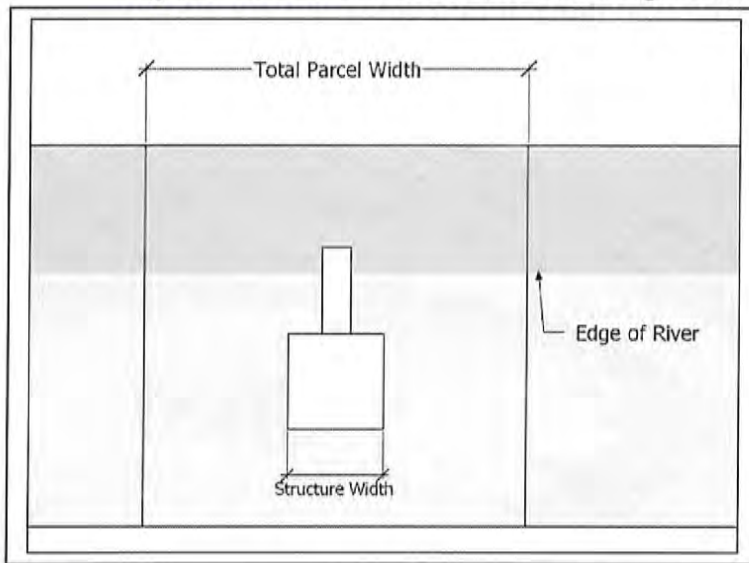
1. Maximum building height, except hand rails, shall be the top of the existing adjacent riverbank. No variance may be granted for an exception to this height limitation.

Figure 14.133-1: Maximum Building Height



- B. The maximum width of an overwater structure is 25% of the total parcel width (measured along the parcel frontage adjacent to the Columbia River) or 50 feet, whichever is smaller. In cases where total parcel width is 100 feet or less, the structure width may be up to 25 feet.

Figure 14.133-2: Maximum Building Width



14.134. RESIDENTIAL DEVELOPMENT DESIGN STANDARDS.

A. Applicability.

1. Residential.

- a. Single-family and two-family dwellings are not subject to the design standards.
- b. Multi-family dwellings proposed in the Neighborhood Greenway Overlay Zone may be reviewed in accordance with one of two review options:

- (1) Applications in compliance with Multi-Family Development Design Standards of Section 14.134 shall be reviewed pursuant to procedures for administrative review by the Community Development Director established in Article 9 unless the applicant requests review through the City's Design Review Committee pursuant to design review guidelines in Section 14.135; or
- (2) If a multi-family development applicant requests review through the City's Design Review Committee process, applications shall be reviewed in accordance with the Residential Development Design Guidelines of Section 14.135 and shall be reviewed pursuant to design review procedures in Article 9 and 14.

2. Non-Residential.

Non-residential uses may be reviewed pursuant to procedures for administrative review by the Community Development Director established in Article 9; or they may be reviewed pursuant to the Residential Development Design Guidelines of Section 14.135 and design review procedures in Article 9 and 14. The applicant shall have the option to choose between these two options.

3. Figures.

Figures included in Section 14.133 through 14.135 are included for illustrative purposes only and are not intended to be regulatory in and of themselves. If there is an inconsistency between the Figure and the Development Code text, the text shall prevail.

B. Design Standards.

1. Building Forms.

- a. All buildings shall be based on a rectangular or square form.
- b. All multi-family dwelling unit buildings shall have a front porch, at least six (6) feet deep and 60 square feet in area.

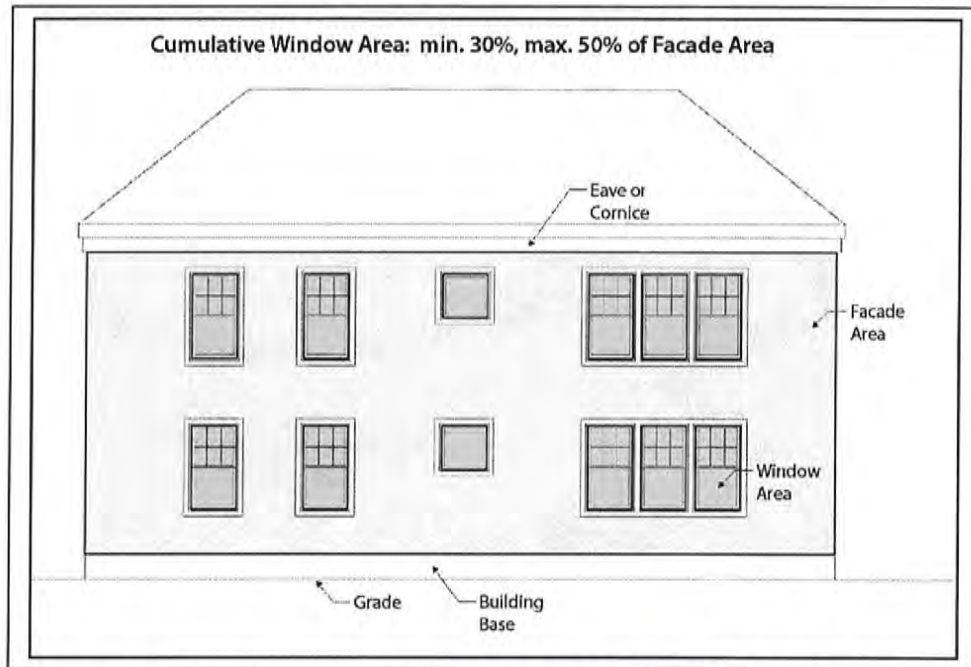
2. Window Design.

The following design standards apply to all facades.

- a. Windows required. All facades facing a right-of-way, River Trail, or common open space shall have windows.
- b. Window area. Window area shall cover a minimum of 30% of all street-

facing facade areas and shall not exceed 50% of street-facing facade areas.

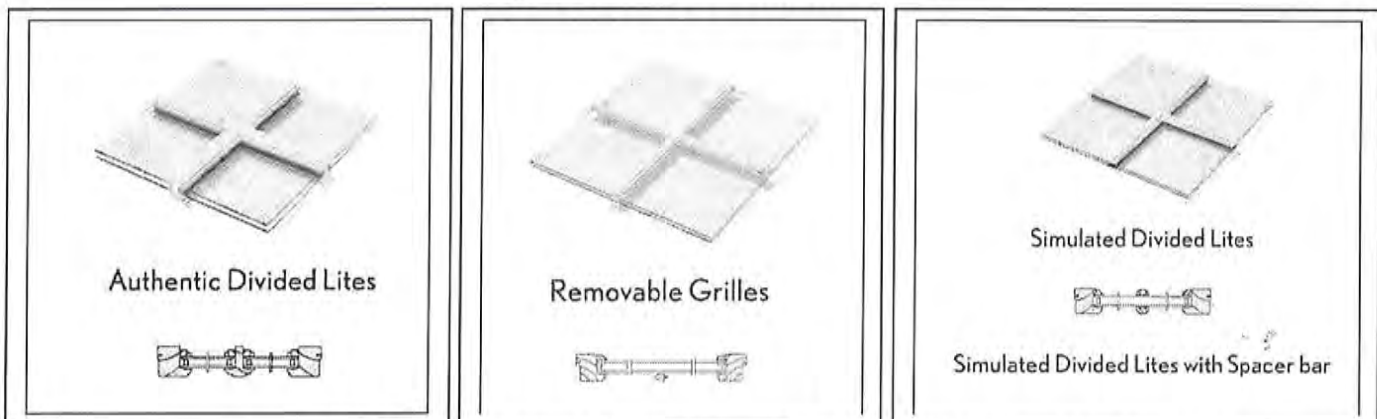
Figure 14.134-1: Window Area



c. Window lites. Window lite design shall be one of the following:

- 1) Single-lite windows; or
- 2) Multiple-lite true-divided windows; or
- 3) Combination of single and multiple-lite true-divided windows; or
- 4) Applied muntins with profile facing window exterior.

Figure 14.134-2: Window Lites

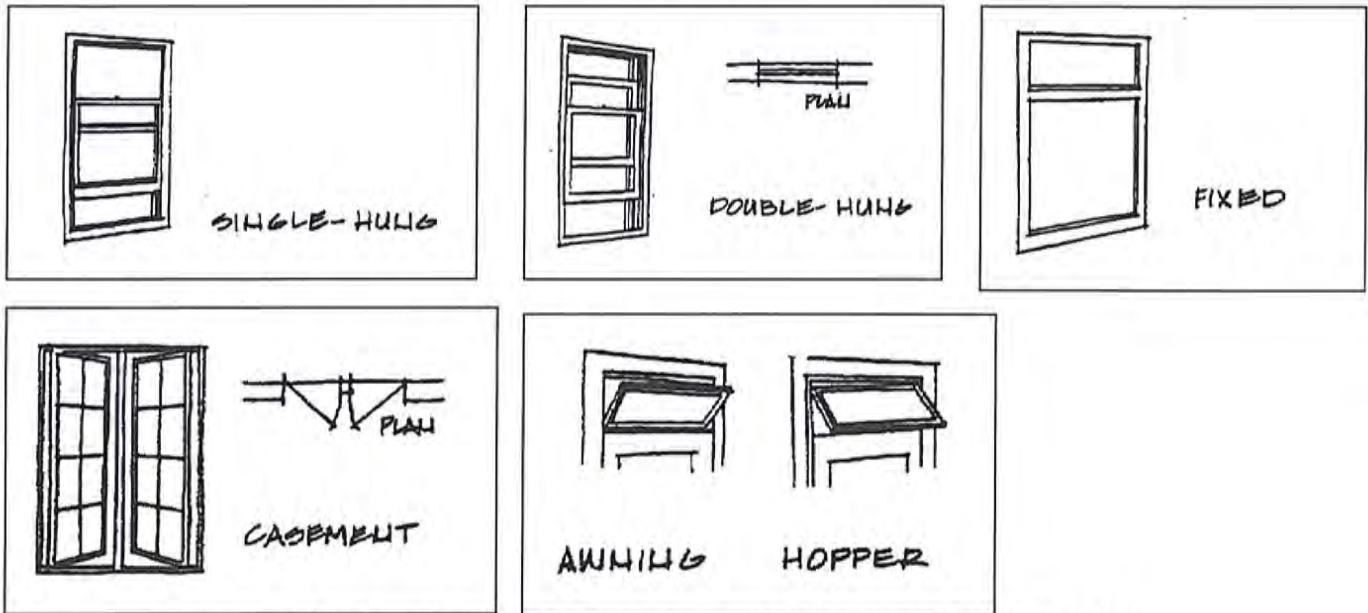


d. Windows shall be fixed or open in one of the following configurations:

- 1) Fixed window; or
- 2) Single-hung windows; or

- 3) Double-hung windows; or
- 4) Awning or hopper windows; or
- 5) Casement windows.

Figure 14.134-3: Fixed and Opening Windows

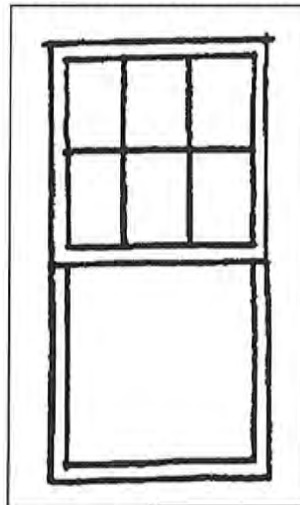


e. Window shape. Window shape shall be one of the following:

- 1) Vertical rectangle; or
- 2) Square.
- 3) Arched or decorative windows are permitted but should not exceed more than 30% of the total window coverage on all facades of the building.

Figure 14.134-4: Window Shapes

Vertical rectangular window



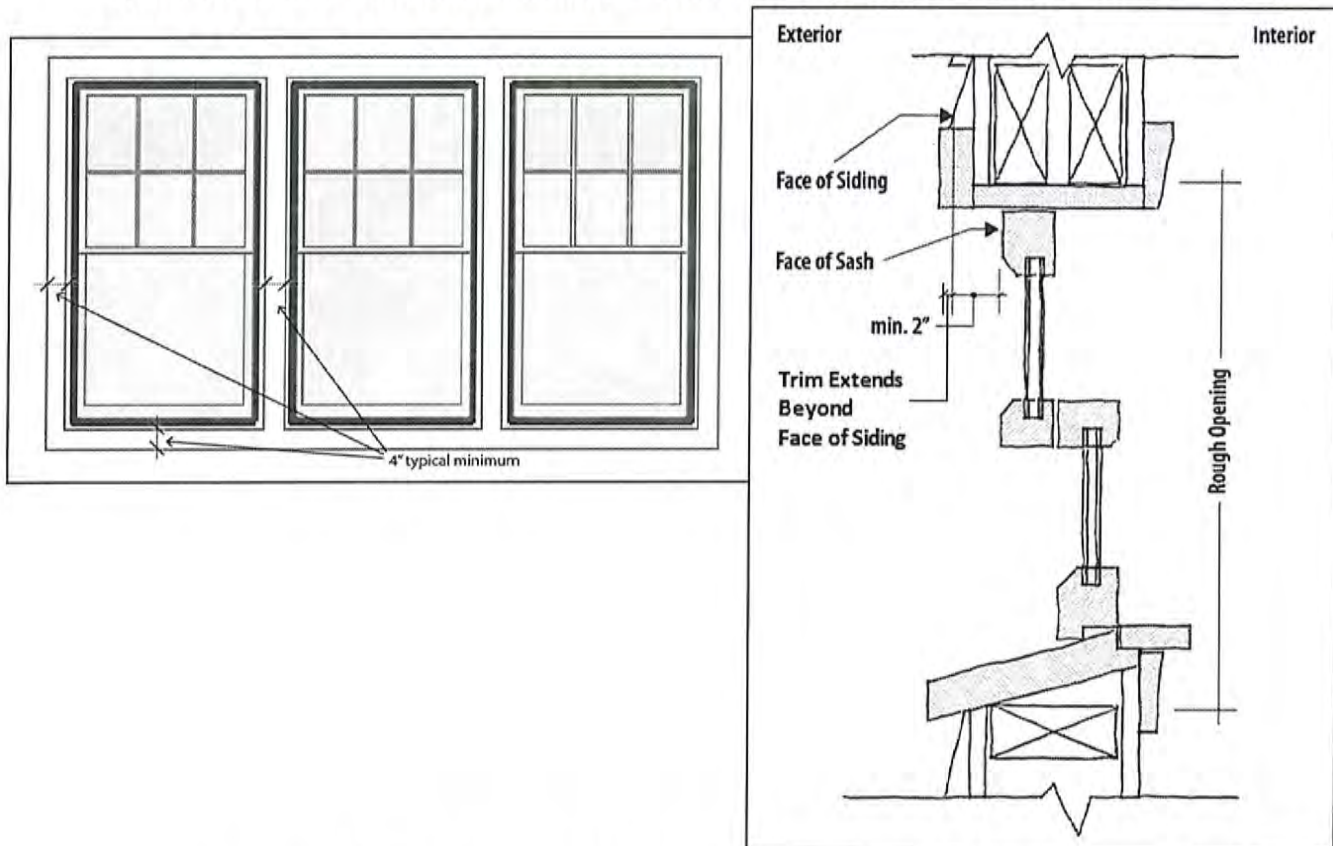
Examples of arched or decorative windows



f. Window detailing. Windows shall have casings/trim, sills, and crown moldings. Window detailing shall meet the following requirements.

- 1) Casings/trim shall have minimum dimensions of 5/4 inch x 4 inch and shall extend beyond the facade siding.
- 2) Windows shall be recessed a minimum distance of two (2) inches from the trim surface to ensure a shadow line/effect.

Figure 14.134-5: Window Detailing – Trim and casement location and dimensions

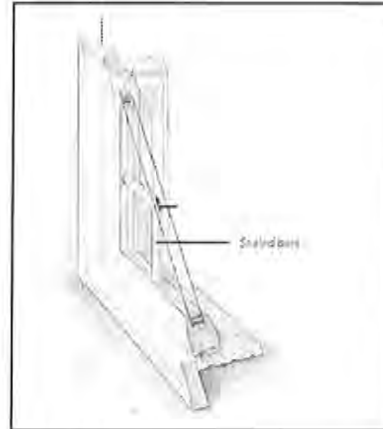


g. Window design prohibited. The follow window design features are prohibited.

- 1) Applied muntins that have no profile.
- 2) Smoked, tinted, or frosted glass, except for bathroom windows not on the street-facing facade.
- 3) Mirrored glass.

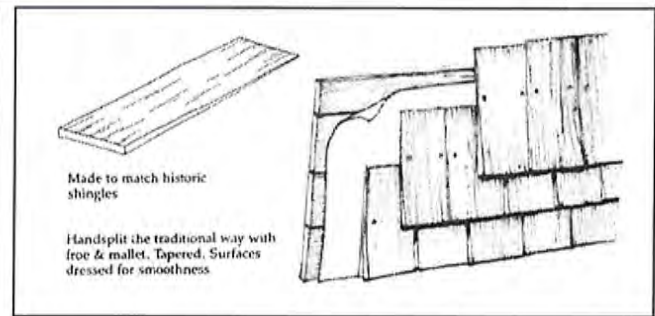
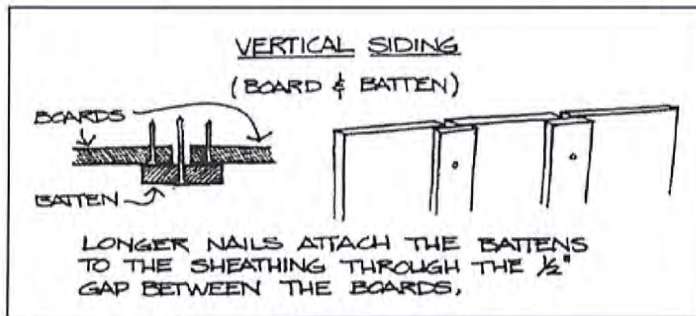
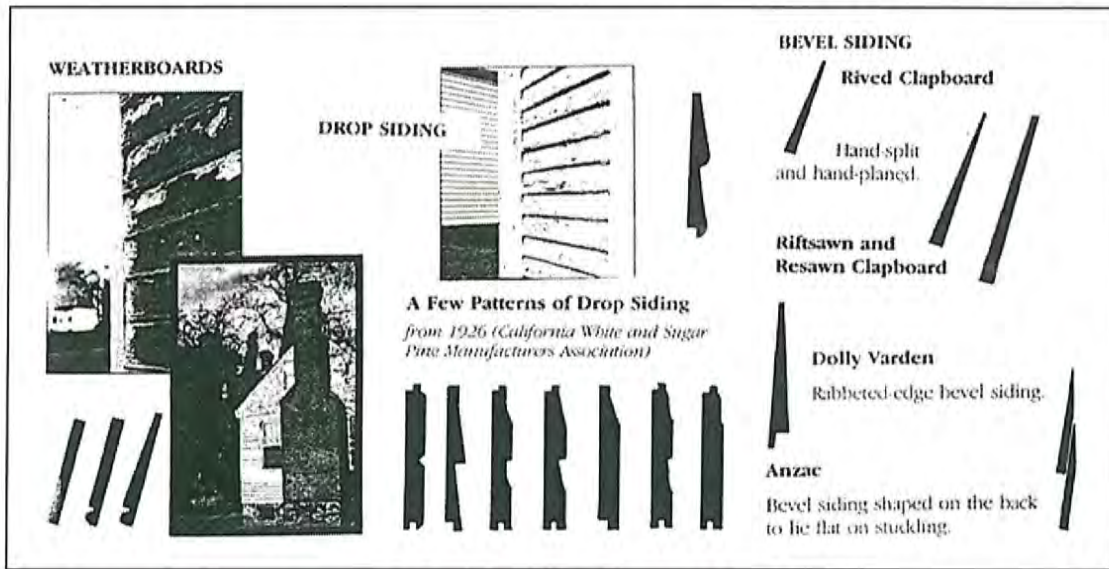
Figure 14.134-6: Window Design Prohibited

Muntins with no profile



3. Exterior Wall Treatments and Materials.
 - a. A minimum of 80% of exterior walls shall be constructed of one or more of the following sets of treatments and materials.
 - 1) Drop siding; or
 - 2) Weatherboard siding; or
 - 3) Clapboard; or
 - 4) Rectangular wood shingle or shake; or
 - 5) Decorative wood shingle or shake; or
 - 6) Board and batten.
 - b. Horizontal siding shall have six inches or less exposure.
 - c. Vertical board and batten shall have true battens.

Figure 14.134-7: Exterior Walls – Permitted Materials



- d. Paneled material shall be applied in a manner which avoids the occurrence of seams along the wall plane. Where seams cannot be avoided, they shall be located in a manner that relates logically to windows and other architectural features of the facade. Horizontal seams shall be covered by a trim board or cornice piece.

Figure 14.134-8: Exterior Walls – Seam Treatment

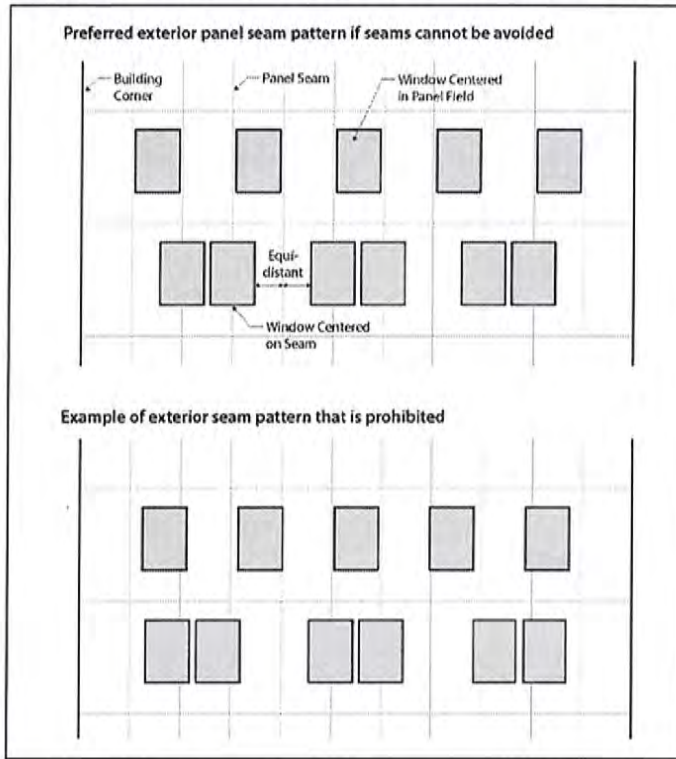
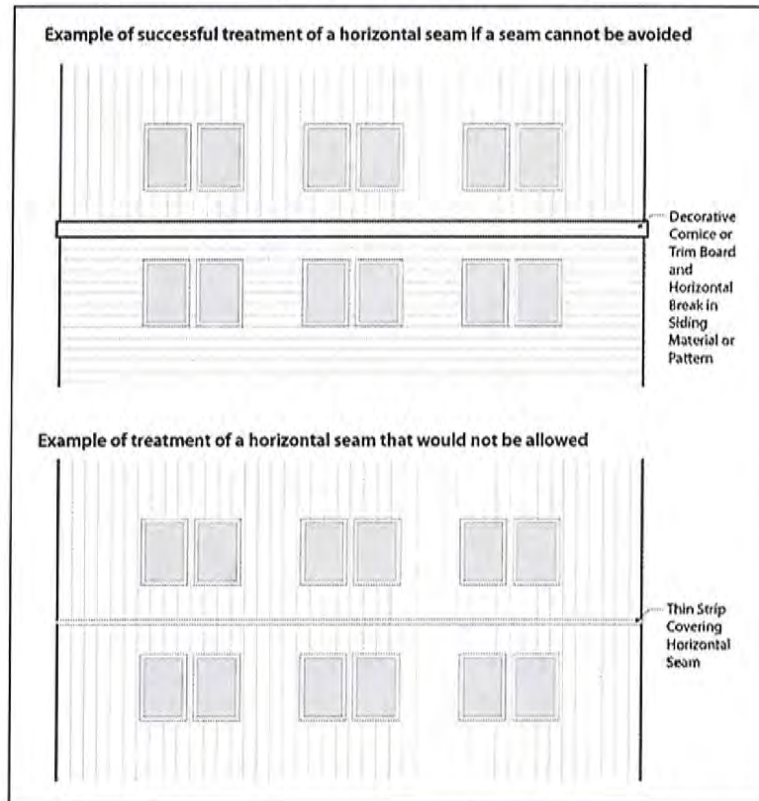


Figure 14.134-9: Exterior Walls – Horizontal Seam Treatment

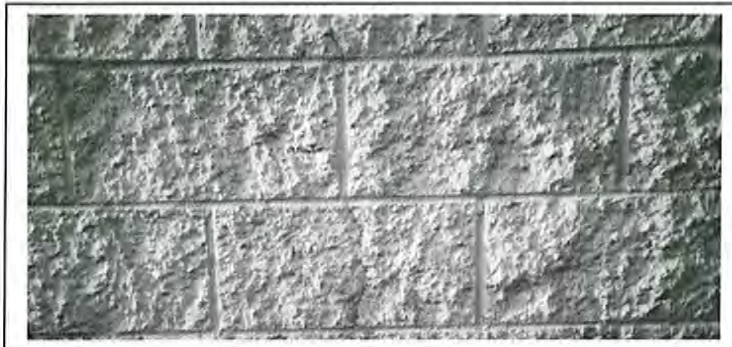


e. Exterior wall treatments and materials prohibited. The following types of treatments and materials are prohibited.

- 1) Exposed textured concrete block.
- 2) Flagstone or other applied stone products.
- 3) Precast concrete or decorative concrete panels.
- 4) Plywood paneling.

Figure 14.134-10: Exterior Wall Treatments and Materials Prohibited

Textured concrete



Applied stone



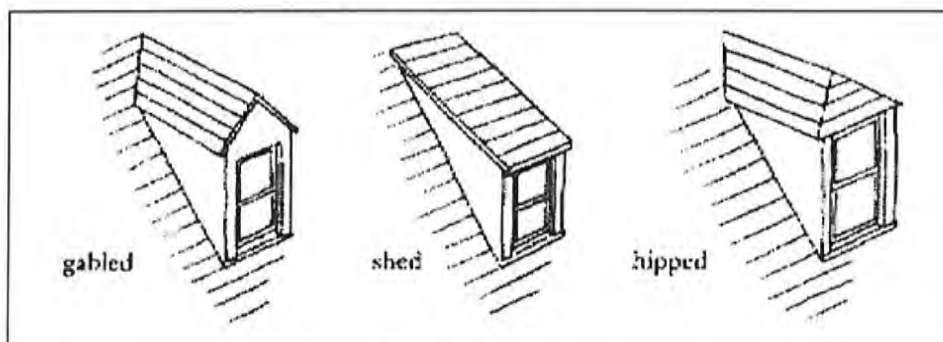
4. Roof Elements.

a. Roof elements permitted. The following roof design elements are permitted.

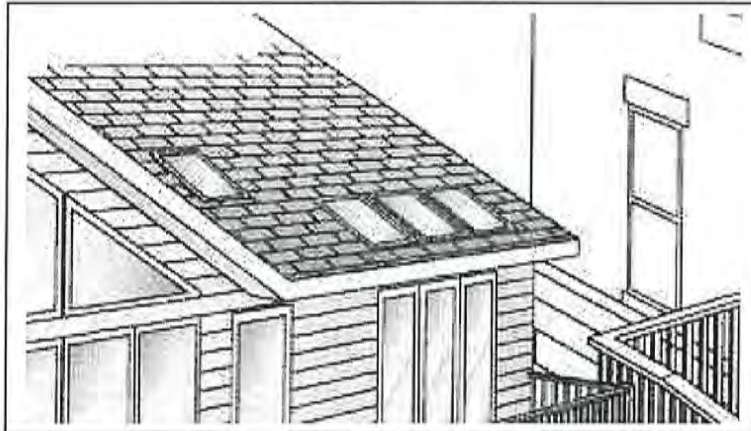
- 1) Dormers with gable, hip, or shed roofs.
- 2) Flat panel skylights or roof windows on secondary elevations.

Figure 14.134-11: Roof Elements Permitted

Gabled, shed, and hipped dormers



Flat panel skylights



- b. Roof elements prohibited. The following roof design elements are prohibited.
- 1) False mansard or other applied forms.
 - 2) Dome skylights.

Figure 14.134-12: Roof Elements Prohibited

False mansard roof



6. Signs.

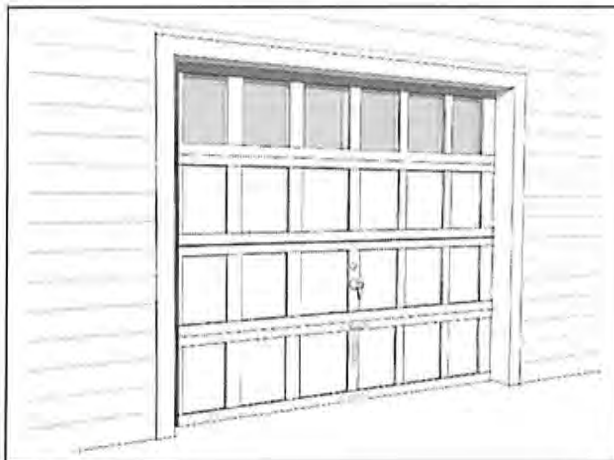
Signs are subject to the sign provisions in Section 8.040 and 8.160.

7. Doors.
 - a. Doors shall have at least one lite (glass) panel.
 - b. Sliding doors are not permitted on the ground floor of the front facade.
 - c. All materials are permitted.
 - d. Metal or metal-clad doors shall be painted.
8. Garage Doors.

The following design standards apply to attached and detached garages:

- a. A minimum of 10% of each garage door shall be window panels, raised trim, or other architectural details.

Figure 14.134-13: Garage Doors Permitted



14.135. DESIGN GUIDELINES.

A. Purpose.

These guidelines promote architectural elements that unify the Neighborhood Greenway Area by encouraging styles characteristic of Astoria. The historic architecture of Astoria is represented by a variety of styles. Differences in details may be seen from one neighborhood to the next. These guidelines advocate the simplicity of design which is characteristic of Alderbrook and the working man's neighborhood. Building styles and details not inspired by Astoria's past will be discouraged but not prohibited. Monotony of design should be avoided. Variety of detail, form, and siting should be used to provide visual interest.

The Guidelines make reference to, but do not require the use of, historic materials. Contemporary substitutions (i.e. composite materials), will not be discouraged if their

texture, profile, and proportions are similar to those materials with historic precedent. As guidelines, the code provisions shall encourage or allow for design features or approaches that provide flexibility and discretion for the appropriate review body to interpret and apply the guidelines.

B. Design Review Process.

All uses proposed in the Neighborhood Greenway Overlay Zone other than residential single-family and two-family dwellings, or public utilities that are not located within an enclosed structure shall be reviewed in accordance with the design review guidelines of Section 14.135 pursuant to the design review procedures in Article 14.

C. Design Guidelines.

The following design guidelines shall apply to multi-family dwelling development that does not comply with the design standards of Section 14.134 and/or all non-residential development except public utilities that are not located within an enclosed structure.

1. Building Forms.

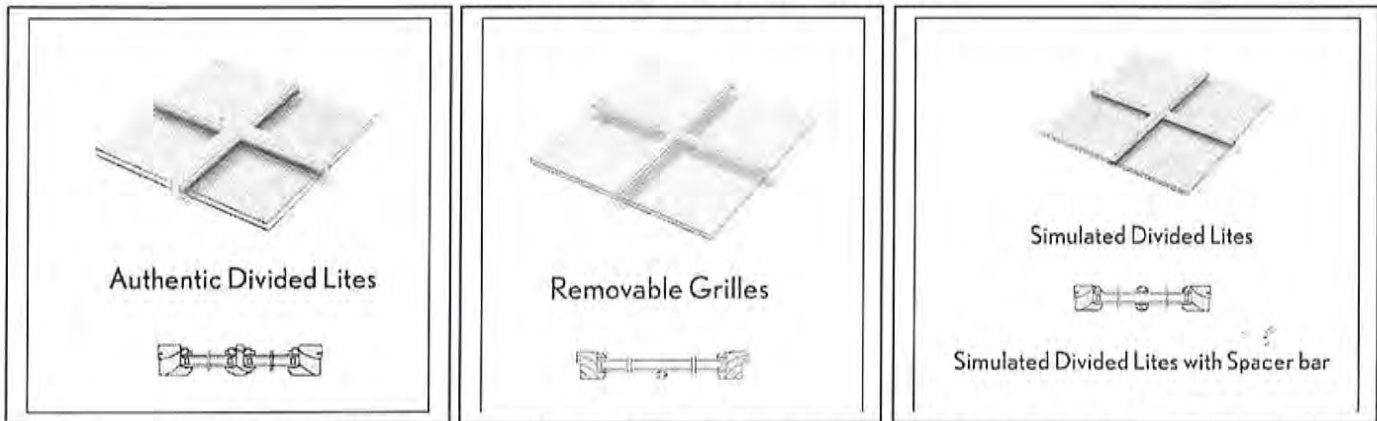
- a. All buildings should be based on a rectangular or square form.
- b. All multi-family dwelling unit buildings should have a front porch, at least six (6) feet deep and 60 square feet in area.

2. Window Design.

The following design guidelines apply to all facades.

- a. Windows required. All facades facing a right-of-way, River Trail, or common open space should have windows.
- b. Window area. Window area should be included on each level or story of the facade.
- c. Window lites. Window lite design should be one of the following:
 - 1) Single-lite windows; or
 - 2) Multiple-lite true-divided windows; or
 - 3) Combination of single and multiple-lite true-divided windows; or
 - 4) Applied muntins with profile facing window exterior.

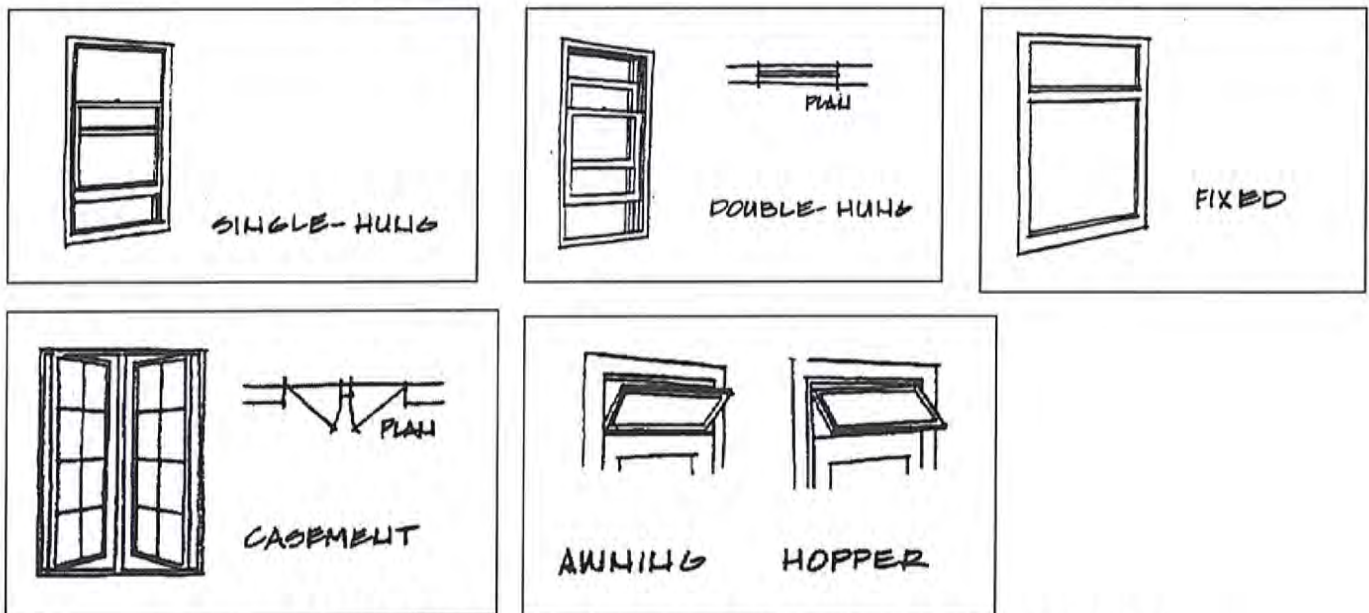
Figure 14.135-1: Window Lites



d. Windows should be fixed or open in one of the following configurations:

- 1) Fixed window; or
- 2) Single-hung windows; or
- 3) Double-hung windows; or
- 4) Awning or hopper windows; or
- 5) Casement windows.
- 6) Sliding windows may be used on non-residential structures in commercially zoned properties.

Figure 14.134-2: Fixed and Opening Windows



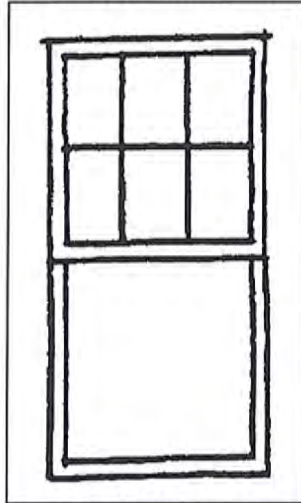
e. Window shape. Window shape should be one of the following:

- 1) Vertical rectangle; or
- 2) Square.
- 3) Arched or decorative windows are permitted but should make up a

relatively small percentage of all windows in the structure.

Figure 14.135-3: Window Shapes

Vertical rectangular window



Examples of arched or decorative windows

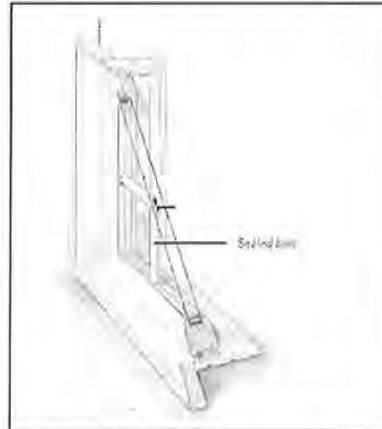


- f. Window detailing. Windows should have casings/trim, sills, and crown moldings. Casings and sills shall create a clear visible distinction and change in depth between the windows and surrounding facade.
- g. Window design discouraged. The follow window design features are discouraged.
 - 1) Applied muntins that have no profile.
 - 2) Smoked, tinted, or frosted glass, except for bathroom windows not on the street-facing facade.
 - 3) Mirrored glass.

†

Figure 14.135-4: Window Design Discouraged

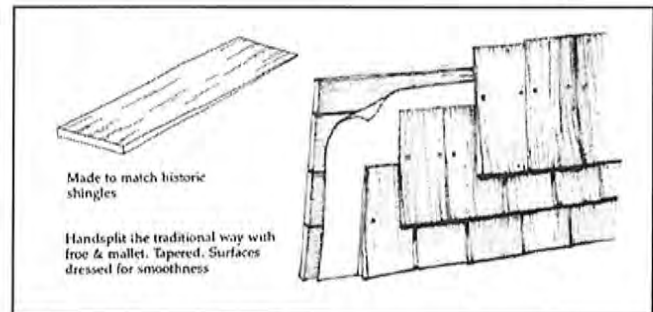
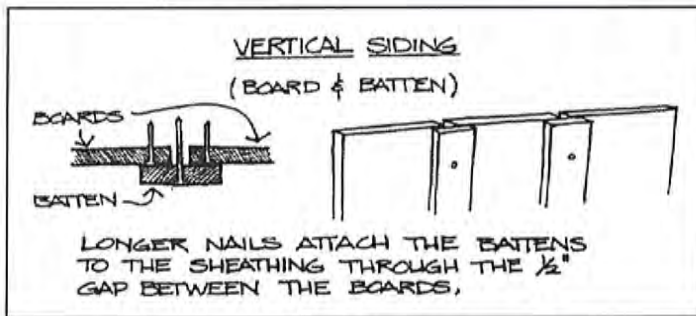
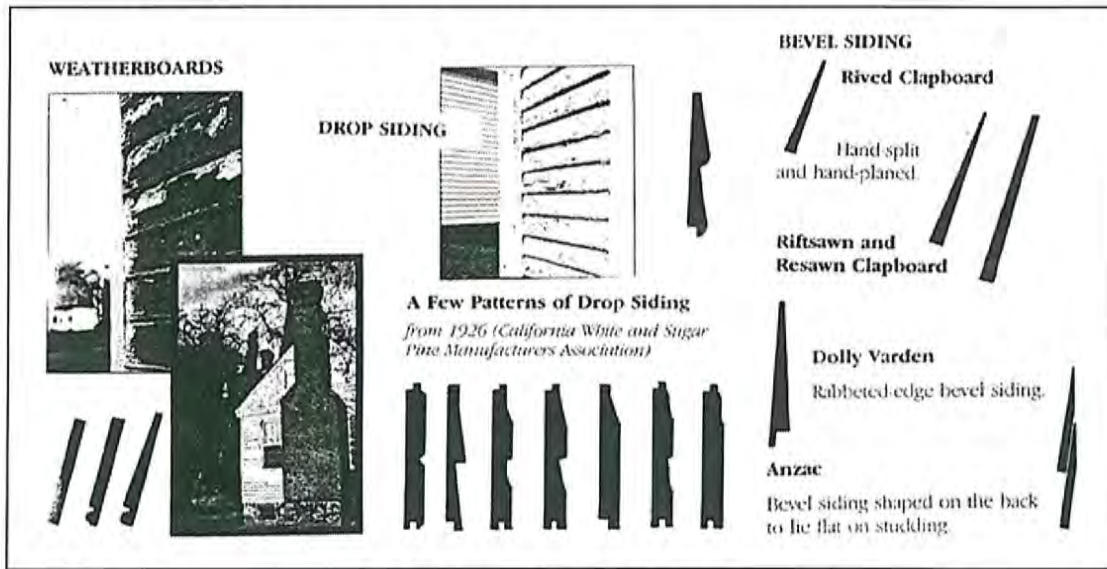
Muntins with no profile



3. Exterior Wall Treatments and Materials.

- a. Exterior walls should be constructed of one or more of the following sets of treatments and materials.
 - 1) Drop siding; or
 - 2) Weatherboard siding; or
 - 3) Clapboard; or
 - 4) Rectangular wood shingle or shake; or
 - 5) Decorative wood shingle or shake; or
 - 6) Board and batten.
 - 7) Fiber cement siding in the treatments noted above may be used but shall have a smooth, not textured, finish.
 - 8) Stucco may be used on non-residential structures in commercially zoned properties.
 - 9) Precast concrete or decorative concrete panels may be used on non-residential structures in commercially zoned properties.
- b. Horizontal siding should have six inches or less exposure.
- c. Vertical board and batten should have true battens.

Figure 14.135-5: Exterior Walls – Encouraged Materials

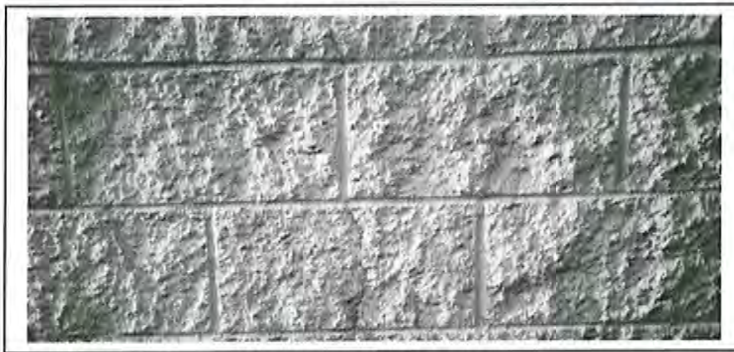


e. Exterior wall treatments and materials discouraged. The following types of treatments and materials are discouraged.

- 1) Exposed textured concrete block.
- 2) Flagstone or other applied stone products.
- 3) Precast concrete or decorative concrete panels, except on non-residential structures in commercially zoned properties.
- 4) Plywood paneling.

Figure 14.135-6: Exterior Wall Treatments and Materials Discouraged

Textured concrete



Applied stone

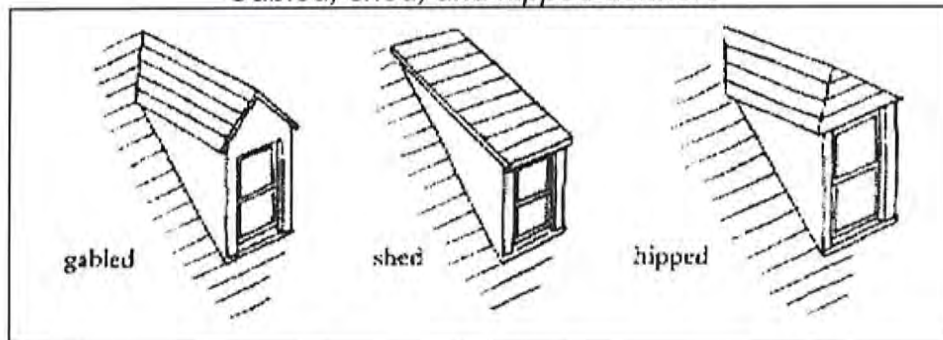


4. Roof Elements.

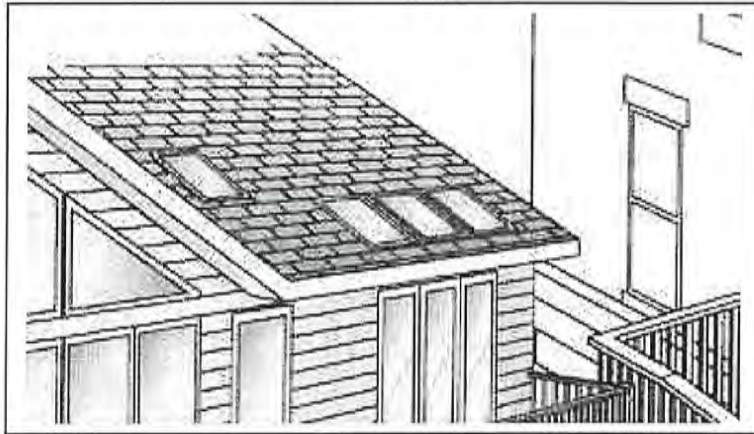
- a. Roof elements encouraged. The following roof design elements are encouraged.
 - 1) Dormers with gable, hip, or shed roofs.
 - 2) Flat panel skylights or roof windows on secondary elevations.

Figure 14.135-7: Roof Elements Encouraged

Gabled, shed, and hipped dormers



Flat panel skylights



b. Roof elements discouraged. The following roof design elements are discouraged.

- 1) False mansard or other applied forms.
- 2) Dome skylights.

Figure 14.135-8: Roof Elements Discouraged

False mansard roof



6. Signs.

Signs are subject to the sign provisions in Development Code Article 8.

7. Doors.
 - a. Doors should have at least one lite (glass) panel except on non-residential structures in commercially zoned properties.
 - b. Sliding doors are discouraged on the ground floor of the front facade except on non-residential structures in commercially zoned properties.
 - c. All materials are permitted.
 - d. Metal or metal-clad doors should be painted.

14.137. OTHER DEVELOPMENT STANDARDS.

- A. The following development standards are applicable within the Neighborhood Greenway Overlay Zone.

1. Exterior lighting.

Outdoor lighting shall be designed and placed so as not to cast glare into adjacent properties. Light fixtures shall be designed to direct light downward and minimize the amount of light directed upward. The Community Development Director may require the shielding or removal of such lighting where it is determined that existing lighting is adversely affecting adjacent properties or contributing to light directed into the night sky.

2. Fences.

Fences located between the River Trail and the Columbia River shall not exceed a height of three (3) feet.

14.138. LANDSCAPING.

Landscaping is required in the Neighborhood Greenway Overlay Zone in accordance with the provisions in this Section and those in Section 3.120 to 3.125. The provisions in this Section apply to new construction or exterior renovations with a value of at least 20% of the assessed value of the structure, or in the event of installation of new parking areas for multi-family dwellings and/or development other than single-family or two-family dwellings. Single-family and two-family dwellings are not subject to the landscaping standards except as noted.

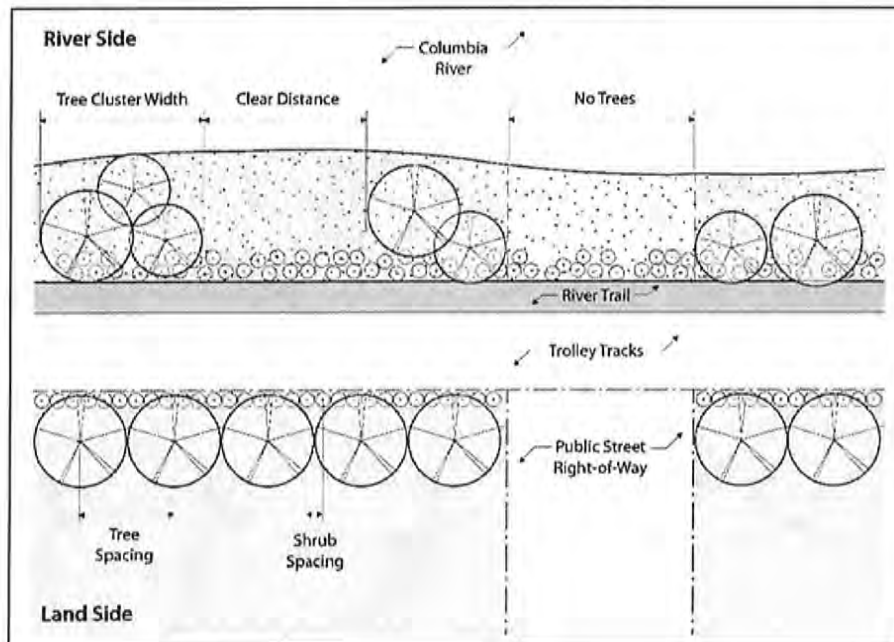
- A. River Side or Riparian Standards.

1. Height and Spacing.

- a. Maximum shrub height is 30 inches.
- b. Maximum width of clusters of trees is 30 feet.

- c. Clusters of trees shall have a minimum of 50 feet clear between branches at maturity.
- d. Trees are not permitted to be planted on the river side of the River Trail within the extended public right-of-way or view corridor extending from it for a distance of 70 feet centered on the right-of-way centerline.
- e. Trees shall not exceed 25 feet in height at maturity
- f. Maximum height of fences is three (3) feet.

Figure 14.138-1: River Side/Riparian Landscaping



2. Native Plants.

See Section 3.125 concerning use of native plants and list of recommended native plants.

3. Landscaping Credits for Non-Vegetation Features.

- a. The Community Development Director may approve non-vegetative features to account for up to 40% of required landscaping when the features consist of hardscaped pedestrian-oriented areas (e.g., courtyards, plazas). Permeable paving and other stormwater management techniques are encouraged in the design of these areas.

- b. An application proposing more than 40% of required landscaping be credited by non-vegetative features is subject to approval in accordance with procedures in Article 9 and Article 12.
 - c. Non-vegetative features allowed in the public right-of-way and/or on the River Trail in lieu of required landscaping shall be maintained by the applicant. There shall be a maintenance agreement or other City approved agreement. Failure to maintain or loss of the non-vegetative feature will result in the requirement for installation of the landscaping in accordance with the Code at the time of the loss.
2. Parking Area Landscaping.
- a. Landscaping required between parking areas, streets, and sidewalks in accordance with Section 3.120.A.7 shall also be required between parking areas and the River Trail.
 - b. Landscaping shall minimize pedestrian exposure to parking lots with a hedge or a decorative fence that is 36" to 42" high.
 - c. Maximum tree height and width in parking areas shall be 15 feet at maturity.
3. Landscaping Credits for Non-Vegetation Features.
- a. The Community Development Director may approve non-vegetative features to account for up to 25% of required landscaping when the features consist of the following:
 - (1) Hardscaped pedestrian-oriented areas (e.g., courtyards, plazas); and/or
 - (2) At least one of the following amenities meeting the City approved design within the public right-of-way and/or River Trail right-of-way:
 - (a) bike rack
 - (b) bench
 - (c) table
 - (d) drinking fountain
 - (e) directional or interpretive/information signage
 - (f) trash or recycling container
 - (g) lighting
 - (h) restroom

Permeable paving and other stormwater management techniques are encouraged in the design of these areas.

exceeding 80% of its fair market value as indicated in Section 3.190.D, provided the reconstruction of the building complies with the following standards:

1. The building shall be rebuilt on the same location on the lot, or in compliance with the setback standards for the underlying zone. This does not allow any construction beyond the property lines; and
2. The square footage of the replacement structure and/or replacement uses does not exceed the square footage of the original structure and use classifications by more than 10%; and
3. The height of the building shall be the same or less than the existing building height prior to destruction; and
4. If the property is within an area subject to architectural design review standards, the design of the replacement structure shall comply with those architectural standards; and
5. Substantial construction of the building shall begin within two years of the date of destruction, unless an extension has been granted in accordance with Section 9.100; and
6. All other City and Building Codes relative to construction, including but not limited to, geologic concerns, stormwater management, grading, driveways, sidewalks, etc. shall apply.”

Section 4. Section 3.180.D pertaining to Nonconforming Uses is added to read as follows:

“D. Reestablishment of Existing Non-Conforming Uses in Overwater Buildings

Nonconforming uses in overwater buildings located between 16th and 41st Street within the Civic Greenway Overlay Area existing prior to 2013, and between 41st and approximately 54th Street within the Neighborhood Greenway Overlay Area existing prior to 2015 may be reestablished if the building housing the use is unintentionally destroyed by any means to an extent exceeding 80% of its fair market value as indicated in Section 3.190.D, provided the reconstruction of the building complies with the standards in Section 3.190.F and reestablishment of the use occurs within one year of the completion of construction. Completion of construction shall be determined by issuance of a temporary and/or final Certificate of Occupancy from the Building Official.”

Section 5. The 1992 Astoria Land Use and Zoning Map is amended to apply the Neighborhood Greenway Overlay (NGO) Zone as indicated on the map shown as Attachment A and further described below:

The area is generally described as 41st Street to 54th Street north of Lief Erikson Drive to the pier head line.

Section 6. The 1992 Astoria Land Use and Zoning Map is amended to rezone the following area from A-3 (Aquatic Conservation) to A-4 (Aquatic Natural) as indicated on the map shown as Attachment B and further described below:

The water area generally described as 41st Street to approximately 53rd Street north of the shoreline to the pier head line.

Section 7. Section 9.100.B, Permit Extensions, is amended to read as follows:

“Permit extension may be granted for all land use permits. Extensions may also be granted for time limits applicable to non-conforming buildings and/or non-conforming uses located over water between 16th and approximately 54th Streets as described in Sections 3.180.D and 3.190.F. One year extensions may be granted in accordance with the requirements of this Section as follows:”

Section 8. Astoria Development Code Section 14.015.A, Gateway Overlay Zone, General Provisions, map exhibit only is deleted in its entirety.

Section 9. Astoria Development Code Section 14.010, Definitions, is renumbered as follows:

“14.001. DEFINITION.

As used in Article 14, unless the context requires otherwise, the following words shall have the meaning indicated:

“SHOULD: A requirement, unless it can be shown that to comply with the requirement would be unreasonable, impractical, or unfeasible. Economic hardship alone shall not be justification for noncompliance with the requirement, but may be considered in conjunction with other reasons for noncompliance.”

“ADJACENT: Any lot abutting the subject parcel (including all tax lots included as part of the subject parcel development) excluding rights-of-way.”

Section 10. 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 _____, 2015.

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

Mayor

ATTEST:

Brett Estes, City Manager

ROLL CALL ON ADOPTION:

YEA

NAY

ABSENT

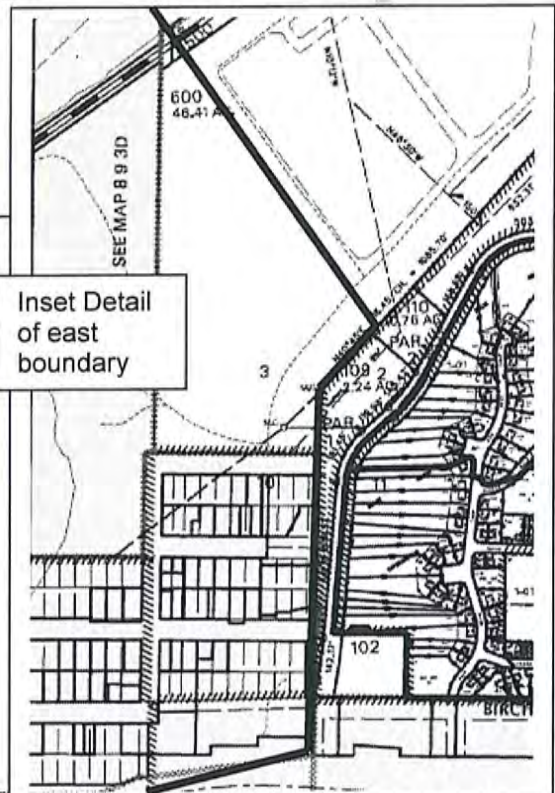
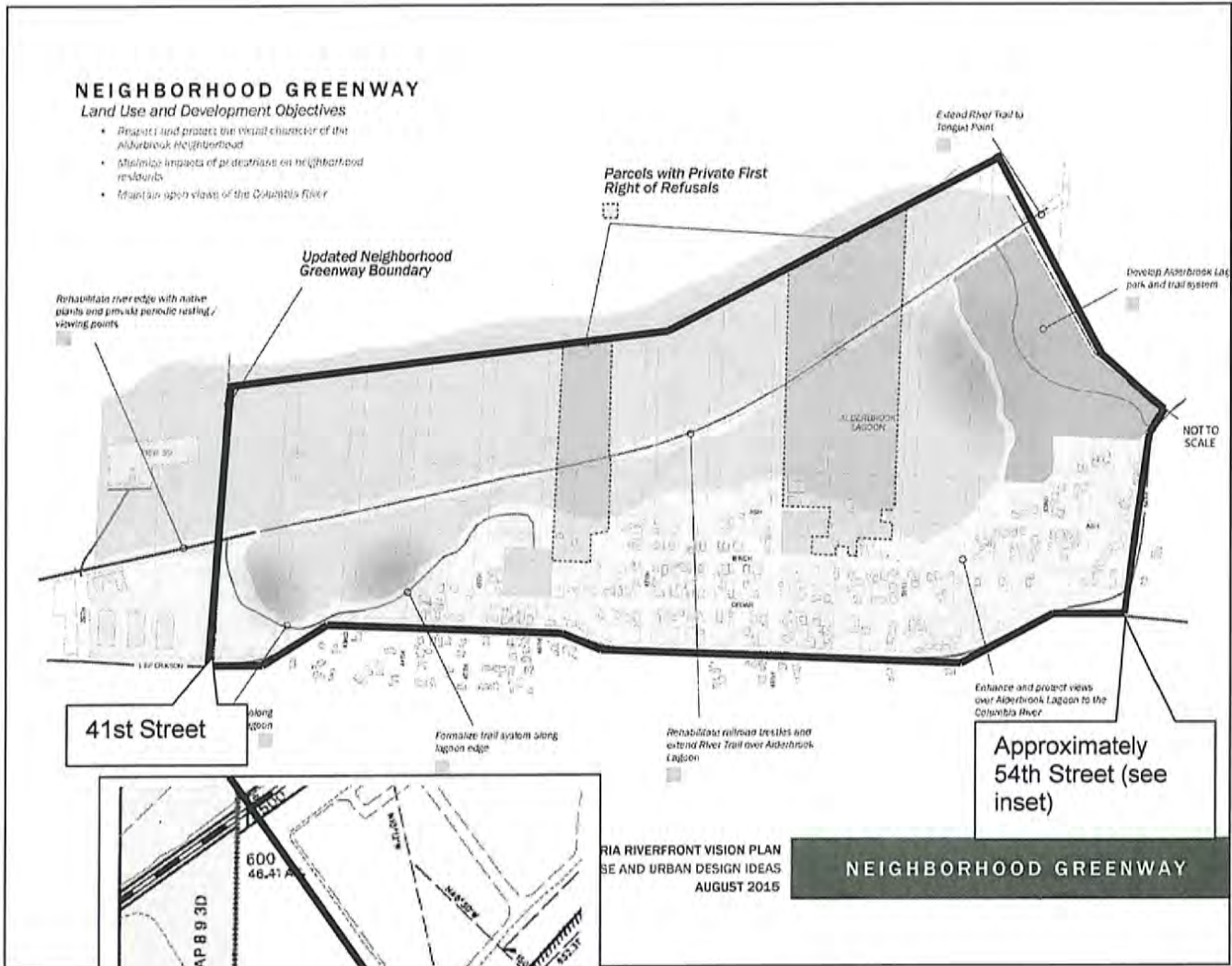
Commissioner

Nemlowill
Herzig
Price
Warr

Mayor LaMear

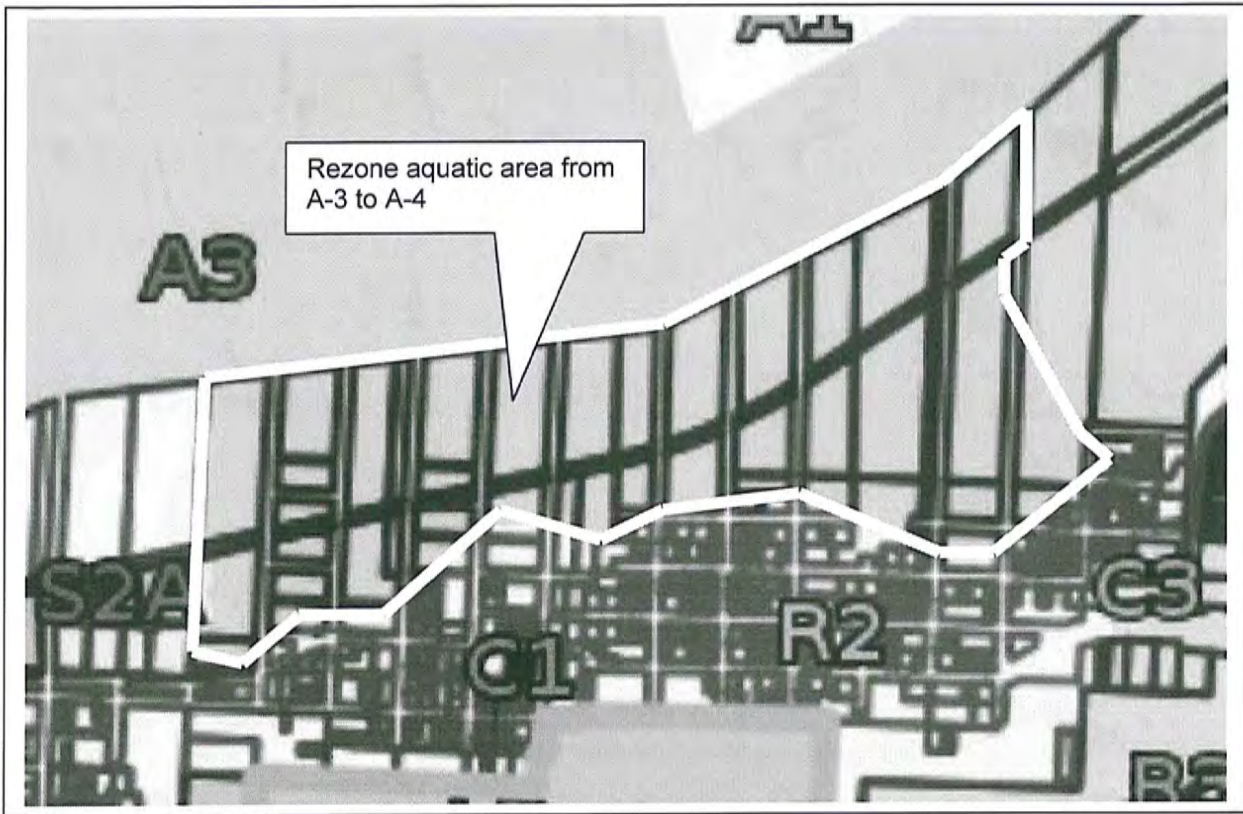
Ordinance 15-____ - Attachment A

NEIGHBORHOOD GREENWAY OVERLAY ZONE



Ordinance 15-____ - Attachment B

A-3 (Aquatic Conservation) to A-4 (Aquatic Natural) Zone



ORDINANCE NO. 15-_____

AN ORDINANCE AMENDING THE ASTORIA COMPREHENSIVE PLAN PERTAINING TO IMPLEMENTATION OF THE ASTORIA RIVERFRONT VISION PLAN FOR THE NEIGHBORHOOD GREENWAY PLAN AREA

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Astoria Comprehensive Plan Section CP.080, Alderbrook Area, is deleted in its entirety and hereby amended to read as follows:

“CP.080. Alderbrook Area.

The Alderbrook Area generally lies between Lief Erikson Drive and the pier head line, and from 41st to 54th Streets. It is an area of primarily older, single-family homes, with a few scattered duplexes. The area is topographically low, and some of it is in the 100-year floodplain. There are four small parks - Alderbrook Hall and Park at 4509 Lief Erikson Drive; LaPlante Park in the 4500 Block Cedar Street; Birch Street Ball Field at 49th and Birch Street; and Alderbrook Lagoon Beach at the foot of 53rd Street. The only commercial uses are a small business on Lief Erikson Drive, a motel at 54th and Lief Erikson Drive, and a construction business at 49th and Ash Streets. A commercial fishing facility was located on the waterfront between 49th and 50th Streets; however this facility is currently being converted into an art studio/retreat. The Area also overlaps with the *Astoria Riverfront Vision Plan* “Neighborhood Greenway” area which extends along the Riverfront from 41st Street to the east side of the Alderbrook neighborhood at approximately 54th Street and between Lief Erikson Drive and the pier head line of the Columbia River as depicted on the City’s Zoning Map.

Alderbrook Area is the only older neighborhood directly on the waterfront, and this is discussed in the shorelands/estuary section. The area has historically been zoned Medium Density Residential (R-2). The adjacent Blue Ridge and Emerald Heights areas are zoned High Density Residential (R-3), and are primarily multi-family housing areas. The majority of structures in the Blue Ridge area were demolished prior to 2007 and the land is mostly vacant pending redevelopment. The adjacent motel is zoned General Commercial (C-3). The City limits line stops east of Blue Ridge and includes North Tongue Point industrial area and South Tongue Point, but excludes North Tongue Point Job Corps Center and the US Coast Guard station, although this area is in the City's Urban Growth Boundary.

Advantages of the Alderbrook Area are the proximity to the waterfront, the lack of through traffic (away from Lief Erikson Drive), the neighborhood hall and neighborhood character, and the availability of lower cost housing. However, the limited access into the Alderbrook Area from Lief Erikson Drive creates concerns with increased traffic to the area with no secondary vehicular outlets. Disadvantages include the flooding potential, the traffic along Lief Erikson Drive (a problem when crossing to the playground), and the distance to school.”

Section 2. Astoria Comprehensive Plan Section CP.085.2, Alderbrook Area Policies, is deleted in its entirety and hereby amended to read as follows:

"The residential character of Alderbrook will be protected through the designation of the aquatic area from 41st Street to Tongue Point as natural, and by the present zoning pattern. Development in the 100-year flood area shall be subject to the requirements of the City's Flood Hazard Overlay Zone."

Section 3. Astoria Comprehensive Plan Section CP.085.3, Alderbrook Area Policies, is deleted in its entirety and hereby amended to read as follows:

"3. Light water-dependent / water-related development consistent with the natural estuary designation (such as commercial fishing operation) may be allowed so long as it does not conflict with the residential area and is consistent with the City's Riverfront Vision Plan."

Section 4. Astoria Comprehensive Plan Section CP.085.6, Alderbrook Area Policies, is deleted in its entirety and hereby amended to read as follows:

"6. The property west of the sewer lagoons is designated as a park site and is the current (2015) east terminus of the River Trail; it is zoned Institutional (IN). However, the site's use as a regional park raises problems of traffic generation on residential streets. The local community must be involved in any future decision regarding this area."

Section 5. Astoria Comprehensive Plan Section CP.085.8, Alderbrook Area Policies, is hereby amended by the addition to read as follows:

"8. Extension of the trolley service to the Alderbrook neighborhood should be investigated and considered.

Section 6. Astoria Comprehensive Plan Section CP.175.F, Uppertown / Alderbrook Subarea Plan, Aquatic and Shoreland Designations, is hereby deleted in its entirety and hereby amended to read as follows:

"The aquatic area between 29th and 41st Streets is designated Development to the pier head line, except at the East End Mooring Basin where the designation corresponds to the outer boundary of the pier. East of 41st Street, the aquatic area is designated Natural."

Section 7. Astoria Comprehensive Plan Section CP.150.B, Permitted Uses in Columbia River Estuary Aquatic and Shoreland Designations, Natural Aquatic, is hereby amended by the addition to read as follows:

"20. In pile supported buildings existing as of October 1, 2002, non-water dependent and non-water related uses."

Section 8. Effective Date. This ordinance and its amendment will be effective 30 days following its adoption and enactment by the City Council.



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

October 12, 2015

TO: ASTORIA PLANNING COMMISSION

FROM: ROSEMARY JOHNSON, SPECIAL PROJECTS PLANNER

SUBJECT: AMENDMENT REQUEST (A15-03) ON RIVERFRONT VISION PLAN
IMPLEMENTATION ORDINANCE FOR NEIGHBORHOOD GREENWAY AREA

I. BACKGROUND SUMMARY

- A. Applicant: Community Development Department
City of Astoria
1095 Duane Street
Astoria OR 97103
- B. Request: Amend the Development Code and Zoning map to implement the Riverfront Vision Plan in the Neighborhood Greenway (41st to approximately 54th Street, Lief Erikson Drive to the Columbia River Pierhead Line); add Neighborhood Greenway Overlay zone; add design standards for multi-family development; add design guidelines for residential and non-residential development; miscellaneous related changes with new code references in Sections 1.300, 3.180.D, 3.190.F, 9.100.B, 14.010; and rezone the existing A-3 (Aquatic Conservation) to A-4 (Aquatic Natural) zone. Amend the Comprehensive Plan Sections CP.080 & CP.085, Alderbrook Area; CP.175.F, Columbia River Estuary Aquatic and Shoreland Designations; add CP.150.B.20, Aquatic Natural Conditional Uses. Add Neighborhood Greenway Overlay Zone to Land Use and Zoning Map.
- C. Location: City-wide within the Neighborhood Greenway Plan Area

II. BACKGROUND

In 2008-2009, the City of Astoria developed the Riverfront Vision Plan (RVP) to address issues dealing with open space, land use, and transportation along the Columbia River. Significant public involvement opportunities were designed to gain public input. This process was initiated to plan for these issues in a comprehensive manner and to set a framework for the future of the study area. The City's north Riverfront (Columbia River to West Marine / Marine Drive / Lief Erikson Drive) was divided into four Plan areas of development: Bridge Vista (Portway to 2nd Street), Urban Core (2nd to 16th Street), Civic

Greenway (16th to 41st Street), and Neighborhood Greenway (41st Street to east end of Alderbrook Lagoon).

During the Plan development, four community-wide forums, three open houses, and numerous community meetings were held at various locations within the four Plan areas. In addition, staff and/or consultants conducted stakeholder interviews, distributed and tabulated surveys. Development of the Vision Plan was structured to gain as much public input as possible. On December 7, 2009, after holding a final public hearing, the City Council accepted the Riverfront Vision Plan. For Fiscal Years 2011-2012, 2012-2013, 2013-2014, and 2014-2015, the City Council set goals to "Implement Riverfront Vision Plan on a Zone by Zone Basis."

With the completion of Phase 1 (Civic Greenway Area) and Phase 2 (Bridge Vista Area), staff has begun work on Phase 3 (Neighborhood Greenway Area). This Area encompasses the Alderbrook neighborhood north of Lief Erikson Drive to the pier headline between 41st Street and approximately 54th Street.

The City was notified that funding from the Department of Land Conservation and Development (DLCDD) Coastal Management Technical Assistance Grants for the FY 2014-2015 grant cycle was awarded to the City to assist in code writing for implementation of Phase 3 of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Area (41st Street to 54th Street). The grant funds need to be expended and the project complete by December 31, 2015.

The consultant team identified to work on this project is Angelo Planning Group. One of the project team members is Matt Hastie, who was directly involved in development of the Riverfront Vision Plan. The project includes public involvement opportunities held during Planning Commission work sessions. The final product would be code amendments and land use zoning map amendments which would ultimately be presented to the City Council for consideration of adoption.

Staff and the project team drafted preliminary code amendment language to address selected code issues for the Neighborhood Greenway Plan Area. The project team conducted a Town Hall meeting for interested community members on August 20, 2015. Approximately 70 people attended and provided staff with the initial public comments and questions. The Planning Commission held two public work sessions (September 1, 2015, and September 16, 2015) on the draft amendments with mailed, e-mailed, and published notification to the general public and to anyone who has expressed interest in the Riverfront Vision Plan implementation process. Updates were provided to the City Council on the progress made to date on July 27, 2015 and August 31, 2015. The work sessions have been well attended and public comments have been provided.

The RVP for the Neighborhood Greenway Plan Area identified Land Use Assumptions and Objectives which state that *"It is expected that very little overwater development will occur in the Neighborhood Greenway area in the future other than small-scale improvements such as docks or piers (or improvements to the River Trail trestle) which would enhance the general public access to the river."* The objectives of the RVP for this area include:

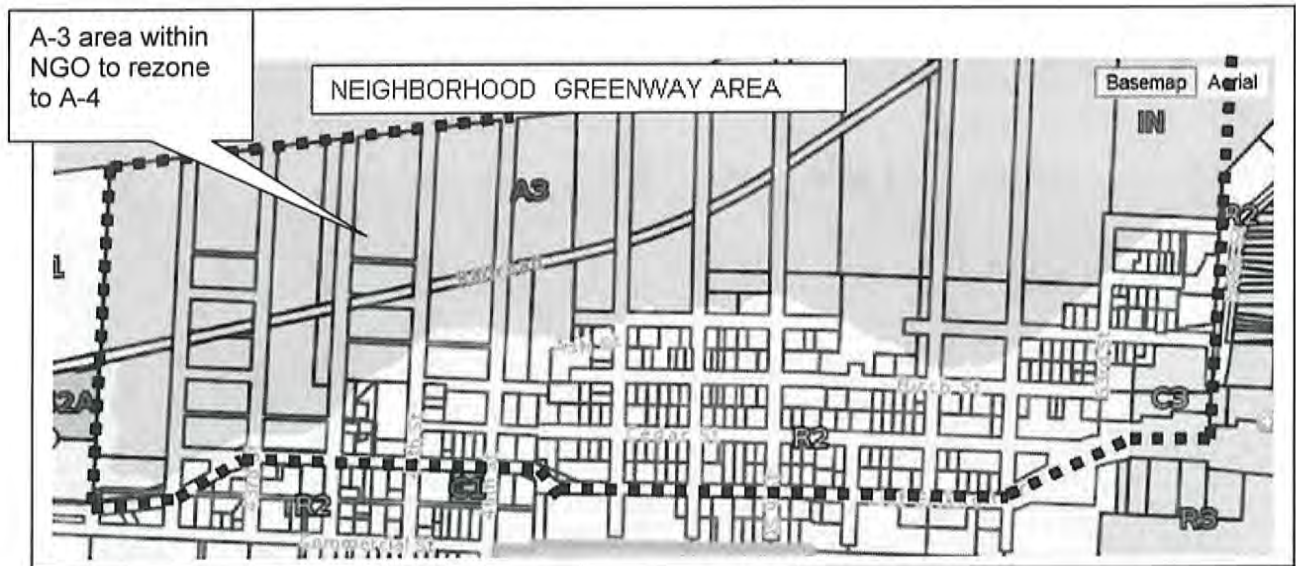
- Highlight the river's natural edge by framing views and creating path/trail systems that reflect the river's movement.
- Emphasize natural features and beauty along the edge of the river and lagoon.
- Use plantings and landscaping that provide riverbank restoration and increase habitat.
- Respect and protect the visual character of the Alderbrook Neighborhood.
- Minimize impacts of pedestrians on neighborhood residents.
- Protect river vistas to maintain physical and visual connection to the Columbia River.
- Create and maintain a sense of openness to enhance connections to the Columbia River and the Neighborhood Greenway area and improve the quality of residential areas. Open spaces should range from smaller, more intimate spaces to larger gathering places.
- Encourage maritime related uses consistent with Astoria's working riverfront such as docks, piers, marinas, and associated uses that provide jobs and maintain a historic connection to the river.

Throughout the RVP implementation process, the Planning Commission (APC) focused on these Assumptions and Objectives and did not attempt to change the Vision Plan as adopted.

At the work sessions, the Planning Commission ultimately provided guidance and recommendations on a set of proposed amendments to implement the Neighborhood Greenway Plan Area. Implementation of recommendations from the Riverfront Vision Plan in the Neighborhood Greenway Plan Area will take the form of Zoning Map amendments, Development Code amendments, and Comprehensive Plan amendments.

Proposed map amendments will include:

1. Rezone the aquatic parcels between 41st and approximately 54th Streets, from the shoreline to the pier head line from A-3 (Aquatic Conservation) to A-4 (Aquatic Natural).
2. Apply the new Neighborhood Greenway Overlay (BVO) Zone to the Neighborhood Greenway Plan Area.



Proposed Development Code text amendments will include:

1. Add a new Neighborhood Greenway Overlay Zone to address the standards for over-water development including structure height and width, allowable uses, and landscaping, etc.
2. Add new design standards for multi-family development in the Neighborhood Greenway Plan Area.
3. Add new design guidelines for multi-family residential and non-residential development in the Neighborhood Greenway Plan Area.
4. Establish landscaping standards for multi-family residential and non-residential construction/uses. There would be no landscaping standards for single-family and two-family dwellings.
5. Allow some exemptions for the few existing over-water buildings to continue to be viable businesses thereby preserving the historic structures.
6. Limit new, over-water development to maximum height of top of bank.
7. Make miscellaneous "housekeeping" amendments related to references to the above noted amendments.

Proposed Comprehensive Plan text amendments will include:

1. Update the description of the Alderbrook Area and reference the Neighborhood Greenway Overlay Area and Riverfront Vision Plan implementation.
2. Acknowledge the growing impact of traffic to the neighborhood.

3. Add a policy to investigate the possibility of extending the trolley to the Alderbrook area.
4. Change designation of aquatic area from conservation to natural, and amend allowable uses in the Aquatic Natural designated areas to include the exception for existing structures.

III. PUBLIC REVIEW AND COMMENT

A. Astoria Planning Commission

A public notice was mailed to Neighborhood Associations, various agencies, and interested parties on October 2, 2015. In accordance with ORS 227.186(5), a notice was mailed on October 2, 2015 to all property owners within the area and within 250' of the area proposed for the code and map amendments advising that ". . . the City of Astoria has proposed a land use regulation that may affect the permissible uses. . ." of their or other property. In accordance with Section 9.020, a notice of public hearing was published in the Daily Astorian on October 20, 2015. The proposed amendment is legislative as it applies City-wide.

B. State Agencies

Although concurrence or approval by State agencies is not required for adoption of the proposed amendments, the City has provided a copy of the draft amendments to representatives of the Oregon Departments of Transportation (ODOT), Land Conservation and Development (DLCD) and Department of State Lands (DLS) as part of the planning process.

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."*

Development Code Section 10.020.B states that *"An amendment to a zone boundary may only be initiated by the City Council, Planning Commission, the Community Development Director, or the owner or owners of the property for which the change is proposed."*

Finding: The proposed amendments to the Development Code, Comprehensive Plan, and Astoria Land Use and Zoning Map are being initiated by the Community Development Director. The City Council has identified implementation of the Riverfront Vision Plan in their yearly goals since 2011. In addition, the City Council established a FY 2015-16 goal to "Continue implementation of the Riverfront Vision Plan."

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.*
2. *A zone change action that the Community Development Director has designated as legislative after finding the matter at issue involves such a substantial area and number of property owners or such broad public policy changes that processing the request as a quasi-judicial action would be inappropriate."*

Finding: The proposed amendment is to amend the text of the Astoria Development Code Article 2 concerning Use Zones, and Article 14 concerning Overlay Zones. The amendment would create new overlay zone standards. The request is also to amend the Astoria Land Use and Zoning Map to rezone the aquatic area from A-3 (Aquatic Conservation) to A-4 (Aquatic Natural). The proposed amendment is also to amend the text of the Comprehensive Plan relative to the Riverfront Vision Plan.

The proposed amendments are applicable to a large area of the City and represent a relatively broad policy change. Processing as a legislative action is appropriate.

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 accepted the Riverfront Vision Plan in 2009 as a long-range planning framework to address the changing needs and desires of the citizens concerning Riverfront development and the need to protect the environment. The City Council directed staff to initiate Development Code amendments to implement the Plan recommendations.

2. CP.010.2, Natural Features states that *"The City will cooperate to foster a high quality of development through the use of flexible development standards, cluster or open space subdivisions, the sale or use of public lands, and other techniques. Site design which conforms with the natural topography and protects natural vegetation will be encouraged. Protection of scenic views and vistas will be encouraged."*

Finding: The proposed amendments will implement the Riverfront Vision Plan for the Neighborhood Greenway Area. The amendments include design standards for residential development, design guidelines for non-

residential development, protection of scenic views and vistas, and protection of the natural aquatic areas.

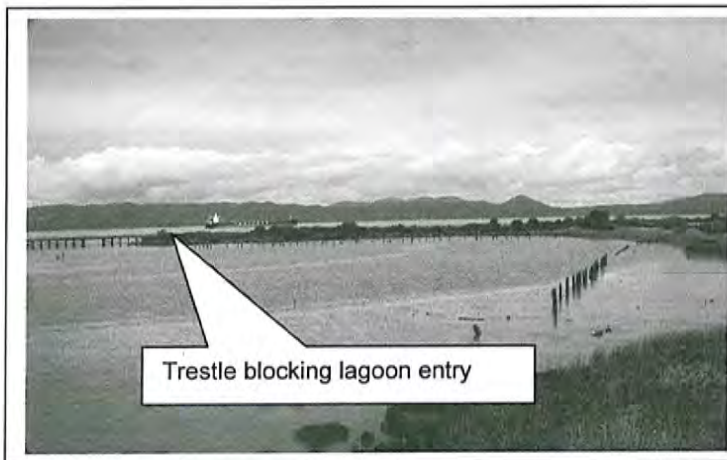
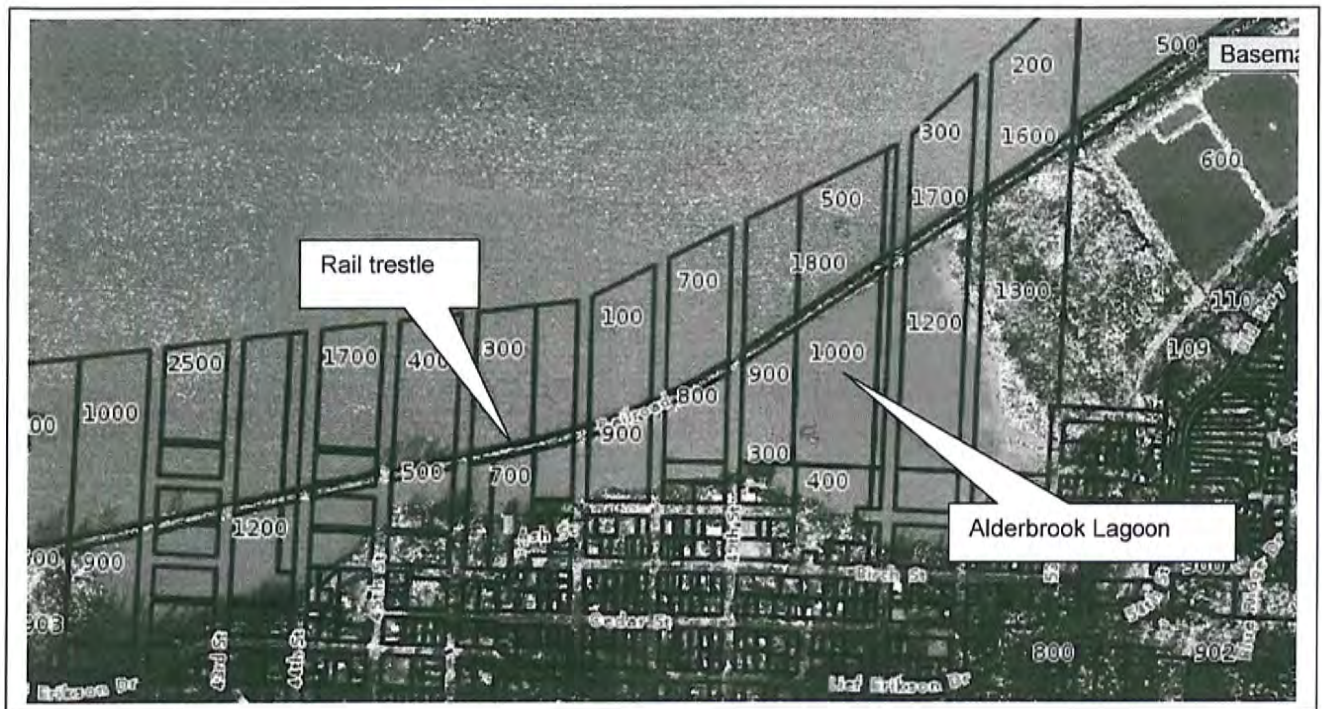
3. CP.015.1, General Land & Water Goals states that *"It is the primary goal of the Comprehensive Plan to maintain Astoria's existing character by encouraging a compact urban form, by strengthening the downtown core and waterfront areas, and by protecting the residential and historic character of the City's neighborhoods. It is the intent of the Plan to promote Astoria as the commercial, industrial, tourist, and cultural center of the area."*

CP.015.1, General Land & Water Goals states that *"Because of the City's strong water orientation, the Plan supports continuing regional efforts to manage the Columbia River estuary and shorelands. The City's land use controls, within this regional context, will be aimed at protecting the estuary environment and at promoting the best use of the City's shorelands."*

Finding: The proposed amendments create development standards for over-water construction and establish design standards and guidelines to protect the character of the Alderbrook residential neighborhood. This addresses the need to encourage a compact urban form. The design and landscaping standards protect the historic character of the City and waterfront areas. The reduction in allowable uses and development on parcels extending over the water, and the use of native vegetation will help protect the estuary environment. The proposed ordinance is intended to provide the guidance to help achieve these goals.

4. CP.203, Economic Development Goal 4 and Goal 4 Policies, goal states *"Continue to encourage water-dependent industries to locate where there is deep water, adequate back-up space, and adequate public facilities."* Policies states *"1. Maintain areas of the City in order to provide sufficient land for water dependent as well as non-water dependent industries."*

Finding: The aquatic area in the Neighborhood Greenway Area is known as Alderbrook Lagoon. The shallow lagoon is blocked from access by large vessels due to the railroad trestles. The lagoon could accommodate small vessels such as canoes and kayaks. The area does not have sufficient upland area that is zoned to support water-dependent industries as there is no shoreland zone and the land area is zoned R-2 (Medium Density Residential). In addition, the lagoon is currently zoned A-3 (Aquatic Conservation which does not support development.



The proposed rezone to A-4 (Aquatic Natural) would eliminate a few allowable uses such as marinas, aquaculture facilities, low-intensity water-dependent commercial or industrial uses, and in-water log storage. However, as noted above, the area is not conducive to such development due to physical and access constraints and upland zoning. Public piers and docks would still be allowed to accommodate the smaller vessels.

The requirements for shoreland and estuary development in Development Codes Articles 4 and 5 would remain applicable to any development in this area.

5. CP.210.1, Economic Element, Economic Development Recommendations, states that *"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.”

Finding: As noted above, this area of the waterfront is not conducive to development and is not accessible to the Columbia River for large vessels. The Riverfront Vision Plan for this area recognizes the value of the natural setting and identifies the following related goals:

- *“Emphasize natural features and beauty along the edge of the river and lagoon.*
- *Respect and protect the visual character of the Alderbrook Neighborhood.*
- *Protect river vistas to maintain physical and visual connection to the Columbia River.*
- *Create and maintain a sense of openness to enhance connections to the Columbia River and the Neighborhood Greenway area and improve the quality of residential areas. Open spaces should range from smaller, more intimate spaces to larger gathering places.*
- *Encourage maritime related uses consistent with Astoria's working riverfront such as docks, piers, marinas, and associated uses that provide jobs and maintain a historic connection to the river.”*

The Vision Plan emphasizes the natural features and openness and while it notes encouragement of maritime related uses, the lagoon cannot support more intense uses such as marinas due to its shallow depth, lack of upland support areas, and limited access from the Columbia River. The proposed rezone to A-4 (Aquatic Natural) would preserve the natural features while still allowing the lower impact uses such as docks and piers for small vessels.

6. CP.025.2, Policies Pertaining to Land Use Categories and Density Requirements, states that *“Changes in the land use and zoning map may be made by boundary amendment so long as such change is consistent with the goals and policies of the Comprehensive Plan.*

Factors to be considered when evaluating requests for zoning amendments will include compatibility with existing land use patterns, effect on traffic circulation, adequacy of sewer, water and other public facilities, contiguity to similar zones, proposed buffering, physical capability including geologic hazards, and general effect on the environment.”

Finding: Consistency with the goals and policies of the Comprehensive Plan are addressed in this Section of the Findings of Fact. The factors are addressed in this Section and Sections D & E below of the Findings of Fact.

7. CP.085.2, Alderbrook Area Policies, states that *“The residential character of Alderbrook will be protected through the designation of the aquatic area from 41st Street to Tongue Point as conservation, and by the present zoning pattern. Development in the 100-year flood area shall be subject to the requirements of the City’s Flood Hazard Overlay Zone.”*

CP.175.B, Uppertown / Alderbrook Subarea Plan, Aquatic Features, states that *“The aquatic portions of this subarea include open water and nearshore habitats in the river and Alderbrook Cove. The aquatic characteristics of the open water areas are similar to the adjacent channel (see Estuary Channels Subarea Plan). In the nearshore habitats, sediments become finer and benthic infauna productivity higher. A 1980 study reported high densities of amphipods in nearshore areas of the subarea. Juvenile fall Chinook salmon migrate in the shallow nearshore habitats. Alderbrook Cove contains fine sediments and probably has high benthic productivity. The Cove is partially fringed by low elevation tidal marshes. Bird use on the marshes and adjacent tidal flats is high.”*

CP.175.F, Uppertown / Alderbrook Subarea Plan, Aquatic and Shoreland Designations, states that *“The aquatic area between 29th and 41st Streets is designated Development to the pierhead line, except at the East End Mooring Basin where the designation corresponds to the outer boundary of the pier. East of 41st Street, the aquatic area is designated Conservation...”*

Finding: The current designation as “Conservation” does allow for some minor development. The goal of the Riverfront Vision Plan is to protect the natural features of this area. The area is proposed to be rezoned to “Natural” which is similar but restricts some of the more intrusive human uses. Sections CP.085.2 and CP.175.F of the Comprehensive Plan is proposed to be amended to state that the area from 41st to approximately 54th Street be designated as “Natural”.

8. CP.175.G.1, Uppertown / Alderbrook Subarea Plan, Subarea Policies, states that *“The Alderbrook area has unique characteristics and values. Plan amendments which would allow higher-intensity uses than those now present are discouraged.”*

CP.150.B, Permitted Uses in Columbia River Estuary Aquatic and Shoreland Designations, Natural Aquatic, states that *“Natural Aquatic areas are designated to assure the protection of significant fish and wildlife habitats; of continued biological productivity within the estuary; and of scientific, research, and educational needs. These areas are managed to preserve natural resources in recognition of dynamic, natural, geological, and evolutionary processes. Natural Aquatic areas include all major tidal marshes, tide flats, and seagrass and algae beds. The designation is intended to preserve those aquatic natural resource systems existing relatively free of human influence.”*

CP.150.C.29, Permitted Uses in Columbia River Estuary Aquatic and Shoreland Designations, Conservation Aquatic, lists the following as an allowable use *"In pile supported buildings existing as of October 1, 2002, non-water dependent and non-water related uses."*

Finding: Currently, there are a few over-water buildings that have existed for over 100 years. In 2002, the City amended (A02-02) the Development Code for the A-3 Zone and the Comprehensive Plan to allow these buildings to be used for other than maritime related uses. At that time, there were three buildings, all within the Alderbrook lagoon, and which were separated from the main Columbia River channel by the railroad tracks. If the Lagoon is rezoned to A-4, it is proposed that the same allowable use notation would be included in the A-4 Zone and in Section CP.150.D for the Natural Aquatic designation. The only buildings that would be affected by this amendment would be the same three buildings as in 2002.

9. CP.068, Astoria Riverfront Vision Overlay Area Policies, states that

- "1. Promote physical and visual access to the river. The overall Comprehensive Plan objectives are to:*
- a. Maintain current areas of open space and create new open space areas.*
 - b. Provide for public access to the river within private developments.*
 - c. Retain public ownership of key sites along the riverfront.*
 - d. Protect view sheds along the river, including corridors and panoramas from key viewpoints.*
 - e. Use alternative development forms (e.g., clustered development, narrower, taller profiles, setbacks, stepbacks, and gaps in building frontages) to preserve views."*

Finding: The proposed amendments implement the Riverfront Vision Plan. They identify areas for limited development to top of bank height maximum to minimize their impact on public access and the preservation of the natural features.

- "2. Encourage a mix of uses that supports Astoria's "working waterfront" and the City's economy. The overall Comprehensive Plan objectives are to:*
- a. Maintain the authentic feel of the riverfront.*
 - b. Prioritize siting of water-related businesses along the river.*
 - c. Allow for some residential development along the riverfront, emphasizing smaller-scale work force (moderate income) housing.*
 - d. Allow for development that supports downtown and other commercial areas.*
 - e. Limit development in areas with most significant impacts on open space, view or other resources.*

- f. *Promote uses that provide jobs and support the local economy.”*

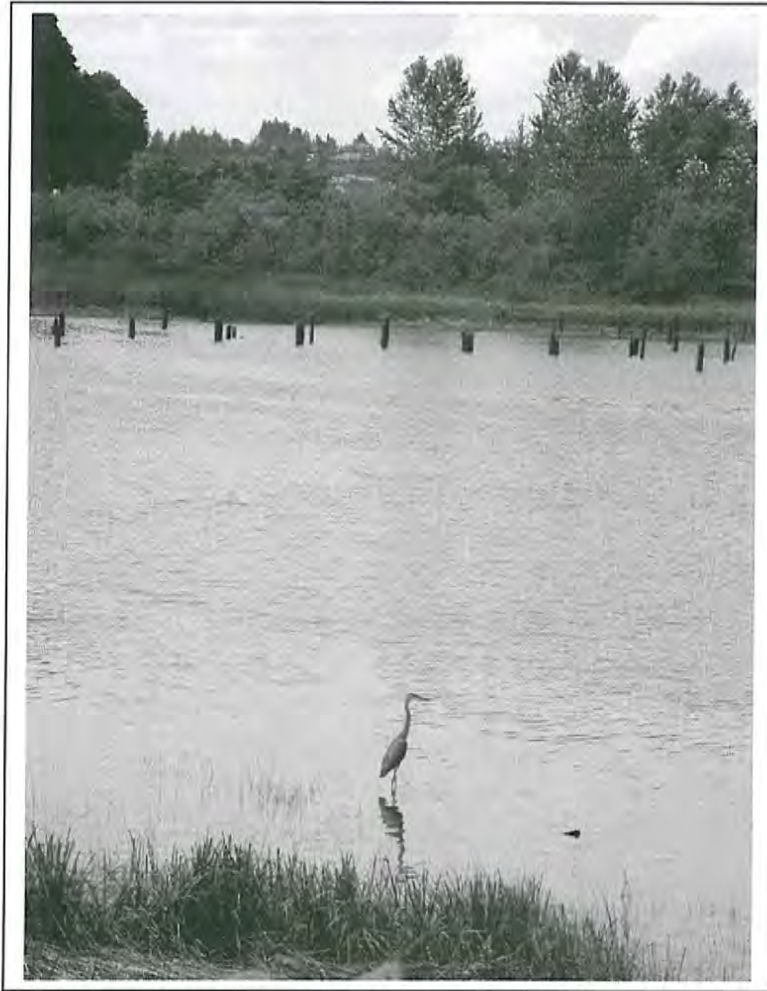
Finding: The proposed amendments include rezoning of the aquatic area from A-3 to A-4 to further preserve the natural features. Opportunities for a variety of uses that support the City’s working waterfront have been integrated in Comprehensive Plan policies and Development Code provisions for the Civic Greenway and Bridge Vista areas, with similar provisions possibly proposed to be applied in the Urban Core area in a future code amendment process for that area.

- “3. *Support new development that respects Astoria's historic character. The overall Comprehensive Plan objectives are to:*
- a. *Enhance or refine Development Code to achieve vision principles.*
 - b. *Implement design review, design standards, or other tools to guide the appearance of new development.*
 - c. *Devote resources to rehabilitating old structures.”*

Finding: The proposed amendments would create clear and objective design review standards for multi-family development and design review guidelines for multi-family residential and non-residential development that reflect the character of the Alderbrook. The proposal would allow for repair, restoration, and reconstruction of existing over-water buildings.

- “4. *Protect the health of the river and adjacent natural areas. The overall Comprehensive Plan objectives are to:*
- a. *Protect natural areas for wildlife viewing.*
 - b. *Replace invasive plants with native species.*
 - c. *Incorporate natural elements in the design of future public and private improvements.”*

Finding: The proposed amendments would encourage the use of native plants along the Riverfront using the list of recommended plants listed in Development Code Article 3. Landscaping requirements would encourage and/or require placement of plant material that would enhance the riverfront and viewing opportunities. The Alderbrook Lagoon area is proposed to have a maximum height limit of top of bank and be rezoned from A-3 (Aquatic Conservation) to A-4 (Aquatic Natural) to further protect the natural features.



- “5. *Enhance the River Trail. The overall Comprehensive Plan objectives are to:*
- a. *Maintain, repair, extend, and enhance the River Trail.*
 - b. *Provide better pedestrian connections between the downtown and the riverfront.*
 - c. *Create amenities such as shelters, lighting, and public restrooms in targeted locations.*
 - d. *Ensure adequate parking opportunities along, adjacent to, and near the riverfront.*
 - e. *Address safety issues associated with mix of autos, pedestrians, trolley, and other activities.*
 - f. *Ensure long-term maintenance of public improvements.”*

Finding: River Trail construction in Alderbrook is completed. The proposed amendments would establish design and siting standards and guidelines to protect the River Trail from incompatible encroachments. It would require public access to the riverfront, require recorded maintenance agreements for certain landscaping features, and allow for the continuation of the River Trail. The amendments would also allow some flexibility in landscaping by allowing a percentage to be devoted to public amenities such as benches, restrooms, interpretive signage, etc.

10. CP.185.H, Regional Estuary and Shoreland Policies, Fisheries and Aquaculture Policies, states that *"Policies in this subsection apply to all projects that could conceivably affect fisheries (either commercial or recreational) or aquaculture in the Columbia River Estuary. This subsection is also applicable to the development of aquaculture facilities and to fisheries enhancement projects. . .*
2. *Sufficient space for present and anticipated needs shall be reserved for the following uses:*
- Fishing vessel moorage;*
Seafood receiving and processing;
Boat repair;
Gear storage;
Ice making;
Cold storage;
Other seafood industry support facilities. . .
7. *A number of sites in Astoria and throughout the Columbia River Estuary are suitable for development or expansion of facilities for the commercial seafood industry. These include moorage, fuel, ice, fish receiving and processing, gear storage, marine hardware sales and repair, boat building and repair, and related facilities. The City will periodically consider amending its Comprehensive Plan as needed to provide sufficient sites for these facilities. The City will rely on information in periodic updates of the Columbia River Estuary Regional Management Plan pertaining to fisheries-related development in the estuary.*

Finding: The Alderbrook Lagoon area is currently zoned A-3 and proposed to be rezoned to A-4. Development in either zone is limited. The following uses currently allowed in the A-3 zone would be eliminated with the A-4 Zone: water-dependent parts of an aquaculture facility; high-intensity water-dependent recreation including boat ramp, marina, and individual dock; mining and mineral extraction; low-intensity water-dependent commercial or industrial use requiring occupation of water-surface area by means other than fill; and in-water log storage. As noted earlier, the Lagoon is shallow, not accessible from the Columbia River by large vessels, and does not have sufficient upland area to support development. Other areas of the Riverfront are better suited to this type of development and the City currently allows for those types of development in those areas. The Lagoon is more appropriate as a natural area as identified in the RVP.

11. CP.185.O, Residential, Commercial and Industrial Development Policies, states that *"Policies in this subsection are applicable to construction or expansion of residential, commercial or industrial facilities in Columbia River Estuary shoreland and aquatic areas. Within the context of this subsection, residential uses include single and multifamily structures,*

mobile homes, and floating residences (subject to an exception to Oregon Statewide Planning Goal 16). Duck shacks, recreational vehicles, hotels, motels and bed-and-breakfast facilities are not considered residential structures for purposes of this subsection. Commercial structures and uses include all retail or wholesale storage, service or sales facilities and uses, whether water-dependent, water-related, or non-dependent, non-related. Industrial uses and activities include facilities for fabrication, assembly, and processing, whether water-dependent, water-related or non-dependent, non-related.

1. *New non-water-dependent uses in aquatic areas and in Marine Industrial Shorelands shall not preclude or pose any significant conflicts with existing, proposed or probable future water-dependent uses on the site or in the vicinity.*
2. *Residential, commercial or industrial development requiring new dredging or filling of aquatic areas may be permitted only if all of the following criteria are met:*
 - a. *The proposed use is required for navigation or other water-dependent use requiring an estuarine location, or if specifically allowed in the applicable aquatic designation; and*
 - b. *A substantial public benefit is demonstrated; and*
 - c. *The proposed use does not unreasonably interfere with public trust rights; and*
 - d. *Feasible alternative upland locations do not exist; and*
 - e. *Potential adverse impacts are minimized.”*

Finding: The proposed amendments would limit the allowable uses in the aquatic area to uses that would support the Natural designation. Uses would be limited to maximum top of bank height which would accommodate piers, docks, and low-impact recreation in the Lagoon. Commercial development would be restricted to the land area within the R-2 Zone. These proposed uses are consistent with this Comprehensive Plan section which protects the waterfront area for the low-impact marine uses. Any project proposed would be subject to compliance with this section at the time of project proposal.

12. CP.186.C, Cumulative Impacts, Cumulative Impact Analysis, states that

1. *Public Access.*

Activities generating cumulative impacts on public access can both enhance and reduce opportunities for public access to the waters and shorelines of the Columbia River Estuary. Public access is treated broadly here to include both physical and visual access. . .

Boat ramps and marinas have a strongly beneficial cumulative impact on public access for the boating public. Private individual moorages on the other hand can have negative cumulative impacts

with respect to public access if allowed to overcrowd particular waterways. Continuous development of individual moorages along a reach of the Columbia River Estuary or a tributary can block public shoreline access and inhibit small boat navigation, having a strongly negative cumulative impact. The regional estuarine construction policies and standards encourage community docks and piers and discourage individual moorages. . .

5. *Recreation/Tourism.*

Discussion of cumulative impacts on recreation and tourism includes estuary-oriented recreation undertaken by both local residents and by visitors from outside the region. Many impacts may be largely aesthetic in nature. . .

Boat ramps, marinas, and moorages have a generally positive impact on recreation and tourism, though there may also be a negative aesthetic component. The net cumulative impact is probably positive, however, because the estuary is large relative to the extent of existing recreational boat facilities. . .

Finding: The proposed amendments would limit the Alderbrook Lagoon to low-impact water-related and water-dependent uses such as small boat docks and ramps. It would also limit the height to top of bank to protect the important public view and natural character of the area, consistent with RVP objectives. This would support boat ramps, etc. that are considered to be a positive impact on recreation and tourism. The proposed amendments are intended to minimize the cumulative negative impacts along the Riverfront by preserving some vistas and views.

The cumulative impacts of the River Trail and Alderbrook Lagoon Park development to the neighborhood should be considered. Alderbrook has several dead end streets especially around the Park area. A Comprehensive Plan amendment is proposed that recognizes this issue.

13. CP.185.M, Regional Estuary and Shoreland Policies, Public Access Policies, states that *"Public access" is used broadly here to include direct physical access to estuary aquatic areas (boat ramps, for example), aesthetic access (viewing opportunities, for example), and other facilities that provide some degree of public access to Columbia River Estuary shorelands and aquatic areas."*

CP.185.M.2 to M.5, Regional Estuary and Shoreland Policies, Public Access Policies, states that

- "2. Public access in urban areas shall be preserved and enhanced through waterfront restoration and public facilities construction, and other actions consistent with Astoria's public access plan.*

3. *Proposed major shoreline developments shall not, individually or cumulatively, exclude the public from shoreline access to areas traditionally used for fishing, hunting or other shoreline activities.*
4. *Special consideration shall be given toward making the estuary accessible for the physically handicapped or disabled.*
5. *Astoria will develop and implement programs for increasing public access."*

CP.185.N.2, Regional Estuary and Shoreland Policies, Recreation and Tourism Policies, states that *"Recreation uses in waterfront areas shall take maximum advantage of their proximity to the water by: providing water access points or waterfront viewing areas; and building designs that are visually u {typo from original ordinance} with the waterfront."*

CP.204, Economic Development Goal 5 and Goal 5 Policies, Goal states *"Encourage the preservation of Astoria's historic buildings, neighborhoods and sites and unique waterfront location in order to attract visitors and new industry."* The Policy 1 states *"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."*

Finding: One of the reasons the Riverfront Vision Plan was developed was to enhance public access to the estuary and allow for preservation of public open space and park areas along the Columbia River. Public access includes both physical and visual access. The River Trail along the Columbia River is used by locals as well as visitors and is maintained for its aesthetic values as well as for its transportation values. The Neighborhood Greenway Area was identified as an area to emphasize the natural features and allow minimal over-water development while preserving visual and public access. The Urban Core Area was identified for more intense development, Bridge Vista for mixed development and open space, and the Civic Greenway Area was identified for more open space. The proposed rezone to A-4 would protect the natural features and promote public access.

The proposed implementation of the RVP will allow for limited over-water development of minimal maritime related facilities while protecting public visual and physical access to the River. The maximum height of structures is proposed to be at existing shoreline bank height which would limit the type of development that could occur.

The existing over-water structures are proposed to be allowed to continue and include uses that would provide access to the River by the public. The proposed amendment would limit those uses to the existing structures only.

14. CP.185.G, Estuary and Shoreland Policies states that *"This subsection applies to uses and activities with potential adverse impacts on fish or wildlife habitat, both in Columbia River estuarine aquatic areas and in estuarine shorelands.*
1. *Endangered or threatened species habitat shall be protected from incompatible development.*
 2. *Measures shall be taken protecting nesting, roosting, feeding and resting areas used by either resident or migratory bird populations.*
 3. *Major nontidal marshes, significant wildlife habitat, coastal headlands, and exceptional aesthetic resources within the Estuary Shorelands Boundary shall be protected. New uses in these areas shall be consistent with the protection of natural values, and may include propagation and selective harvest of forest products, grazing, harvesting, wild crops, and low intensity water-dependent recreation."*

CP.460.1, Natural Resource Policies states that *"The Plan land and water use designations will protect those areas that have high natural value, and direct intensive development into those areas that can best support it."*

CP.460.3, Natural Resource Policies states that *"The City recognizes the importance of "trade offs" that must occur in the planning process. Although certain estuary areas have been designated for intensive development, other areas will be left in their natural condition in order to balance environmental and economic concerns."*

Finding: The Alderbrook Lagoon is a significant wildlife habitat area. The proposed amendment to rezone the Lagoon to A-4 allows for some over water development while excluding high-intensity commercial uses that could be located elsewhere on land areas. This zone change would further protect the natural features and wildlife area. It encourages and/or requires the use of native plants along the Riverfront. The standards maintain open areas for protection of the estuary habitat and to maintain vistas and views.

15. CP.204.3 & CP.204.4, Economic Development Goal 5 and Goal 5 Policies, Goal states *"Encourage the preservation of Astoria's historic buildings, neighborhoods and sites and unique waterfront location in order to attract visitors and new industry."* The Policies state
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.*
 4. *Protect historic resources such as downtown buildings to maintain local character and attract visitors."*

CP.250.1, Historic Preservation Goals states that *"The City will Promote and encourage, by voluntary means whenever possible, the preservation,*

restoration and adaptive use of sites, areas, buildings, structures, appurtenances, places and elements that are indicative of Astoria's historical heritage."

CP.250.3, Historic Preservation Goals states that *"The City will Encourage the application of historical considerations in the beautification of Astoria's Columbia River waterfront.*

CP.200.6, Economic Development Goals states that the City will *"Encourage the preservation of Astoria's historic buildings, neighborhoods and sites and unique waterfront location in order to attract visitors and new industry."*

CP.205.5, Economic Development Policies states that *"The City encourages the growth of tourism as a part of the economy. Zoning standards which improve the attractiveness of the city shall be considered including designation of historic districts, stronger landscaping requirements for new construction, and Design Review requirements."*

Finding: The proposed amendments will adopt design standards to allow for development that is consistent with the design of the residential Alderbrook Area. This neighborhood has many older buildings similar to other parts of Astoria, but has not been inventoried for historic designation. However the unique characteristic of this neighborhood is proposed to be protected by the addition of design standards for multi-family dwellings and design guidelines for non-residential development that is compatible with the existing development within the area. No standards are proposed for the single-family and/or two-family residential development.

The River and River Trail are important tourism/economic assets for the City and will be protected from incompatible development with the proposed amendments. The proposed amendments exempt the existing historic over water buildings from some of the requirements so as to encourage and support the restoration and adaptive reuse of these buildings. However, additions to these buildings would be subject to the proposed development standards. The code would also protect the scenic views of the Columbia River waterfront with a top of bank height limitation for over-water development.

16. CP.270, Parks, Recreation, and Open Space Element, Goals states that *"The City of Astoria will work:*
1. *To develop a balanced park system.*
 2. *To reflect Astoria's special qualities and characteristics. . .*
 5. *To provide or encourage waterfront parks. . .*
 7. *To promote general beautification. . .*
 12. *The City will continue its efforts to improve public access to the shoreline through:*
 - a. *The construction of public access points, pathways, and street ends;*

- b. *The encouragement of public access projects in conjunction with private waterfront development actions, possibly through the use of local improvement districts and/or grant funds; and*
- c. *The protection of street ends and other public lands from vacation or sale where there is the potential for public access to the water. The City will work with the Division of State Lands (DSL) to determine the status of submerged and submersible lands adjacent to the City street ends."*

Finding: The City has established a River Trail along the Columbia River as a City park. The Riverfront Vision Plan identifies this as a public area and encourages protection of a portion of the public views and vistas in the Neighborhood Greenway Area. The RVP for the Neighborhood Greenway Planning Area identified Land Use Assumptions and Objectives which state *"Highlight the river's natural edge by framing views and creating path/trail systems that reflect the river's movement. Emphasize natural features and beauty along the edge of the river and lagoon. . . Protect river vistas to maintain physical and visual connection to the Columbia River. Create and maintain a sense of openness to enhance connections to the Columbia River and the Neighborhood Greenway area and improve the quality of residential areas. Open spaces should range from smaller, more intimate spaces to larger gathering places. . ."*

The proposed amendments address the design, location, height, etc. for development on both the water and land. The proposed amendments also address public amenities and the ability of a developer to provide specific public amenities in conjunction with their development and promote the general beautification of the waterfront area. The limitation of structure height and reduction in allowable uses in the Lagoon would protect the waterfront park from incompatible intrusions. There are three City-owned parks in the area. These properties would be protected as public access areas.

- 17. 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: Throughout the process of drafting the proposed ordinance, the City has provided extensive public outreach. The APC has held two work sessions and one town hall meeting over the last two months with invitations and notices sent to interested parties, neighborhood associations, stakeholders, email lists, web site, etc. Anyone interested in the proposed ordinance was encouraged to submit suggestions and comments. Work sessions were open for discussion with the public to allow for interactive feedback at this early stage of the adoption process. The following is a list of public work sessions, public hearings, and newspaper articles concerning the draft ordinance. There were numerous "Letters to the Editor" in the Daily Astorian which are not listed.

August 19, 2015	Daily Astorian article "Town Hall Meeting set for Neighborhood Greenway
August 20, 2015	Town Hall Meeting
August 21, 2015	Daily Astorian article "Neighborhood Greenway gets closer look"
August 24, 2015	Daily Astorian editorial "Alderbrook discussion puts community wishes first"
September 1, 2015	APC work session
September 16, 2015	APC work session
October 27, 2015	APC public hearing

The City was very conscious of the interest in protection of the Riverfront and the need to have an ordinance that would meet the needs of the citizens, property owners, protect the environment and historic resources, be in compliance with State regulations, and would be a permit process that was easy for both the citizens and staff.

Finding: The request is consistent with the Comprehensive Plan.

- 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."*

Section 10.070.B.2 concerning Map Amendments requires that *"The amendment will: a. Satisfy land and water use needs; or . . ."*

Finding: The proposed amendment will satisfy land use needs in that it will allow for the development of private properties while protecting the vistas and views along the Neighborhood Greenway Area of the River Trail. The proposed amendment limits the allowable over-water development in this area thereby reducing some of the impacts associated with a more intensive development. The water area is zoned A-3 (Aquatic Conservation) with limited allowable development, all of which are maritime related. The area is proposed to be rezoned to A-4 (Aquatic Natural) which would eliminate a few of the more intensive uses and would better reflect the current condition of the enclosed shallow lagoon. No changes are proposed to the allowable uses on land.

An amendment to Comprehensive Plan Section CP.080, Alderbrook Area, is proposed to state *"However, the limited access into the Alderbrook Area from Lief Erikson Drive creates concerns with increased traffic to the area with no secondary vehicular outlets."* which would acknowledge the existing transportation issues with the increase in traffic and a single access neighborhood. In addition, CP.085.8, Alderbrook Area Policies, is proposed to be amended by the addition to read as follows: *"8. Extension of the trolley service to the Alderbrook neighborhood should be investigated and considered."* The possible addition of trolley service to the area would potentially provide an alternative mode of transportation thereby reducing the impacts on the transportation system.

Proposed lighting and open space landscaping standards would decrease impacts to Police and Fire protection services by the creation of appropriately lit and open areas. The Aquatic area was not included in the Buildable Lands Inventory as buildable area, and there are no proposed changes to the residential area, therefore, the proposed amendment will not adversely affect the ability of the City to satisfy land and water use needs.

- E. Section 10.070.B.2 concerning Map Amendments requires that *"The amendment will. . .*
- b. *Meet transportation demands. The amendment shall be reviewed to determine whether it significantly affects a transportation facility pursuant to Section -0060 of Oregon Administrative Rule (OAR) 660-012, the Transportation Planning Rule (TPR). When the City, in consultation with the applicable roadway authority, finds that a proposed amendment would have a significant effect on a transportation facility, the City shall work with the roadway authority and applicant to modify the request or mitigate the impacts in accordance with the TPR and applicable law; or*
 - c. *Provide community facilities and services."*

Finding: The Neighborhood Greenway area is located on the north side of Lief Erikson Drive between 41st and approximately 54th. It is currently partially developed with mostly residences, but also includes a few commercial facilities such as Crest Motel, a construction company, art studio, Alderbrook Station over-water structure, and a few home occupations. There are three City park facilities. There are only a few undeveloped lots in the existing R-2 Zone as noted in the Buildable Lands Inventory, several of which are owned by the City. The aquatic area proposed for a map amendment fronts the River Trail and the Neighborhood Greenway Area of the Riverfront Vision Plan.

There are no traffic lights in this area. Alderbrook is generally accessed from Lief Erikson Drive (Hwy 30) at 45th Street. In accordance with Statewide Planning Goal 12 concerning Transportation, and the Transportation Planning Rule (TPR) (OAR 660-12-060), any plan amendment having a significant effect on a transportation facility (i.e. Highway 30) must assure that the allowed land uses are consistent with the function, capacity, and level of service of the facility. In addition, OAR 734-051-0080, and OAR 734-051-0100 state that a proposed development or land use action where an on-site review indicates that operational or safety concerns may be present requires a Traffic Impact Study.

The proposed rezone of the aquatic area would reduce a few of the more intense allowable uses and therefore would reduce potential transportation impacts associated with future development. Since no changes are proposed for the R-2 Zone, there are no changes to the transportation impacts associated with future development.

All City utility services are available to the area. There is no indication that operational or safety concerns are present, nor would they be increased as a result of the proposed uses on the existing transportation system. Any future

development would be subject to a Traffic Impact Study as required by Development Code Article 3.

In April 2014, the City Council adopted the Transportation System Plan (TSP). This Plan was conducted by the City of Astoria in conjunction with the Oregon Department of Transportation (ODOT) and studied the existing and forecasted transportation needs in the City. The subject aquatic area proposed for rezone is located on north of the shoreline in the Alderbrook area which is north of Lief Erikson Drive between 41st and 54th Street. There were several projects identified in the TSP for the Neighborhood Greenway Area as follows:

D-4 – US 30 Speed Warning System – Install a speed warning system that activates when a motorists approaches at a high speed

D-7 – US 30 / 45th Street Safety Enhancement – Install eastbound and westbound left-turn pockets on US 30

D-8 – US 30 / 54th Street Safety Enhancement – Provide an eastbound left turn pocket on US 30

D-37 – 54th Street-Old US Hwy 30 Upgrade – Improve to a Working collector street cross-section

CR-02 – US 30 and 45th Street – Upgrade existing crossing to the highest level pedestrian actuated beacon approved by ODOT

P-14 – Lief Erikson Drive (East) Sidewalk Infill – Complete sidewalk gaps on north side of the street from 46th to 50th and both sides from 50th to 54th

B-10 – 45th Street Shared Roadway Enhancements – Add wayfinding and shared lane markings

B-11 – 51st Street Shared Roadway Enhancements – Add wayfinding and shared lane markings

B-16 – Birch Street Shared Roadway Enhancements – Add wayfinding and shared lane markings

B-18 – Cedar Street Shared Roadway Enhancements - Add wayfinding and shared lane markings

These projects are aimed at pedestrian and bike safety and to create better vehicle and pedestrian circulation in the Neighborhood Greenway Area. The proposal to rezone the aquatic area to A-4 would not impact transportation and would be consistent with these projects

The area proposed to be zoned A-3 to A-4 is accessed from City streets and not directly from the State Highway. Therefore, ODOT would not typically comment

on the TPR review. ODOT has been included in the draft amendment review process. Based on the existing TSP and projected traffic volumes and projected uses, the transportation facilities in this area, including any proposed future improvements, will be sufficient to accommodate the uses allowed in the proposed A-4 Zone areas.

F. Oregon Administrative Rules Section 660-012-0060 (Plan and Land Use Regulation Amendments) states that:

1. *“(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:
 - (a) *Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);”**

Finding: As shown in the attached draft Ordinance, Attachment B, the proposed Land Use and Zoning Map amendment consists of the following:

- Rezoning an aquatic area of A-3 (Aquatic Conservation) to A-4 (Aquatic Natural)

This area is adjacent to roadways including Ash Street, Alder Street, Birch Street, and the street ends of 45th through 53rd Streets. These rights-of-way are designated as “Residential Local Streets” as shown in Figure 15 (Multi-Modal Street System) of the 2013 City of Astoria Transportation System Plan (TSP). The proposed Land Use and Zoning Map amendment does not propose or necessitate changes to these classifications.

2. *“(b) Change standards implementing a functional classification system; or . . .”*

Finding: Section 6 of the Astoria TSP establishes design guidelines, spacing standards, and mobility targets for City streets based on functional classification. The proposed Land Use and Zoning Map amendment does not propose or necessitate changes to these guidelines, standards, or targets.

3. *“(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating*

projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

- (A) *Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*
- (B) *Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or. . .”*

Finding: The proposed Land Use and Zoning Map amendment only affects the aquatic area known as Alderbrook Lagoon. It would reduce the allowable uses limiting some of the more intense commercial uses currently allowed. In general, as proposed, the amendment would allow similar uses or uses that are not expected to generate any more trips than existing zoning. The number of trips generated would be expected to decrease. Therefore, the proposed map amendment should not significantly change the character of land use and zoning in the area and, thus, the changes in zoning would not affect the types and levels of travel and performance of transportation facilities. More detailed information about specific changes in allowed uses is provided in Table E.1 which presents examples of uses currently permitted in the A-3 and A-4 Zones, as well as some uses that are proposed to be permitted or prohibited. The only change proposed for the A-4 Zone is to allow the existing over-water buildings as noted in the A-3 Zone to be allowed to continue. Since no new uses are proposed and a few of the more intense uses are eliminated, no additional analysis of the transportation impacts is required.

Table E.1 A-3 AQUATIC CONSERVATION and A-4 AQUATIC NATURAL ZONE Allowable Use Comparison

Use	A-3		A-4	
	Outright	Conditional Use	Outright	Conditional Use
Estuarine enhancement.	X			
Riprap for protection of use existing as of October 7, 1977, unique natural resources, historical or archeological resources, or public facility.	X			
Maintenance and repair of existing structure or facility.	X			X
Active restoration of fish habitat,	X			X

Use	A-3		A-4	
	Outright	Conditional Use	Outright	Conditional Use
wildlife habitat, or water quality.				
Filling in conjunction with any of the permitted uses 1 through 4, above, pursuant to the applicable standards in Section 4.070.	X			X for repair of existing structure
Tidegate installation and maintenance in existing functional dike.	X		X	
Dredging to obtain fill material for dike maintenance pursuant to the dike maintenance dredging standards.	X			
Pipeline, cable, and utility crossing.	X			X
Water-dependent parts of an aquaculture facility which do not involve dredge or fill or other estuarine alterations other than incidental dredging for harvest of benthic species or removable in-water structures such as stakes or racks.	X			
Dredging in conjunction with any of the permitted uses 1 through 9, above, pursuant to the applicable standards in Section 4.050.	X			X for specific conditional uses
Navigation aid.	X		X	
Communication facility.	X			X
Bridge crossing support structure.	X			X
Boat ramp for public use where no dredge or fill is needed for navigational access.	X			X
Undeveloped low intensity water-dependent recreation.	X		X	
Project for the protection of habitat, nutrient, fish, wildlife and aesthetic resources.	X			
Research and educational observation.	X		X	
Piling and pile supported structure in conjunction with any of the permitted uses 1 through 17 above.	X			X for specific conditional uses
Passive restoration.	X		X	
Bridge crossing.	X		X	
Transportation facilities, excluding electric car charging stations.	X			X

Use	A-3		A-4	
	Outright	Conditional Use	Outright	Conditional Use
Aquaculture and water-dependent portions of aquaculture facility.		X		X limited to temporary removable structure
Active restoration for purposes other than protection of habitat, nutrient, fish, wildlife and aesthetic resources.		X		X
Temporary alteration.		X		X
Beach nourishment at sites designated in the Comprehensive Plan.		X		
Filling in conjunction with conditional uses 1 through 4, above, pursuant to the applicable standards in Section 4.070.		X		X for specific conditional uses
High-intensity water-dependent recreation including boat ramp, marina, and individual dock.		X		
Minor navigational improvement.		X		
Mining and mineral extraction.		X		
Dredging in conjunction with any of the conditional uses 1 through 8, above, pursuant to the applicable standards in Section 4.050.		X		X for specific conditional uses
Low-intensity water-dependent commercial or industrial use requiring occupation of water-surface area by means other than fill.		X		
In-water log storage.		X		
Piling in conjunction with any of the conditional uses 1 through 11, above.		X		
Temporary use meeting the requirements of Section 3.240.		X		
In pile supported buildings existing prior to October 1, 2002, non-water-dependent or non-water-related uses as follows:		X		Proposed
a. Arts and crafts studios.		X		Proposed
b. Bed and breakfast, home stay lodging, or inn.		X		Proposed
c. Home occupation.		X		Proposed

Use	A-3		A-4	
	Outright	Conditional Use	Outright	Conditional Use
d. Professional and business office, personal service establishment limited to beauty and barber services and garment alterations.		X		Proposed
e. Residential home.		X		Proposed
f. Single-family dwelling.		X		Proposed
g. Two-family dwelling.		X		Proposed
h. Multi-family dwelling.		X		Proposed
i. Off-street parking requirements for the above uses may be located in the upland zone adjacent to the use. The Planning Commission may impose additional landscape buffering to protect the adjacent residential uses.		X		Proposed

4. *“(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.”*

Finding: As concluded in the Future Needs Analysis (Section H, Volume 2) in the Astoria TSP, *“In addition, the . . . US 30 / Nimitz Drive-Maritime Road intersections are expected to operate with a level of service “F” for the side street, even though they are expected to meet ODOT’s v/c target. . .”* This intersection is just east of the Neighborhood Greenway Area. It was also noted that in the area between the Astoria-Megler Bridge and Nimitz Drive-Maritime Road, *“Each of the segments along US 30 has more driveways and public street approaches than allowed to comply with the access spacing standards.”* Since no changes are proposed to the existing transportation system, and no new uses are proposed, criterion is not applicable.

Finding: The proposed amendments comply with the Oregon Administrative Rules Section 660-012-0060 (Plan and Land Use Regulation Amendments) requirements.

V. CONCLUSION AND RECOMMENDATION

The request is consistent with the Comprehensive Plan and Development Code. Staff recommends that the Planning Commission recommend adoption of the proposed amendments to the City Council.

Alternatively, the Planning Commission can continue the hearing until November to allow additional comment, make revisions to the proposed amendments, or close the hearing and deliberate further. However, as a result of a grant deadline, and extensive outreach completed to date with the Alderbrook neighborhood, staff recommends approval subject to additional public testimony.



November 28, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

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

DISCUSSION

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors together. To assist in achieving this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department operations. The Department's budgeted cost recovery for the 2015-2016 fiscal year is 52%. In order to meet this budgeted allotment the Parks and Recreation Department is need of increased fees.

Section F of the adopted Fee Schedule includes the Aquatic Center, Maritime Memorial, Ocean View Cemetery, Rental Facilities, and the Astoria Column. Other fees charged by the Parks and Recreation Department for program based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs ebb and flow.

Astoria Aquatic Center – Schedule F1

Fees at the Astoria Aquatic Center were last updated in the 2009 transformation, as a result of the facility almost closing due to its nearly half million dollar a year subsidy. Since this transformation, the Astoria Aquatic Center has focused on operating in a business like fashion in order to keep the assistance needed from the City of Astoria's general fund to a minimum.

On October 5, 2015 City Council authorized staff to implement a wage increase for lifeguards, understanding that a year-end transfer maybe required, and direct Parks staff to prepare a fee increase proposal. This direction came after a presentation and discussion about the current lifeguard shortage requiring that the Aquatic Center be closed from 1:00 p.m. – 3:30 p.m. until additional lifeguards can be hired and trained.

Parks and Recreation Department staff are proposing a new fee structure for the Department's passes. Currently the Parks and Recreation Department offers a quarterly Aquatic Center pass for youth, adults, or families and a Land and Water pass for adults or families to utilize the Aquatic Center and fitness classes offered at the Recreation Center. The Parks and Recreation Department staff recommends changing the quarterly Aquatic

Center pass and Land and Water Pass to an affordable monthly pass with discount for continuous ACH agreement. ACH payments are electronic payments that are created when a customer gives a business authorization to debit directly from the customer's checking or savings account for the purpose of the bills payment.

Parks and Recreation Department staff estimates that the proposed fee structure meets 71% of the additional costs to implement the wage increase and staff proposes spreading the increase over a two year period to limit financial impacts on the Departments customers. Therefore to achieve coverage for the additional lifeguard wages, a subsequent fee adjustment will need to be considered next fiscal year.

It is proposed that fees be increased effective January 1, 2016. The fee amounts are shown below:

AQUATIC CENTER	CURRENT	PROPOSED		DATE EFFECTIVE
<u>Drop In</u>				
Youth	\$4.50	\$5.50		1/1/2016
Adult	\$6.50	\$7.50		1/1/2016
Family	\$15.00	\$18.00		1/1/2016
<u>Aquatic Center Quarterly Pass</u>				
Youth	\$84.00	Transitioned to monthly pass		
Adult	\$134.00			
Family	\$184.00			
<u>Aquatic Center Monthly Pass</u>		<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>	
Youth & Senior		\$50.00	\$40.00	1/1/2016
Adult		\$60.00	\$50.00	1/1/2016
Family		\$80.00	\$70.00	1/1/2016
<u>Land & Water Quarterly Pass</u>				
Youth	N/A	Transitioned to monthly pass		
Adult	\$189.00			
Family	\$229.00			
<u>Land & Water Monthly Pass</u>		<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>	
Youth & Senior		N/A	N/A	1/1/2016
Adult		\$80.00	\$70.00	1/1/2016
Family		\$100.00	\$90.00	1/1/2016
<u>Punch Pass Purchase</u>				
Youth, Adult, Family	\$50.00	Transitioned to discount gift/swipe card		4/1/2016
Seniors	\$37.50			4/1/2016
<u>Punch Pass Redemption</u>				
Youth	\$4.00	\$5.00		1/1/2016
Adult	\$6.00	\$7.00		1/1/2016
Family	\$15.00	\$18.00		1/1/2016
<u>Swim Lessons</u>				
Group Lessons	\$45.00	\$50.00		1/1/2016
Private Lessons	\$140.00	\$155.00		1/1/2016
<u>Quarterly Locker Rentals</u>				
Season Pass holder	\$25.00	Transitioned to monthly rental		
Non-Season Pass holder	\$50.00			
<u>Monthly Locker Rentals</u>		<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>	
		\$15.00	\$5.00	1/1/2016
<u>Rentals/Misc.</u>				
Lane rental (per lane, per hr.)	\$20.00	\$25.00		1/1/2016
After hours rental (per hr., min. 4 hrs.)	\$150.00	\$175.00		1/1/2016
Showers	\$2.00	\$3.00		1/1/2016
		<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>	
Towel Rental	\$2.00	\$3.00	\$0.00	1/1/2016
Birthday Party (lobby rental, 20 guests)	\$125.00	\$150.00		1/1/2016

Astoria Maritime Memorial – Schedule F2

Maritime Memorial Park is designed to commemorate the people who were intimately involved with maritime activities during their lives. The Memorial is a plaza for memorial gatherings, reflection and understanding, and as a place to remember. Memorial Wall spaces are approximately 4" x 12" and includes the name of the deceased person, year of birth, year of death, and a maritime related inscription that pertains to the deceased. An optional element for the Memorial space is a maritime related graphic closely associated with the deceased, for example, a gillnet boat if the deceased was a gillnetter.

On April 21, 2015 the City of Astoria's Maritime Memorial Committee unanimously voted for approval to request a fee increase for Memorial Engravings on the Maritime Memorial Wall and on May 18, 2015 the Astoria City Council voted in approval of the fee increase as fees for services at Maritime Memorial Park have fallen behind the national, state, and local standards. Prior to the increase the costs for services at Maritime Memorial Park were greater than the fees charged for those services. The fee increase closed the gap between fees charged for services and the cost of services.

Therefore, it is proposed that fees at the Astoria Maritime Memorial F2 not be increased at this time. The fee amounts are shown below:

MARITIME MEORIAL	CURRENT	PROPOSED	DATE EFFECTIVE
Standard engraved memorial 4" x 12"	\$500	No change	
Customized Graphic/Art Work	\$150	No change	

Ocean View Cemetery – Schedule F3

On April 6, 2015 the Astoria City Council amended the fee schedule to approve a 40% increase effective April 7, 2015 – June 30, 2015 and then an additional 10% increase for Fiscal Year 2015-2016 for the services provided at Ocean View Cemetery. The Parks and Recreation Department also proposed increasing the fees by 10% every fiscal year beginning 2016 to fiscal year ending 2022. This direction came after a Special City Council meeting held at the Cemetery to study its history, operations, and challenges. During the meeting the Council viewed a presentation, toured the grounds, received community feedback, and discussed how to overcome the current and future challenges facing the Cemetery. Fees for services at Ocean View Cemetery have fallen behind the national, state, and local standards. As a result the costs of services at Ocean View Cemetery are greater than the fees charged for those services. This fee increase began closing the gap between fees charged for services vs the cost of services.

It is proposed that fees be increased by an additional 10% effective July 1, 2016. The fee amounts are shown on the following page:

OCEANVIEW CEMETERY	CURRENT	PROPOSED	DATE EFFECTIVE
<u>Graves-Ground Only (w/perpetual care)</u>			
Infant/Child plots	\$193	\$212	7/1/2016
Block 68, Cremation only	\$354	\$390	7/1/2016
All other blocks	\$1,063	\$1,169	7/1/2016
<u>Interments</u>			
Adult (opening and closing)	\$1,063	\$1,169	7/1/2016
Cremation	\$531	\$584	7/1/2016
Cremated remains (Saturdays)	\$154	\$169	7/1/2016
Adult, Saturdays	\$308	\$339	7/1/2016
Late funerals (after 3:00 pm) add'l/hr.	\$62	\$68	7/1/2016
<u>Disinterment</u>			
Adult	\$501	\$551	7/1/2016
Child under 7	\$385	\$424	7/1/2016
Cremated remains removed	\$154	\$169	7/1/2016
<u>Liner and Installation</u>			
Liner Fee	\$308	\$339	7/1/2016
<u>Monument/Marker Permits</u>			
Monument Permit (Not over 62" in length)	\$185	\$203	7/1/2016
Marker Permit-Double (2 people)	\$154	\$169	7/1/2016
Marker Permit-Single	\$123	\$136	7/1/2016
Marker Permit-Veteran	\$62	\$68	7/1/2016
Marker Permit-Baby grave cover	\$77	\$85	7/1/2016
<u>Casket Burial</u>	\$2,556	\$2,812	
<u>Cremation</u>	\$1,009	\$1,110	
Other Work	Cost + 25%	Cost +25%	7/1/2016
Chapel Reservation	\$0	\$75/hr.	1/1/2016

Astoria Recreation Rental Division – Schedule F4

The Astoria Parks and Recreation system includes over 200 acres of land, 11 miles of trails, and 10 indoor facilities; many of which can be reserved and rented for non-profit, private, or corporate use. An update to the Astoria Recreation Rental Division of the Fee Schedule has not been completed in many years. As a result the costs for these services are greater than the fees charged for those services. The proposed fee increases below would help close the gap between fees charged for services and the cost of providing these services.

It is proposed that fees be increased effective January 1, 2016. The fee amounts are shown below:

FACILITY RENTALS	Non-Profit		Less than 25 (Private Use)			More than 25+ (Commercial/Event Use)			DATE EFFECTIVE
	Per Hour	1/2 Day	Day	Per Hour	Per 1/2 Day	Per Day	Per Hour	Per 1/2 Day	
<u>Community Halls</u>									
Shively Hall	50% off on weekdays	\$29 \$39	\$89 \$109	\$119 \$159	\$59 \$69	\$179 \$209	\$239 \$299		1/1/2016
Alderbrook Hall	50% off on weekdays	\$29	\$89	\$119	\$59	\$179	\$239		1/1/2016
ARC Classroom	50% off on weekdays	\$29	\$89	\$149	\$69	\$199	\$319		1/1/2016
ARC East Wing	50% off on weekdays	\$59 \$89	\$179 \$209	\$299 \$349	\$139 \$159	\$269 \$299	\$399 \$499		1/1/2016
<u>Special Events/Park Rentals</u>	No Discount	\$39 \$45	\$156 \$180	\$342 \$360	\$39 \$65	\$156 \$260	\$342 \$520		1/1/2016
<u>Fields & Courts</u>									
Tennis Courts	50% off on weekdays	19	59	99	39	119	199		1/1/2016
Basketball Courts	50% off on weekdays	19	59	99	39	119	199		1/1/2016
Fields									1/1/2016
<u>Concession Stand Rental</u>									1/1/2016
Picnic Kit									1/1/2016

Astoria Column – Schedule F5

According to Travel Oregon the Astoria Column ranks in the top 5 of Oregon's landmarks and visited monuments with 40,000 - 45,000 parking passes sold annually. The current Astoria Column parking fee is \$2.00 for an annual pass.

On October 9, 2015 the Astoria Column re-opened for public use after completing phase one of a \$1 million restoration project, which was primarily funded through donations by the Friends of the Astoria Column Board members and citizens. Recognizing, that generous donations such these are not a sustainable or reliable method for operations, on November 2, 2015 the Friends of the Astoria Column unanimously voted to request that the annual parking fee be increased from \$2.00 to \$5.00 per year to assist in funding future restorations and capital improvement projects.

The Friends of the Astoria Column propose that the annual \$5.00 parking fee be directed as follows:

- \$1.00 to City of Astoria Parks and Recreation Department
- \$1.00 to a restricted fund with the Oregon Community Foundation for future restorations
- \$1.00 to a restricted fund with the Oregon Community Foundation for Capital Expenditures. Such as; new restroom, gift shop, or interpretive center
- \$2.00 to the Friends of the Astoria Column General Fund for the ongoing care and maintenance of the Astoria Column and Astor Park

The proposed increase would result in a change to the management agreement between the Friends of the Astoria Column and the City of Astoria, which would be brought forth at a later City Council meeting, should the increase be approved. This change would benefit the City of Astoria with an estimated additional \$10,000 of revenue per year.

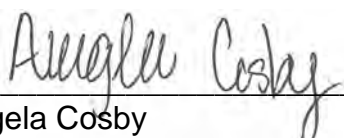
It is estimated that 98.5% of the Astoria Column visitors are from out of town. When comparing fees to other top visited landmarks and monuments in Oregon, such as Crater Lake National Park, or Fort Stevens State Park, average entry/parking fees range from \$5.00 - \$15.00 per day/week making the Astoria Column an inexpensive destination.

It is proposed that fees be increased effective January 1, 2016. The fee amounts are shown below:

ASTORIA COLUMN	CURRENT	PROPOSED	DATE EFFECTIVE
Annual Parking Pass	\$2	\$5	1/1/2016

RECOMMENDATION

The Parks Advisory Board have reviewed and recommended that City Council authorize this fee schedule amendment, in order to offset the costs within the Parks and Recreation Department.

By: 
 Angela Cosby
 Director of Parks & Recreation

RESOLUTION NO. 15-_____

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

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

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

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

INDEX

<u>Schedule</u>	<u>Department</u>	<u>Pages</u>
A	Building Inspection.....	A1 – A7
B	City Administration.....	B1
C	Community Development Department.....	C1 – C2
D	Fire Department.....	D1
E	Library.....	E1
F	Parks and Recreation Department	
	• Aquatic Center Fees	F1
	• Maritime Memorial Fees.....	F2
	• Ocean View Cemetery Fees	F3
	• Recreation Division Rental Fees.....	F4
	• Astoria Column.....	F5
G	Police Department	G1
H	Public Works/Engineering Department.....	H1 – H2

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

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

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

Section 6. Repeal. Resolution No. 15-13 adopted May 18, 2015 is repealed.

Section 7. Effective Date. The provisions of this resolution shall be effective January 1, 2016.

ADOPTED BY THE CITY COUNCIL THIS 7TH DAY OF DECEMBER, 2015.

APPROVED BY THE MAYOR THIS 7TH DAY OF DECEMBER, 2015.

Mayor

ATTEST:

City Manager

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

Building Inspection Schedule A

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

**CITY OF ASTORIA
MECHANICAL PERMIT FEES**

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

**CITY OF ASTORIA
PLUMBING PERMIT FEES**

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

**CITY OF ASTORIA
PLUMBING PERMIT FEES**

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

**CITY OF ASTORIA
STRUCTURAL PERMIT FEES**

Fee Description	Fee
<p>Building Permit Fees:</p> <p>The International Code Council Building Valuation Data Table, current as of April 1 each year, is used to calculate the project value and is based on the type of construction and proposed building use. Project value is then applied to the table below to determine the building permit fee.</p> <p>Use total value of construction work determined above to calculate the Building Permit Fee below:</p> <p style="padding-left: 40px;">\$1 - \$2,000</p> <p style="padding-left: 40px;">\$2,001 - \$25,000</p> <p style="padding-left: 40px;">\$25,001 - \$50,000</p> <p style="padding-left: 40px;">\$50,001 - \$100,000</p> <p style="padding-left: 40px;">\$100,001 and up</p> <p><i>*Definition of Valuation: The valuation to be used in computing the permit fee and plan check fee shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent work or equipment, and the contractor's profit as determined by the Building Official.</i></p>	<p>\$65.00 minimum fee</p> <p>\$65.00 for the first \$2,000 plus \$10.53 for each additional \$1,000 or fraction thereof</p> <p>\$307.19 for the first \$25,000 plus \$7.90 for each additional \$1,000 or fraction thereof</p> <p>\$504.69 for the first \$50,000 plus \$5.27 for each additional \$1,000 or fraction thereof</p> <p>\$768.19 for the first \$100,000 plus \$4.39 for each additional \$1,000 or fraction thereof</p>
<p>Building Plan Check Fee</p>	<p>65% of building permit fees</p>
<p>Manufactured Dwelling Permits:</p> <p style="padding-left: 40px;">Installation permit <i>Fee includes: concrete slab, code compliant runners or foundations, electrical feeder, first 100 lineal feet of plumbing connections, all cross-over connections and Administrative fee.</i></p> <p style="padding-left: 40px;">•*Accessory structure fees will be assessed based on the value of construction determined under the Building Permit Fee section above.</p> <p style="padding-left: 40px;">•Utility connections beyond 100 lineal feet will be assessed separate plumbing fees determined under the Plumbing Permit, Plan Check & Inspection Fee section of this Schedule.</p>	<p>\$190.00* includes Administrative fee</p>
<p>Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$65.00/hr One hour minimum</p>
<p>Alternative Materials and Methods <i>Hourly rate charged per person involved in review.</i></p>	<p>\$65.00/hr</p>
<p>Building Demolition Permit Fee</p>	<p>Apply Building Permit Fees (above) based on total project value. Minimum fee \$65.00/hr. One hour minimum.</p>

CITY OF ASTORIA STRUCTURAL PERMIT FEES

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

CITY OF ASTORIA STRUCTURAL PERMIT FEES

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

**City Administration
Schedule B**

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

**Community Development Department
Schedule C**

Astoria Planning Commission, Historic Landmarks\$ 3.50/issue or
 Commission, or Design Review Committee agendas \$ 42.00/year
 and minutes subscription rate by mail
 By e-mail No charge
 (No charge to press, government agencies, or one per
 Neighborhood Association).

Copy of Development Code.....\$ 35.00

Copy of Comprehensive Plan.....\$ 35.00

Copy of Land Use & Zoning Map (approximately 6 square feet)\$ 6.00

Copy of Land Use & Zoning Map (approximately 20 square feet)\$ 20.00

Postage and handling for mailing Development Code or
 Comprehensive Plan, each\$ 10.00

Postage and handling for mailing 20 square foot Zoning map.....\$ 3.50

Copy of audio tapes, each.....\$ 20.00

Copy of CD's, each.....\$ 10.00

Permit Applications

Accessory Dwelling Unit Permit.....\$ 50.00

Amendment to Comprehensive Plan or Development Code\$400.00

Amendment to Existing Permit Same fee as
 existing permit fee

Appeal\$250.00

Class B Home Occupation\$100.00

Conditional Use\$250.00

Conditional Use – Temporary Use Renewal.....\$100.00

Demolition or Moving (Historic).....\$100.00

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

**Fire Department
Schedule D**

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

Burn barrel permit fee, initial inspection by Department for
2 year permit.....\$ 50.00

Renewal of permit for additional 2 years thereafter.....\$ 35.00

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

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

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

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

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

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

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

Astoria Public Library Schedule E

1. Overdue Materials
 - (a) After due date, items are rented for 50 cents per day (25 cents for children's books) until the 60th day.
 - (b) Audiovisual materials (CDs and videos) are rented at \$1.50 per day after the seventh night.

2. Subscribing Library Family Fee (persons who reside outside of Astoria city limits).
 - (a) \$33.00 for a six-month period.
 - (b) \$60.00 for a 12-month period.
 - (c) If family moves out of Astoria metropolitan area, a refund of \$3.00 per unused full month will be approved, less any fees owed.
 - (d) \$15.00 for a 12-month "Kids' Cards" for children 12 years and under to borrow children's materials only.
 - (e) Non-resident owners of property within the City, and members of their households, are eligible to have free library borrowers cards by annually showing proof of having paid Astoria property taxes.

3. Interlibrary Loan - \$10.00 per item received by mail.

4. Microfilm Printer - 15 cents per sheet.

5. Laminated Borrowers Card Replacement - \$6.00.

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

7. Transient Borrowers Privileges - (available to visitors staying in area motels, hotels, campgrounds and boat basins):
 - (a) Transient borrower card - \$25.00.
 - (b) Deposit per item borrowed - \$25.00.

8. Flag Room Rental
 - (a) Library Programs and Programs sponsored by the City of Astoria-room use is free.
 - (b) Non-profit groups/organizations and private groups - \$20.00 per hour.
 - (c) Business and Commercial Entities Meetings - \$35.00 per hour.

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

AQUATIC CENTER	FEE	EFFECTIVE DATE
<u>Drop In</u>		
Youth	\$5.50	1/1/2016
Adult	\$7.50	1/1/2016
Family	\$18.00	1/1/2016
<u>Aquatic Center Quarterly Pass</u>		
Youth	Transitioned to monthly pass	
Adult		
Family		
<u>Aquatic Center Monthly Pass</u>	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	\$50.00	\$40.00
Family	\$60.00	\$50.00
Adult	\$80.00	\$70.00
<u>Land & Water Quarterly Pass</u>		
Youth	Transitioned to monthly pass	
Adult		
Family		
<u>Land & Water Monthly Pass</u>	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	N/A	N/A
Adult	\$80.00	\$70.00
Family	\$100.00	\$90.00
<u>Punch Pass Purchase</u>		
Youth, Adult, Family	Transitioned to discount	
Seniors	Gift/swipe card	
<u>Punch Pass Redemption</u>		
Youth	\$5.00	1/1/2016
Adult	\$7.00	1/1/2016
Family	\$18.00	1/1/2016
<u>Swim Lessons</u>		
Group Lessons	\$50.00	1/1/2016
Private Lessons	\$150.00	1/1/2016
<u>Quarterly Locker Rentals</u>		
Season Pass holder	Transitioned to monthly rental	
Non-Season Pass holder		
<u>Monthly Locker Rentals</u>	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
	\$15.00	\$5.00
<u>Rentals/Misc.</u>		
Lane rental (per lane, per hr.)	\$25.00	1/1/2016
After hours rental (per hr., min. 4 hrs.)	\$175.00	1/1/2016
Showers	\$3.00	1/1/2016
<u>Towel Rental</u>	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Birthday Party (lobby rental, 20 guests)	\$3.00	\$0.00
	\$150.00	1/1/2016

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

Fee for one engraved memorial 4" x 12"

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

Name of person limited to 18 characters, including spaces

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

Fee for Customized Graphic/Art Work \$150.00

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

**Parks and Recreation Department
Ocean View Cemetery
Schedule F3**

OCEANVIEW CEMETERY	CURRENT FEE	PROPOSED FEE	EFFECTIVE DATE
<u>Graves-Ground Only (w/perpetual care)</u>			
Infant/Child plots	\$193	\$212	7/1/2016
Block 68, Cremation only	\$354	\$390	7/1/2016
All other blocks	\$1,063	\$1,169	7/1/2016
<u>Interments</u>			
Adult (opening and closing)	\$1,063	\$1,169	7/1/2016
Cremation	\$531	\$584	7/1/2016
Cremated remains (Saturdays)	\$154	\$169	7/1/2016
Adult, Saturdays	\$308	\$339	7/1/2016
Late funerals (after 3:00 pm) add'l/hr.	\$62	\$68	7/1/2016
<u>Disinterment</u>			
Adult	\$501	\$551	7/1/2016
Child under 7	\$385	\$424	7/1/2016
Cremated remains removed	\$154	\$169	7/1/2016
<u>Liner and Installation</u>			
Liner Fee	\$308	\$339	7/1/2016
<u>Monument/Marker Permits</u>			
Monument Permit (Not over 62" in length)	\$185	\$203	7/1/2016
Marker Permit-Double (2 people)	\$154	\$169	7/1/2016
Marker Permit-Single	\$123	\$136	7/1/2016
Marker Permit-Veteran	\$62	\$68	7/1/2016
Marker Permit-Baby grave cover	\$77	\$85	7/1/2016
<u>Casket Burial</u>	\$2,556	\$2,812	
<u>Cremation</u>	\$1,009	\$1,110	
Other Work	Cost + 25%	Cost +25%	7/1/2016
Chapel Reservation	\$0	\$75/hr.	1/1/2016

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

FACILITY RENTALS	Non-Profit			Less than 25 (Private Use)			More than 25+ (Commercial/Event Use)			EFFECTIVE DATE
	Per Hour	1/2 Day	Day	Per Hour	Per 1/2 Day	Per Day	Per Hour	Per 1/2 Day	Per Day	
<u>Community Halls</u>										
Shively Hall	50% off on weekdays			\$39	\$109	\$159	\$69	\$209	\$299	1/1/2016
Alderbrook Hall	50% off on weekdays			\$29	\$89	\$119	\$59	\$179	\$239	1/1/2016
ARC Classroom	50% off on weekdays			\$29	\$89	\$149	\$69	\$199	\$319	1/1/2016
ARC East Wing	50% off on weekdays			\$89	\$209	\$349	\$159	\$299	\$499	1/1/2016
<u>Special Events/Park Rentals</u>	No Discount			\$45	\$180	\$360	\$65	\$260	\$520	1/1/2016
<u>Fields & Courts</u>										
Tennis Courts	50% off on weekdays			\$19	\$59	\$99	\$39	\$119	\$199	1/1/2016
Basketball Courts	50% off on weekdays			\$19	\$59	\$99	\$39	\$119	\$199	1/1/2016
Fields										1/1/2016
<u>Concession Stand Rental</u>				\$12/hour/2 hour minimum \$75/day/site						1/1/2016

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

ASTORIA COLUMN	CURRENT	PROPOSED	EFFECTIVE DATE
Annual Parking Pass	\$2	\$5	1/1/2016

**Police Department
Schedule G**

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

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

**Public Works/Engineering
Schedule H**

Application to Purchase City Property		\$125.00
Appraisal to Purchase City Property.....		\$450.00
Custom Mapping		\$ 25.00/hour
Legal or letter size prints, each.....		\$ 0.30
Precut 18" x 24" large format copies		\$ 3.00
Precut 24" x 36" large format copies		\$ 5.00
Various size large format copies: Per square foot.....		\$ 1.00
Disk copies of topo (3½ Floppy)		\$ 10.00
Disk copies of topo (Zip Disk).....		\$ 20.00
Driveway permit.....		\$ 20.00
Grading and Erosion Control Permit Fees		
Permits up to but not exceeding	5,000 Square Feet	\$ 20.00
 10,000 Square Feet	\$ 40.00
 15,000 Square Feet	\$ 60.00
 20,000 Square Feet	\$ 80.00
 25,000 Square Feet	\$100.00
 30,000 Square Feet	\$120.00
 35,000 Square Feet	\$140.00
Permits up to but not exceeding 1 acre....	43,560 Square Feet	\$160.00
Permits exceeding 1 acre	43,560 Square Feet	\$180.00
Permit extensions beyond 180 days		\$ 10.00
Garden permit -- on City Property		\$ 6.00
License to Occupy		\$125.00
Petition to Vacate Right-of-Way.....		\$150.00
Street Excavation Permit Fee and Deposit Fee:		
		<u>Deposit</u>
Paved street	1 to 25 square feet	\$ 50.00
	over 25 square feet	\$100.00
		\$ 2.00 per sq. ft.
		over 25 sq. ft
Graveled street.....		\$ 30.00.....
		\$ 10.00

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

PUBLIC WORKS DEPARTMENT

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