



AGENDA

ASTORIA CITY COUNCIL

November 2, 2015

7:00 p.m.

2nd Floor Council Chambers

1095 Duane Street · Astoria OR 97103

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REPORTS OF COUNCILORS**
4. **PRESENTATIONS**
 - (a) Oregon Economic Development Association Award for the Landfill/Sports Complex Project
 - (b) Riverfront Vision Plan – Neighborhood Greenway Update
5. **CHANGES TO AGENDA**
6. **CONSENT CALENDAR**

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

 - (a) City Council Minutes of 10/5/15
 - (b) Boards and Commissions Minutes
 - (1) Library Board Meeting of 9/22/15
 - (2) Traffic Safety Committee Meeting of 7/28/15
 - (c) Highway 202 Sidewalk Phase 2 – Funding Update (Public Works)
 - (d) Request for Proposals to Eradicate Weeds and Reseed Ocean View Cemetery (Parks)
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.

 - (a) Liquor License Application from Don West, doing business as Astoria Crest Motel LLC, Located at 5366 Leif Erikson Drive, Astoria, for a New Outlet for Off-Premises Sales License with Tasting Privileges (Finance)
 - (b) Affordable Housing Strategy – Next Steps (Community Development)
 - (c) Public Hearing regarding the Purchase of City Owned Property Adjacent to 258 2nd Street (Public Works)
 - (d) Implementation of Fiscal Year 2015-2016 City Council Goal: “Begin Development of a City of Astoria Strategic Plan / Vision”
 - (e) Change Second Meeting Dates in January and February 2016
8. **NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**
9. **EXECUTIVE SESSION**
 - (a) ORS 192.660(2)(h) – Legal Counsel

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

Founded 1811 • Incorporated 1856

October 28, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF NOVEMBER 2, 2015

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.

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

Neighborhood Greenway Area (41st to 54th Street, Lief 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/community_development under Projects/Riverfront Vision ([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.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of October 5, 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 September 22, 2015, and (2) Traffic Safety Committee meeting of July 28, 2015 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

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

The City has been working towards the goal of completing a continuous sidewalk around the Astoria peninsula from 45th Street near the Alderbrook neighborhood to 7th Street past the Old Youngs Bay Bridge. The City received funding for a portion of infill sidewalk from Astoria High School to Hanover Street through the State Transportation Improvement Program (STIP). The full project scope could not be funded due to intense Statewide competition for a limited amount of STIP funding. The design of this project is anticipated to start in 2016.

Because the original scope was reduced, the City made funding the remaining portions of infill sidewalk a priority. Staff provided a list of three projects to the Oregon Department of Transportation (ODOT) for funding consideration in the 2018-2021 STIP. This includes the remaining portions of sidewalk infill on Highway 202, the sidewalk on Williamsport Road, and signal communication upgrades at 30th and 33rd Streets along Marine Drive. At a recent Northwest Area Commission on Transportation meeting, regional projects were scored, and the Highway 202 Sidewalk Project Phase 2 was ranked first. Based on this score, ODOT invited the City to complete an Enhance Proposal for consideration in the 2018-2021 STIP. City staff is currently preparing the proposal. The project will include sidewalk improvements between Dresden Street and the Department of Motor Vehicles on the west end, and Hanover Street and 4th Street on the east end. The project cost is estimated to be approximately \$1,460,000. This information is being provided as a project status update.

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

In May 2015 the 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

reseeding at Ocean View Cemetery. The Parks Department has been investigating cost-effective methods to improve Ocean View 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 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. It is recommended that Council authorize the solicitation of proposals to improve the quality of turf and reduce noxious/invasive weed presence at Ocean View Cemetery.

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.

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.

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.

Item 7(d): Implementation of 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.

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.

EXECUTIVE SESSION

Item 9(a): ORS 192.660(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.

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

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

Councilors Excused: None

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

Mayor LaMear called for a moment of silence in memory of the victims at Umpqua Community College in Roseburg, Oregon.

REPORTS OF COUNCILORS

Item 3(a): Councilor Nemlowill reported she and the rest of City Council attended the League of Oregon Cities conference in Bend, OR the previous week. The League of Oregon Cities is comprised of 247 cities throughout the state. The member cities share expertise and information on a regular basis, including at the recent conference. She and the other Councilors took an affordable housing tour of Bend. She also toured Redmond to see what the city has done with urban renewal funds. The entire Council took a work session on how to work better together as a Council and how to clarify their roles as City Councilors. She was excited to work on big picture vision items for Astoria.

Item 3(b): Councilor Herzig reported that the League of Oregon Cities conference was everything Councilor Nemlowill said it was. The City of Bend has an Affordable Housing Officer, Jim Long, who is of Finnish decent and from this area, and had worked under Jim Tierney at Community Action Team. The need for affordable housing is as great in Bend as it is in Astoria. It was interesting to see how the city is partnering with many private firms and developers to offer affordable housing solutions at every level, from homeless veterans to seniors to working families. On Friday, October 2, Clatsop Community College held a session on preparing for active shooters. Chief Johnston and others from the community participated in the session. It is disheartening to think about preparing for such an event because it will happen again. The Lower Columbia Diversity Project (LCDP) will host a panel discussion called *Cops and Community* on Thursday, October 15 from 7:00 pm to 9:00 pm at the Boynton Building. Chief Johnston came up with the title of the event. Police from all of the coastal cities in Clatsop County will participate in the round table discussion on community policing, what is working, what is not working, and how to make the police a part of the community. He hoped the public would attend this event.

Item 3(c): Councilor Price had nothing to report.

Item 3(d): Councilor Warr reported that he attended the League of Oregon Cities conference in Bend, where he learned many good things. He recalled Councilor Herzig's comments made during Reports of Councilors at the September 8, 2015 City Council meeting, regarding the sentiment of residents living near the Goonies house. Councilor Herzig had been speaking about the unintended consequence of the large numbers of visitors to the Goonies house. Councilor Warr explained that he lives about 100 yards from the Goonies house and all of the traffic to the Goonies house goes right past his front door. He was concerned about Councilor Herzig's statement, which indicated the neighborhood believed their pleas for help went unheard until the owner of the Goonies house spoke up. He clarified that in the fall of 2014, he, City Staff, and the Chamber of Commerce began meeting with the neighborhood's residents to learn about the issues and work towards addressing them. The 20th anniversary celebration of *Goonies* brought about 6,500 people, the 25th anniversary brought about 9,000 people, and the 30th anniversary brought between 12,000 and 15,000 people. For the last seven or eight months, between 1,200 and 1,500 people have been visiting the house each day. Streets that provide access to the house through the neighborhood are all public thoroughfares, making it difficult for the City to limit traffic and parking. The Chamber had stopped much of their advertising, removed the Goonie house from

their map, and tried to discourage visitors from going to the house. A lot of time and effort was put in by the City, Chamber, and residents. Existing signs were improved, new signs were installed, volunteers at the celebration directed visitors and answered questions, and the police were present for most of the event. Rather than ignoring the neighbors, the City did everything that was legally possible to handle the situation. Councilor Herzig had indicated many people in the neighborhood were very upset with the way things were handled. However, the neighbors that have spoken to Councilor Warr have complimented the City and said the situation was much better. He asked Councilor Herzig to help by sharing the names of the upset residents so that he can speak with them to find out what problems still exist and work towards addressing them. He believed the City had done a marvelous job, but apparently, the City has not.

Councilor Warr was also concerned about Councilor Herzig's comments regarding the bypass, which were also stated during Reports of Councilors at the September 8 City Council meeting. Councilor Herzig had said the City should be proactive about getting funding from Oregon Department of Transportation (ODOT). However, he did not believe Councilor Herzig was aware of previous attempts by the City to pursue a bypass around Astoria. In the 1990s, Councilor Warr became a member of a committee that had been advocating for a bypass since 1957. Astoria was recommended for funding for the bypass, but the recommendation was withdrawn. ODOT had established the bypass route and completed preliminary engineering, but had not done an Environmental Impact Statement. At that time, Astoria believed the bypass was possible. However, budget constraints led ODOT to pull the funding for the project. In 2005, Councilor Warr was a member of an ODOT committee tasked with creating a regional traffic visioning plan. Over two years, the committee considered traffic issues in the area and several members of the committee strongly advocated for the bypass. Despite their best efforts, the bypass did not make it into the plan. Then, he worked on a Transportation System Plan (TSP) update for the Jeffers Garden area. At every meeting, he discussed the bypass. Over the last few years, he worked on the Astoria TSP update, studying what would be possible within budget constraints. Again, he mentioned the bypass at every meeting. Until two years ago, advocating for a bypass has been a City Council goal for as long as Councilor Warr has served on City Council. Now, the bypass has been integrated into other goals and has lost its effect. For the last eight years, he has served on the Northwest Area Commission on Transportation, which is an ODOT commission that studies transportation issues and projects in the tri-county area. Some projects are recommended for funding, but ODOT is having a difficult time with funding. About six or seven years ago, the State gave Connect Oregon One \$100 million for programs around the state. However, funding to Connect Oregon One has slowed down dramatically over the last three or four years and the next funding cycle will only provide \$9 million. This is another indicator that ODOT does not have the funds to build a bypass. ODOT has indicated the quality of roads in Oregon will suffer greatly over the next 15 years and they estimate only 40 percent of the roads will remain in good condition. The City has not been hanging back on the bypass issue. He and Staff have spent a lot of time on this over the years, but the lack of funding is real. He encouraged Councilor Herzig to bring any good ideas forward. He has done everything he could think of over the last 20 years to make the bypass a reality and he did not believe the bypass would be built in his lifetime.

Item 3(e): Mayor LaMear reported that she attended the League of Oregon Cities conference in Bend and learned a lot. She announced that some new City committees had been formed and she has made a few appointments to fill vacancies on existing committees. She listed the new committee members, as follows:

Heritage Square Project Advisory Committee: Cindy Mudge, Sunday Market; Dulcye Taylor, Astoria Downtown Historic District Association (ADHDA); Paul Caruana, Historic Landmarks Commission; Sean Fitzpatrick, Planning Commission; Norma Hernandez, Parks Board; Kate Summers, Library Board; Genny Butenshon, Columbia Bank; Dan Stein, member at large.

She believed the entire Council was excited to see the vision the Heritage Square Project Advisory Committee would develop for Heritage Square.

Maritime Memorial Park Committee: Kim Supple and Caroline Wuebben.

Parks and Recreation Master Plan Committee: Ed Overbay, former Parks Advisory Board member; Peter O'Farrell, Parks Advisory Board; Zetty Nemlowill, City Council; Michelle Bisek, Friends of the Dog Park and Astoria Parks, Recreation, and Community Foundation; Jorge Gutierrez, Lower Columbia Hispanic Council; Craig Hoppas, Astoria School District; Patrick Wingard, Oregon Department of Land Conservation and Development (DLCD); Dulcye Taylor, ADHDA; Scott Tucker, Lewis and Clark National Historic Park; Kassia

Nye, The Moms Club and Astoria Parks, Recreation and Community Foundation; Brooke Stanley, Northcoast Watershed Association; and Jan Nybakke, citizen representative.

She explained staff has been working on a Parks Master Plan for a long time and was researching the best ways to utilize Astoria's parks.

She thanked the committee members for serving because the committees will require a lot of time, but the City really appreciates each committee's efforts. She noted that in December 2014, the Lower Columbia Hispanic Council was selected as one of 25 groups to receive a \$30,000 grant through the Healthy Beginnings and Healthy Communities Program. The council has been working all year to bridge the divide between Latinos and the general community by expanding their coordinator position to allow for greater services, establishing an 18 member advisory group, reaching out to Columbia Memorial Hospital and the Astoria School District to bring attention to disparities in health and education services, and are planning a community wide Dia de los Muertos (Day of the Dead) Event. She believed the event was scheduled for November 1 at the Columbia River Maritime Barbey Center. The council is now working towards one of ten grants for five-year community based partnerships. If they receive the grant, the council will get a lot of support from the Northwest Health Foundation. She wrote a letter of support and endorsement of the Lower Columbia Hispanic Council's efforts.

PROCLAMATIONS

Item 4(a): Fire Prevention Week

Mayor LaMear read the proclamation declaring October 4 through 10, 2015 as Fire Prevention Week.

Chief Ames introduced Lieutenant Bob Johnson, Driver Engineer Rob Weidman, and Driver Engineer Aaron Bielemeier.

Item 4(b): Great Oregon ShakeOut Day

Mayor LaMear read the proclamation declaring October 15, 2015 as the Great Oregon ShakeOut Day, which encourages citizens to plan for natural disasters including earthquake preparedness.

Chief Johnston announced the City would test its preparedness on October 15 at 10:15 am by practicing evacuation, accountability, and the emergency plan, as if there had been an earthquake. Over the next week, the Police Department will make Facebook posts encouraging people to consider earthquake safety and emergency preparedness. He hoped businesses and individuals would join the Police Department on October 15.

Mayor LaMear added that during Regular Agenda Items, City Council would discuss an emergency preparedness program for the community.

CHANGES TO AGENDA

Three items were added to the agenda and updated copies of the agenda were made available to the audience. The following additions to the agenda were approved:

- Item 7(e): Authorization to Award 39th Street Sanitary Sewer Repair Project
- Item 7(f): FERC Hearings on the Environmental Impact Statement for the Oregon LNG Project
- Item 7(g): Aquatic Center Lifeguard Salary

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

6(a) City Council Minutes of 9/8/15

- 6(b) Boards and Commission Minutes
(1) Parks Board Meeting of 8/19/15

6(c) 16th Street CSO Separation Project Contract Amendment (Public Works)

6(d) Liquor License Application from Rebecca Kraft, doing business as WineKraft LLC, located at 80 10th Street, for an Additional Privilege for a Limited Off-Premises Sales License (Finance)

- 6(e) Authorization for Emergency Repairs to Fire Ladder Truck (Fire)
6(f) Authorization to Award West Lexington Wall Repair (Public Works)

6(g) Spur 14 Water Line Contract Amendment for Additional Geotechnical Engineering Services (Public Works)

Councilor Nemlowill requested Item 6(d) be removed for further discussion. Councilor Price requested Item 6(a) be removed, as she found corrections that needed to be made.

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

Item 6(a): City Council Minutes of 9/8/15

Councilor Price made the following corrections to the minutes:

- At the bottom of Page 15, the second sentence of her comment should read, "Eight years ago, about 70 percent of the county and 65 percent of Astoria ~~agreed as well~~ **Astorians did not agree and voted no to the pipeline.**"
- On Page 17, eleventh paragraph, the second sentence should state, "Ms. Temple said ~~she was on the task force, but funding the warming center was not on their agenda~~ **the task force might recommend the warming center as a useful tool as it considers possibilities, but she did not believe the City would deviate much from this budget.**"

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

Item 6(d): Liquor License Application from Rebecca Kraft, doing business as WineKraft LLC, located at 80 10th Street, for an Additional Privilege for a Limited Off-Premises Sales License (Finance)

Councilor Nemlowill declared a potential conflict of interest, as an owner of a business that sells beer, Fort George. However, because this was not a direct conflict, she would vote.

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

REGULAR AGENDA ITEMS

Item 7(a): Consideration of Adoption of Herbicide Policy and Practices (Parks)

The Plant and Lawn Management Task Force was appointed by the Mayor to address concerns raised about the use of herbicides and fertilizers in parks and open spaces. The Task Force met four times over the course of eight months and obtained feedback from a variety of stakeholders to determine the need and level of use for herbicides and fertilizers to control or eradicate noxious and invasive weeds and to provide recommendations to enhance and develop parks. The Task Force then developed recommendations for a final herbicide use policy that was presented to the Parks and Recreation Advisory Board and approved during the September 23, 2015 meeting. It is recommended that the City Council adopt the Herbicide Policy and Practices.

Mayor LaMear thanked Director Cosby, the Parks and Recreation Staff, and the Task Force for their work on the policy. Director Cosby noted most of the credit should be given to Jonah Dart-McLean, Parks Maintenance Supervisor, who led the project.

Councilor Herzig thanked Mr. Dart-McLean for creating the Task Force and keeping the project going. The discussions were fascinating. He thanked Jessica Schleif and Chris Farrar for bringing herbicide issues to the City's attention. The discussions were productive and the City has a policy they can be happy with. He thanked Director Cosby for completing the policy.

City Council Action: Motion made by Councilor Price, seconded by Councilor Nemlowill to adopt the Herbicide Policy and Practices. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(b): Authorization to Enter into a Contract with Pierce Manufacturing for the Purchase of a New Fire Ladder Truck (Fire)

At the September 14, 2015 Astoria City Council meeting, Council approved purchasing a new replacement ladder truck. The procurement process with HGAC has been initiated with the completion of a HGAC Contract Pricing Worksheet by Dean Stock, Contract Specialist with Hughes Fire Equipment. The notice of intent to establish a contract with Pierce Manufacturing through HGAC was advertised on Thursday, September 24, 2015 in *The Daily Astorian*. Any comments must be submitted to the City Manager on or before Monday, October 5, 2015.

A final Pierce Manufacturing Proposal Price sheet and Purchase Agreement dated September 18, 2015 have been received. Both the proposal sheet and the purchase agreement list the price of the truck, and itemize the discounts of \$55,321.00. The discounts are contingent upon making a 100% cash pre-payment. The Pierce Purchase Agreement has been approved as to form by City Attorney Henningsgaard. The Pierce proposal price of \$943,440 includes the HGAC Order Processing Charge of \$2,000.00. Available discounts associated with the 100% pre-payment total \$55,321.00. An amount of \$2,540 is included in the pricing to ensure delivery of a Ladder Truck, since the City is paying cash. The attached quote does not include the \$2,540 bond price but final contracts will reflect the bond amount. Taking all available discounts results in a Purchase Agreement price of \$888,119.00.

A supplemental budget transfer of \$454,000 will be made from the General Fund to the Capital Improvement Fund and added to previously budgeted amount for the ladder truck of \$500,000, for a total of \$944,000 available for the purchase of the Ladder Truck. A contingency of \$55,881 (approximately 6%) is available, should specification changes be identified during construction. The Pumper Truck required an additional transfer of \$11,000 for unanticipated feature changes identified during construction completion and required a separate transfer to fully cover the costs. The supplement budget will be considered under Agenda Item 7(c). It is recommended the City enter into a Purchase Agreement with Pierce Manufacturing, through existing membership in HGAC, for the purchase of a new replacement ladder truck in an amount not to exceed \$888,119.00 by making a pre-payment of amounts, as required by the contract, to take full advantage of discounts anticipated to be \$55,321.00.

Councilor Herzig noted that authorization for emergency repairs to the current fire ladder truck was just approved on the Consent Calendar. The truck is falling apart, so the City needs to move forward with this purchase. He was glad Staff found a way to make this purchase possible.

Councilor Nemlowill said she appreciated Chief Ames and City Manager Estes, who found a way for the City to pay cash, which will save \$55,000.

Councilor Price added that looking for ways to pay cash was part of the budget hearings. She thanked Staff for making this cash purchase possible.

City Council Action: Motion made by Councilor Price, seconded by Councilor Warr to enter into a Purchase Agreement with Pierce Manufacturing, through existing membership in HGAC, for the purchase of a new replacement ladder truck in an amount not to exceed \$888,119.00 by making a pre-payment of amounts, as required by the contract, to take full advantage of discounts anticipated to be \$55,321.00. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(c): Public Hearing and Resolution regarding Supplemental Budget for Fiscal Year 2015-2016 for Purchase of a New Fire Ladder Truck (Finance)

Oregon Revised Statute (ORS) 294.473 provides a procedure for a municipality to pass a supplemental budget for changes occurring during a fiscal year by publishing a notice, holding a hearing on the supplemental budget, and adopting the budget by resolution. This proposed supplemental budget is to incorporate transfer of funds from the General Fund to the Capital Improvement Fund to cover expenses of the new Fire Ladder Truck and

additional final costs for the Fire Pumper Truck. It is recommended that Council hold the public hearing and adopt the proposed resolution implementing this supplemental budget for Fiscal Year 2015-2016.

City Manager Estes stated the total transfer would increase resources by \$465,000. Construction of the pumper truck was complete. The truck was in transit to Astoria and Staff expected it to be delivered within the week. The total invoice for changes made to the truck during construction was \$10,848, which is over the City Manager's spending authority. Staff requested City Council approve a transfer of \$11,000 from the General Fund to the Capital Improvement Fund to cover pumper truck expenses.

Mayor LaMear opened the public hearing at 7:37 pm and invited public comments on the proposed supplemental budget. Seeing none, she closed the public hearing at 7:38 pm.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Warr to adopt the proposed resolution implementing the supplemental budget for Fiscal Year 2015-2016 for the purchase of a new fire ladder truck and final construction costs of the fire pumper truck. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(d): Emergency Preparedness Briefing Concept Discussion (Police)

Police Chief Johnston and Fire Chief Ames have worked together to develop a concept for the City Council goal of "Hold an emergency preparedness presentation oriented to citizens of Astoria." The concept is to focus on preparedness both for annual emergency events, such as winter storms and wildfire danger, as well as the looming danger of the near shore Cascadia event. The event will emphasize self-reliance with a message of government resiliency. The initial concept is to host an approximately 90 minute event, likely at the Liberty Theatre, with presentations from subject matter experts. Additional static displays would be configured in the lobby with examples of home kits, go bags, CERT members, fire safety, personal security, and more. Specific topics to be addressed both in the presentations and displays are nature of the concerns, home safety, how to be self-sufficient, neighborhood mapping, evacuation routes, and similar topics. The event would be targeted for spring 2016. Staff is asking for a Council discussion on this proposal and comments on direction. No other action is required at this time.

Staff asked for feedback and direction from Council on their preliminary concepts for the program. Staff wanted to make sure the program was headed in the right direction and would satisfy Council's goal.

Mayor LaMear believed holding the event at the Liberty Theatre would provide plenty of room for the community. She also liked the idea of having displays in the lobby.

Councilor Nemlowill believed the overall plan was good, but she was concerned about the youth. She recently discovered that her children, who were in first and second grade at Astor School, had not been learning about earthquakes or tsunamis in school. Talking to children about emergency preparedness is different from talking to adults. Children need to be taught what to do in an earthquake and how to protect oneself from a tsunami without giving them nightmares. She believed this event would be targeted at adults, but she wanted to discuss ways the City could help address educating children about earthquakes and tsunamis.

Chief Ames said the Fire Department does classroom presentations at Astor School every year. The presentations focus on fire safety and prevention in the home with age and grade appropriate information. The schools in Astoria and across the bay do some education on earthquakes and tsunamis, but Councilor Nemlowill is correct. The message needs to get to small people without causing nightmares. Fire Department Staff will make presentations at Astor School in late October and they are planning to add more age appropriate information. The new information will have to be reviewed by the principle and teachers.

Chief Johnston added that schools have a standard response protocol (SRP), which is discussed in response to school shootings, fires, and other events. Their protocol is designed for any hazard by utilizing lock in, lock out, evacuation, and shelter-in-place methods. The protocols are in all classrooms and drills are practiced. Most children will know what an SRP is and can tell a lot about the school's preparedness. The schools also have reunification plans, which combined with an SRP prepares children for events that occur while they are at school. So, the City needs to work on teaching children what to do when they are not in school.

Councilor Price suggested the City reach out to educators and make sure to include the County's emergency management team and Camp Rilea because all entities and municipalities will need to work together in a Cascadia event. She believed the plan looked good. City Council will learn a lot at the town hall about what the community would like to hear from them. She thanked Staff for a good start on the project.

Councilor Warr said Astoria is located in an area where the chances of many different hazards from many different sources are real. He suggested Staff consider holding two or three smaller events that focus on specific hazards. He asked if Staff believed one presentation would be enough to get the message out. Chief Ames said Staff planned to invite a few subject matter experts to speak on one topic each. The purpose of the event would be to give an initial dose of information on several different subjects.

Councilor Herzig was happy that Staff had begun to move forward with this project. However, he was concerned that the presentations at the Liberty Theatre would not be user friendly. The space is large and the screen on the stage is too far from the audience for him to read. He suggested a smaller venue, like the Maritime Museum, Lovell Showroom, Boynton Building, or Astoria Armory. He preferred a venue with one level. It is difficult for him to follow presentations at the Liberty Theatre because the screen is too far from the audience. He asked Staff to consider a venue where people could interact.

Mayor LaMear noted no action by City Council was necessary and more information would be given to the public as Staff moves forward with planning the event.

Item 7(e) Authorization to Award 39th Street Sanitary Sewer Repair Project

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

City Manager Estes explained that Public Works Staff planned to complete a repaving project on 39th Street between Franklin and Grand Avenues. Repaving would address some concerns that had been raised and a severely deteriorating road condition. During the prepaving inspection of the utilities in the right-of-way, Staff identified two damaged portions of sanitary sewer pipe. The pipe will need to be repaired prior to the paving work. Staff received two quotes for sewer pipe repair services. Big River Construction submitted the lowest bid for \$21,970. Funding for the project would come from the Public Works Improvement Fund. The utility work will require the pavement restoration project be postponed until 2016. Staff recommended City Council authorize the award of a construction contract to Big River Construction, Incorporated.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Nemlowill to authorize the award of a construction contract for \$21,970 to Big River Construction, Incorporated for sewer pipe repairs along 39th Street between Franklin and Grand Avenues. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(f): Federal Energy Regulatory Commission (FERC) Hearings on the Environmental Impact Statement for the Oregon Liquefied Natural Gas (LNG) Project

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

Jennifer Rouda, 7 Skyline Place, Astoria, said she is an energy planner who regularly manages and writes documents like the draft Environmental Impact Statement (EIS). She had no opinion for or against Oregon LNG, but was interested in the process. In September, she attempted to get a copy of the document by emailing Oregon LNG in their comment system. She received confirmation that her request had been received, but after two weeks, she still had not received the document. She tried twice to request the document through the Federal Energy Regulatory Commission (FERC) comment website, but the system was down. When she saw that a public meeting had been scheduled for September 21, she went to the county fair grounds to pick up a copy of the document. Typically, the draft documents being discussed are available at the location where the meeting will be held. However, no copies were available, nor were any copies on display. As someone who writes these documents, she believed this was unusual because no one at the meeting would have a copy of the document to refer to while discussing it. She had also asked for copies of fact sheets containing basic information about the project, but there was no information on site. She shared an example of a fact sheet she had prepared for a major transmission line project. She had asked for a CD, but there were none available. So, on September 21, she submitted a written comment asking FERC to mail her a hard copy of the document. The FERC

representative and their consultant said they could mail her a copy. Later, she called the consultant to request a copy and the consultant said they would send one. On September 30, she still had not received any documentation from FERC, so she called the consultant again to follow up. The consultant said they had very few copies available. She told the consultant that requesting a hard copy was normal and it was difficult to comment on such technical information without a hard copy. She shared an example of an EIS, noting that they are available to the public. The PDF versions are 1,000 pages long, so it is not reasonable to have to request an electronic copy. Normally, it is not difficult to get hard copies of these documents; however, she was not given a copy. She had asked that a hard copy be immediately printed and mailed to her through FedEx because the comment period would close on October 6. The consultant said they would try, but the project manager would be out of the office that Friday and there was no tracking number. That morning, she received Volume One of the draft EIS for Oregon LNG. Upon reviewing the table of contents, she found that Volume Two contained many things that would be very interesting to review, like safety, all of the detailed maps and drawings, mitigation plans, technical details pertaining to soils, wetlands, water bodies, and species. It is very difficult to review Volume One without having Volume Two to reference. As someone who is very educated on the process, it has been very difficult for her to get information. She wanted City Council to be aware of this. She also believed FERC should extend their comment period, provide hard copies of the documents at local libraries, and give hard copies to the City. She was very surprised that as a matter of course, FERC did not prepare some basic fact sheets.

Mayor LaMear thanked Ms. Rouda for her persistence. She noted that Ms. Rouda had written a letter requesting a 30-day extension of the comment period. The letter was being reviewed by City Attorney Henningsgaard because the City would like to send it to FERC.

Councilor Price said the letter was great. She suggested a 60-day extension be requested because Senators Wyden and Merkley and Congresswoman Bonamici have also requested 60-day extensions.

Ms. Rouda said a 60-day extension would be fine. The required comment period is 45 days, but FERC has already held a 60-day comment period. It is perfectly normal to request a 30- or 60-day extension and she believed the request would be granted.

Councilor Nemlowill thanked Ms. Rouda for sharing her expertise, adding the lack of access to hard copies probably slipped by many people who lack experience with this process. October 6 is the last day of the comment period and she wanted to know how the letter should be submitted in a timely fashion.

Ms. Rouda suggested the letter be emailed directly to the FERC Secretary the next morning because the FERC offices are on the East Coast.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Herzig to submit a letter to FERC requesting the comment period be extended by 60 days. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 7(g): Aquatic Center Lifeguard Salary

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

City Manager Estes stated the renovations at the Aquatic Center had recently been completed. Renovations included replastering the swimming pool, new lighting, and new shower facilities. When the project was complete, the Aquatic Center was unable to reopen for their regular hours because they no longer have a full staff of life guards. The City has lost several life guards because of wages. When City Council became aware of this issue, several Councilors requested the situation be discussed at this meeting, adding he worked with the Parks and Finance Departments to develop a proposal.

Director Cosby said the lifeguard shortage requires the Aquatic Center to close between 1:00 pm and 3:30 pm. This issue has been compounding over the last two years, and especially over the last six months. She began a PowerPoint presentation by reviewing the Aquatic Center's revenue and expenses from 2013 through 2016, noting that personnel expenses have always been the biggest expense. The Aquatic Center has one full-time benefited employee and about 37 part-time non-benefited life guards. Unemployment rates in the county keep dropping as the economy is improving, which makes it challenging for the City to find life guards willing to work

for low rates. The City of Eugene pays some of the highest life guard wages in the area, ranging between \$13.00 and \$15.45 per hour. Astoria's largest competitor in the region is the Sunset Empire Parks and Recreation District because they are in the same unemployment pool and have the same demographics as Astoria. In order to make up the life guard shortage in Astoria, she believed wages should be raised to the following amounts:

Position	Current Pay Rate (hourly)	Proposed Pay Rate (hourly)
Certified Life Guards	\$9.25	\$11.25 - \$13.00
Water Safety Instructors	\$9.50	\$12.25 - \$14.00
Lead Life Guards and Water Safety Instructors	\$10.50	\$13.25 - \$15.00

This would still leave water safety instructor and lead wages at the low end, as many other organizations pay between \$15.00 and \$17.00 per hour for those positions. However, she did not believe wages would need to increase that much to keep Staff on hand because the biggest challenge is keeping life guards. Implementing her proposed pay rates would make Astoria comparable with Sunset Empire and Hood River. She estimated it would cost about \$57,000 per year to transition from the current pay rates to the proposed rates. This estimation included Federal Insurance Contributions Act (FICA) taxes and Public Employees Retirement System (PERS) contributions.

City Manager Estes said new wage rates could be implemented administratively, but Staff did not want to make any changes to wages without considering the current fiscal year's budget. This year's Parks Department budget was based on the goal to end year-end transfers, but implementing new wages now would likely require a year-end transfer in June 2016. The current fund balance could accommodate the new wages. However, sustainability and the ability to afford the new wages in the future should be considered. Parks Department revenues have been stable since 2008, which was the last time changes were made to the Parks Department fee schedule. If the proposed wages were implemented, Staff would consider increasing the fee schedule to make the wage rates affordable into the future. Staff would like to know if City Council would be comfortable with a year-end transfer for the current fiscal year and supported Staff's suggestion that the fee schedule be amended to offset higher personnel expenses. If life guard rates remain as is, Staff would consider reducing the Aquatic Center's hours of operation. He noted that since the Aquatic Center has reopened, one more life guard has left. When the Aquatic Center is closed, the City is not providing services to the community or bringing in revenues that offset the expenses incurred by those services. If City Council supports an Ending Fund balance transfer and rate increases for the Parks Department, Staff would consider raising wage rates for life guards.

Councilor Herzig said this money would stay in the community and he believed raising life guard wages was the right thing to do. The Aquatic Center will be able to remain open on a regular basis and young people who are trying to get started in life will get a fair wage. He suggested research be done to find out how Sunset Empire makes so much money. Astoria needs to pay people an adequate wage and this money will go right back into the community. Expecting the Parks Department to pay for this increase is not feasible despite the City's best efforts and best management.

Councilors Warr and Nemlowill agreed. Councilor Nemlowill said she also supported incremental annual fee increases. Incremental fee increase would create less of a shock to Aquatic Center users, but they will be necessary as annual labor costs rise. She looked forward to the Parks Master Plan. She did not believe a comprehensive approach would be necessary to make the Parks Department financially efficient. However, she hoped the master plan would help the City identify what the community's priorities are with the Parks and Recreation Department. She supported the wage increase for life guards.

Councilor Price said she supported the wage increase as well. However, she believed this was a brilliant example of how the Finance Department was working towards providing City Council with quarterly budget summaries that let Council know the current state of the Parks budget. The Finance Department is also working towards providing budget summaries with items like this so Council can see the current financial situation. She had confidence in the City Manager and Staff as they spoke about the budget and what was being requested. However, a budget summary would be very useful. She supported Staff's proposal.

Councilor Herzig believed one advantage of a Parks Master Plan would be the opportunity to apply for grants and funding the City is not currently eligible for.

Councilor Nemlowill added that this is reflective of the public and private sectors. It is challenging to find competent workers in Astoria right now and she hoped the wage increase worked.

City Manager Estes said even though the wage increase could be implemented by Staff, he preferred City Council action because the fee proposal and Ending Fund balance transfer would result in policy implications.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Nemlowill to direct Staff to implement the wage increase for life guards, understanding that a year-end transfer may be required, and direct Parks Staff to prepare a fee increase proposal. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

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

Councilor Price asked that City Council direct Staff to offer guidance on how to limit the number of marijuana facilities in Astoria. She knew of four or five facilities in Astoria, but said there could be more. She had voted in favor of the state law allowing marijuana, as did many Astorians. However, she believed City Council should think about how many dispensaries would be appropriate along Marine Drive and Commercial Street and if they impact livability. City Attorney Henningsgaard explained that cities have the authority to regulate the time, place, and manner of marijuana dispensaries. Limiting the number of dispensaries is a grey area, but it could be done through clever time, place, and manner restrictions.

Councilor Nemlowill asked if the City was working towards collecting taxes on marijuana sales. City Attorney Henningsgaard said there were some restrictions on what cities could do, but he would have to do some research on the legislation. City Manager Estes said he and Director Brooks had attended a marijuana seminar given by the League of Oregon Cities. This time last year, some jurisdictions passed resolutions implementing city sales taxes; however, the constitutionality of this tax is still yet to be determined, and city shares of the state sales tax will be small. Rules regulating recreational use are still being drafted. Medical marijuana dispensaries have only been given temporary permission to sell marijuana for recreational use. The rule-making process will continue through the fall of 2016.

Councilor Nemlowill asked if Staff anticipated the opportunity for public entities to participate in a review process. City Manager Estes said yes, there has been discussion of Planning Department reviews of permits and land use compatibility statements. The process could be similar to the liquor licensing process and recreational marijuana could be regulated by the Oregon Liquor Control Commission (OLCC).

Councilor Price wanted this discussion to be added as an agenda item at a future City Council meeting because currently, there are no rules. The City does not review licenses or review requests to occupy a space based on use. City Manager Estes explained that Astoria does not have zoning prohibitions and dispensaries are treated like commercial entities. The dispensaries' business licenses are the only indication of use.

Councilor Price asked if the Planning Department would be burdened by recommending some options to City Council. City Manager Estes said Staff could work with City Attorney Henningsgaard to recommend options.

Councilor Nemlowill said she had not observed any problems. Councilor Price said she had not seen any problems either, but wanted to avoid them. She did not have any sense of what the community wanted, except that 55 percent of Astorians voted in favor of recreational use. She was not sure Astorians wanted a pot shop on every other corner. After speaking about this to City Attorney Henningsgaard earlier in the day, she believed the market would work itself out over time. But in the mean time, City Council should decide if action should be taken. She wanted to do something.

Councilor Warr understood Councilor Price was asking for direction from Staff about what City Council could do. He preferred City Council trust Staff to recommend action if Staff believes there is a problem. Why spend time on this if there are no problems?

Councilor Price responded that City Council is tasked with asking Staff to do these things some times. However, she understood City Council did not want to pursue this issue at this time.

City Council recessed to convene the Executive Session at 8:20 pm.

EXECUTIVE SESSION

Item 9(a): ORS192.660(2)(i) – Evaluation of Public Officers and Employees

The City Council will meet in executive session to discuss a performance evaluation.

City Council reconvened the regular session of the City Council meeting at 9:05 pm.

REGULAR AGENDA ITEMS

Item 10(a): City Manager Evaluation

The City Council will discuss the City Manager’s evaluation.

Mayor LaMear announced that City Manager Estes received a good evaluation and City Council recommended a salary adjustment of 2.5 percent, as provided to City employees and department heads this fiscal year, retroactive to the one year anniversary date of hiring.

City Council Action: Motion made by Councilor Price, seconded by Councilor Warr to approve the City Manager Evaluation and a salary adjustment of 2.5 percent for the City Manager, as provided to City employees and department heads this fiscal year, retroactive to the one year anniversary date of hiring. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:06 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

Astoria Library Board Meeting

Astoria Public Library

September 22, 2015

5:30 pm.

Present: Library Board members Kate Summers, David Oser, and Chris Womack. ALFA Representative Steve Emmons. Library Director Jane Tucker.

Excused: Susan Stein

Absent: Kimberley Chaput

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

Approval of Agenda: The agenda was approved without changes.

Approval of Minutes: The minutes of August 25, 2015 were approved as presented.

Renovation Update:

Item 4(a): Foundation Update: The Foundation's Facebook page has 120 likes.

Item 4(b): Revitalization Committee Update: No report.

Item 4(c): Staff Report: Staff participated in the evaluation of the responses to the Heritage Square Request for Qualifications (RFQ). Five proposals were reviewed. On Monday, September 21, the Council voted to award the work to the firm of Walker Macy. The Community Development Director will create a contract to complete the work.

Board Reports: Kate Summers reported that she had met the new Director of the Clatsop Community College Library, Luke Kralik. She encouraged Board members and Staff to drop in and welcome Mr. Kralik to the community.

Library Director's Report:

- Director Tucker spoke to the Astoria Kiwanis about general library services, Libraries ROCC, and the library building project. Kiwanis reminded that funds from the First \$10,000 campaign are available if needed.
- The Service Fair was held on September 10th.
- Libraries ROCC will be featured on Talk of our Towns on KMUN on September 30th. Directors from Seaside, Warrenton, and Astoria will speak. ROCC has launched its fundraising plans, which include the Little Libraries competition, a request to the participating families, and a GoFundMe page currently at \$77.00.
- The Hanthorne Cannery Foundation and Astor Library Friends Association have offered the funding necessary to give the GrantSelect database to library patrons for a period of one year.

Update on ALFA Activities: ALFA is now meeting quarterly. Their next meeting will be in January 2016 and will be a combination Board and annual meeting.

New Business:

Item 8(a): Wi-Fi Update

An upgrade of the Library's Wi-Fi system has been budgeted in fiscal year 2015/2016. The upgrade would allow the library to charge a fee for Wi-Fi use. No fee is charged at this time. The objective in today's meeting is to have a general discussion regarding fees for Wi-Fi use.

Chris Womack gave a detailed description of the upcoming Wi-Fi upgrades, which would include new usage limits and better metrics. He explained how websites are affected by Wi-Fi usage limits and described how the usage limits prevented problems.

The Board and Staff discussed issues with offering Wi-Fi access after library hours, ways to restrict and monitor access, the pros and cons of access restrictions, and offering access to non-residents. They also talked about the capacity of Wi-Fi systems, which also limits use of the system. Bandwidth requirements are consistently increasing, so the capacity of the system will need to keep up with demand over time. However, limits will still be necessary as well.

Chris reminded that there are multiple options when seeking the best solution for the library and that some of the budget would need to be spent on wiring. Director Tucker said she and Marcus Handy believed a three-year solution would allow the library to maintain existing features while increasing the capacity of the Wi-Fi system, improving metrics, and hard wiring the access points. Additional options would be tested with Staff.

The Board and Staff briefly discussed e-books, who are most likely to use them, and how they only minimally impact the capacity of a Wi-Fi system. They also shared ideas for limiting and monitoring Wi-Fi access through passwords, acceptable use policies, captive portals, time limits, whitelists and blacklists, and other means. The Board did not express an interest in charging fees at this time.

Old Business:

Item 9(a): Social Gathering for City Staff, Boards, and Foundation

The Library Board and Staff confirmed the date for the gathering was October 27, 2015. Chair Summers made copies of a draft invitation available to Board members and Staff. They discussed the possibility of inviting specific individuals and groups. Originally, the plan was to invite core groups directly involved with the Library. However, after some discussion, the Board and Staff decided to invite members of the Planning Commission, Historic Landmarks Commission, Astoria Downtown Historic District Association (ADHDA) Board members, and Cyndi Mudge, Astoria Sunday Market Executive Director. They reviewed ideas for icebreakers and Chair Summers offered to initiate the icebreakers at the gathering. They also decided the meet and greet would be scheduled for a set time instead of inviting people to drop in and out during that timeframe.

Item 9(b): Strategic Planning Timeline

Director Tucker believed the strategic planning process would take about four months. The Board and Staff would receive direction from City Council in November, so she suggested the pre-planning begin in January 2016. This timeline should allow the Library to receive funds by July 1, 2016. The Board confirmed the new plan would be developed using the same template that was used in 2007.

Public Comments:

Steve Emmons said the City has deferred maintenance on the library building for years. It was nice to see some things finally get done, like new lighting, a new roof, and cleaning the outside of the building.

Items for Next Meeting's Agenda:

The Board agreed that the social gathering would begin the next regularly scheduled Library Board meeting, followed by a regular business meeting.

Adjournment: There being no further business, the meeting was adjourned at 6:40 pm.

Respectfully submitted,

Jane Tucker, Astoria Public Library Director

ASTORIA TRAFFIC SAFETY ADVISORY COMMITTEE

Astoria City Hall

July 28, 2015

CALL TO ORDER:

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

ROLL CALL:

Commissioners Present: President David Pearson was excused. Vice President McLaren Innes, Kent Easom, Sean Fitzpatrick, Daryl Moore, Jan Mitchell and Frank Spence

Staff Present: Interim Planner Mike Morgan, Community Development Director Kevin Cronin, City Attorney Blair Henningsgaard, City Engineer Jeff Harrington, Engineering Technician Steve Ruggles and Police Sgt. Brian Aydt.

APPROVAL OF MINUTES:

Vice President Innes called for approval of the April 28, 2015. There were no changes and the minutes were approved.

NEW BUSINESS:

Item 4(a): Update on Traffic Safety Related Items

City Engineer Harrington gave a traffic safety update that included the following items:

- The City is posting information on the website for pedestrian, bicycle, and traffic safety. He explained how to access the website by going to the City of Astoria website at the police department link. At the top of the page there will be FAQ's. Push the link and scroll down to last FAQ link for traffic safety. This will show the information discussed at the last meeting. This site is different than the Facebook page; this information will be on this site permanently whereas the Facebook page will focus on current events.
- Discussed traffic volumes on state routes through town and handing out a graph of traffic volumes for the 10-year time period between 2003 and 2013. This is the latest information available from ODOT. The traffic is down over this period of time. As updated information becomes available we will compile that data and bring to the committee. We suspect that the volumes this year will be higher.
- Discussed the Coast Guard housing traffic safety plan, how the City is working with their people to get this to work. He talked about installing the speed bumps, and educational information sent out multiple times. Starting the traffic education in school is the way to make change for the future.
- Discussed parking situation at 3rd and bond as requested by Commissioner Mitchell. The topography of the intersection approaching from the north (or downhill) direction makes it difficult to see through the parked cars. Parking in that area would have to be removed at least four spaces to the east and three spaces to the west to make a difference. Commissioner Mitchell explained that is what she was requesting was not removing parking since it would cause other problems where the vehicles moved to, but looking into putting a compact only sign at the corners. Engineer Harrington said he would investigate this possibility.

Police Sargent Brian Aydt informed the commission there was going to be two pedestrian safety enforcements; the first will be July 28, 2015. He explained the process of how the program works, mentioning that due to high traffic volumes on the New Young's Bay bridge, ODOT has hired Classic Towing to have a tow truck on standby

at the entrance on Fridays from 12:00 until 6:00 p.m. for the remainder of the summer season to assist with quick removal of vehicles involved in crashes or that have broken down. This is an effort to try and relieve traffic congestion that occurs when one or both lanes of the bridge are blocked.

REPORTS OF OFFICERS/COMMISSIONERS: No reports.

PUBLIC COMMENT: No comments.

ADJOURNMENT:

There being no further business, the meeting was adjourned to convene the Planning Commission Meeting at 7:02 pm.

ATTEST:

APPROVED:

Secretary

Engineer

DRAFT



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

October 23, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **US202 SIDEWALK PROJECT PHASE 2 – STATUS UPDATE**

DISCUSSION

The City has been diligently working towards the goal of completing continuous sidewalk around the peninsula from 45th Street near the Alderbrook neighborhood to 7th Street past the Old Youngs Bay Bridge. There are two small segments of this stretch that do not have sidewalk, which are on Hwy. 202: from Dresden St. to the Department of Motor Vehicles (DMV) driveway, and from the Astoria High School (AHS) driveway to 4th Street.

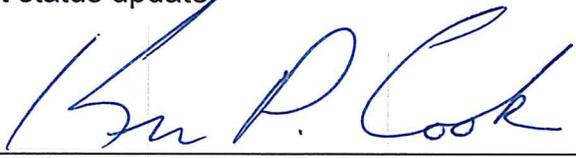
The City recently received funding for the portion of infill sidewalk from AHS to Hanover Street through the State Transportation Improvement Program (STIP). The full project scope (as referenced above) could not be funded due to intense statewide competition for a limited amount of STIP funding. The design of the project, AHS to Hanover, is anticipated to start in 2016.

Because the original scope was reduced, the City made funding the remaining portions of infill sidewalk a priority. Staff provided a list of three priority projects to ODOT for funding consideration in the 2018-2021 STIP. These included the remaining portions of sidewalk infill on Hwy. 202, sidewalk on Williamsport Rd., and signal communication upgrades at 30th and 33rd St. along Marine Drive. At a recent Northwest Area Commission on Transportation (NWACT) meeting, regional projects were scored, and the Hwy. 202 Sidewalk Project Phase 2 was ranked first within the NWACT area of Clatsop, Tillamook, Columbia and Western Washington Counties.

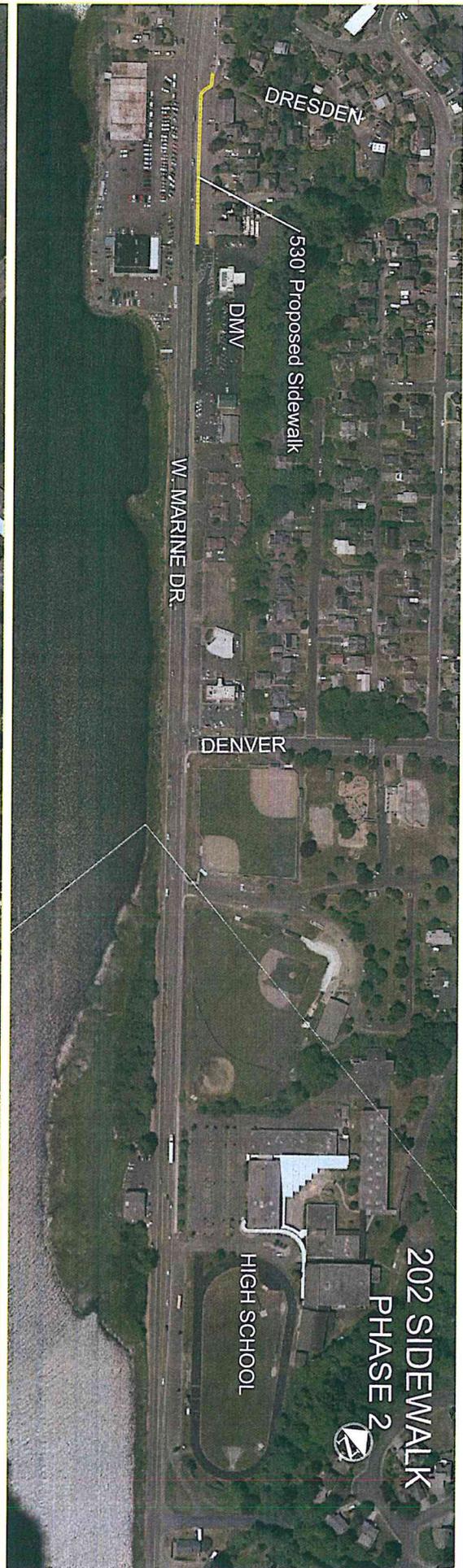
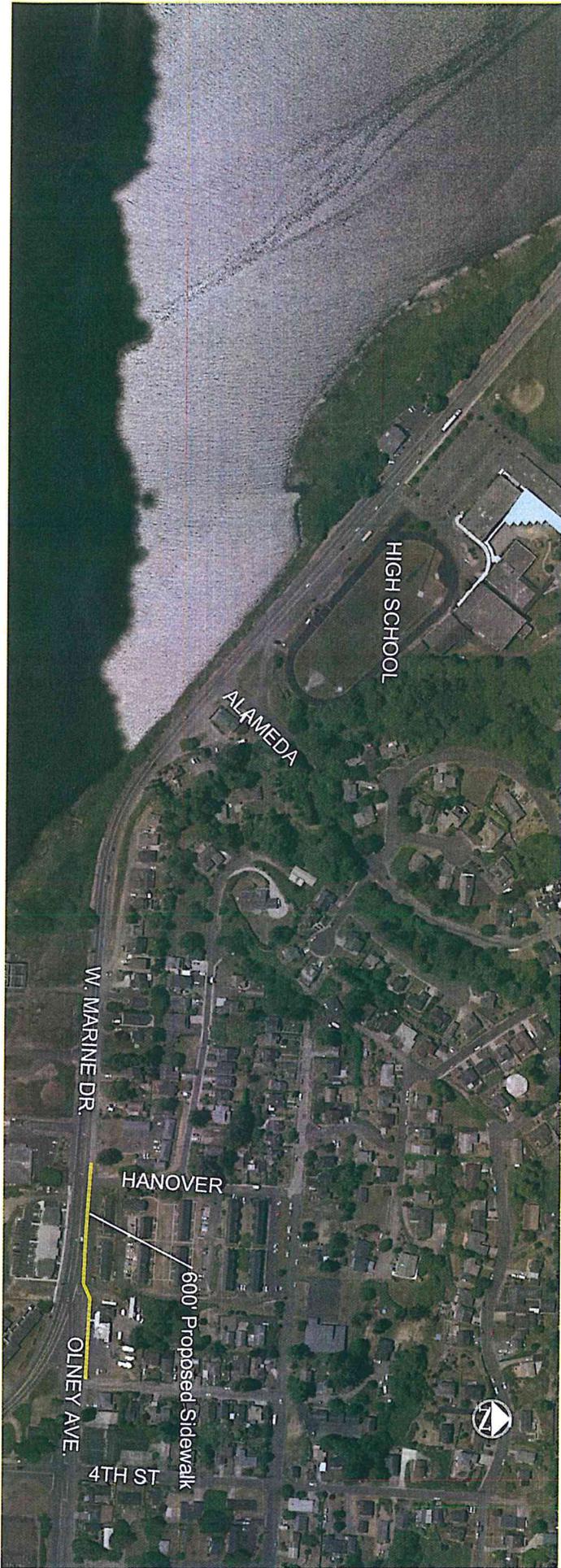
Based on this score, ODOT invited the City to complete an Enhance Proposal for funding consideration in the 2018-2021 STIP. City Staff is currently in the process of preparing the proposal. The project will include sidewalk improvements between Dresden St. and the DMV on the west end, and Hanover St. and 4th Street on the east end (see attached exhibit map). The project is estimated to cost around \$1,460,000.

RECOMMENDATION

This information is being provided as a project status update.

Submitted By: 
Ken P. Cook, Public Works Director

Prepared By: 
Nathan Crater, Assistant City Engineer





October 26, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO SOLICIT PROPOSALS – OCEAN VIEW
CEMETERY TURF IMPROVEMENTS

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 Ocean View 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 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.

RECOMMENDATION

It is recommended that City Council authorize the solicitation of proposals to improve the quality of turf and reduce noxious/invasive weed presence at Ocean View Cemetery.

By: 
Angela Cosby
Director of Parks & Recreation



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Introduction

The City of Astoria's Parks Department, located at 1555 W Marine Dr. Astoria OR 97103, is requesting proposals for a Turf and Grounds Renovation plan for Oceanview Cemetery, located at 575 SW 18th St. Warrenton, OR 97103. Proposals are due no later than close of business on November 20th at 1555 W. Marine Dr. Astoria Oregon 97103, with attention to Jonah Dart-McLean, Parks Maintenance Supervisor. Submittals may be mailed, hand-delivered, or emailed to jdart@astoria.or.us. For questions, call 503-741-1600 or email.

The City of Astoria's Parks Department oversees all management, maintenance, and operations of the Oceanview Cemetery, an active cemetery located in Warrenton, Oregon. The Proposer will provide a detailed maintenance plan to renovate existing turf, remove undesirable plant species, and provide fertilizer and lime applications to enhance and strengthen the resilience of turf.

Background

The earliest graves in the cemetery date back to the 1898 and there are over 16,000 individuals interred there. There are 50 developed acres in the cemetery, with another 50 acres that are currently untouched. The grounds include a maintenance shop, chapel, and privately owned mausoleum. All burial activities are coordinated through the Parks Departments' recreation and maintenance divisions. Currently, there are approximately 100 burials per year in a combination of cremations and full burials. The cemetery was at one time staffed with five full time and 7 temporary workers who provided all grounds care and burial services on site. Due to budget cutbacks, the cemetery currently has no dedicated staff and care is provided by the Parks Department's maintenance division. Approximately 1/3 of the cemetery has irrigation lines but due to the high cost of water, the irrigation has not been used in several years and parts of the infrastructure may be damaged or unusable. Multiple years without watering coupled with recent drier-than-usual weather have severely reduced the amount of viable grass on the grounds. Harsh growing conditions have allowed noxious weeds such as dandelion and Scotchbroom to become heavily established throughout most of the grounds. In addition, because there have been limitations on maintenance capabilities, the turf has not been properly aerated or dethatched in years which has led to a resilient layer of moss on the ground, also inhibiting desired grass success. The cemetery is situated approximately 4 miles from the ocean and the soil is extremely sandy. The climate in the area is cool and temperate with highs around 80 in the summer and lows in the low 30's during the winter. The area receives around 70" of precipitation during the year, most of it in the form of rain.

Proposed Scope of Work

Proposals should outline the necessary steps to rehabilitate existing turf and reseed and promote growth of desired grass in areas where competition by noxious weeds or unsuitable growing conditions have resulted in poor turf conditions in the developed 50 acres of the cemetery. Any grass seed used must be site appropriate and certified weed-free. Hardy, site-appropriate, drought-resistant species of grass seed must be applied to ensure that the turf success will continue with the anticipation of minimal maintenance and watering in the future. Proposals should include a full gamut of care to turf including: dethatching/aerating, fertilizer and lime applications, seeding, over-seeding, and periodic site visits to ensure that treatments are succeeding.

Tasks include:

- A. Dethatch/Aerate turf
- B. Applications of soil appropriate fertilizer
- C. Applications of lime
- D. Applications of iron compound or similar product to eliminate moss
- E. Establishment of site-appropriate grass seed

Schedule

Work for this proposal shall commence December 2015 and shall be completed no later than June 15, 2016. Below is a draft timeline of activity, this may be modified at the request of the proposer with the consent of the City.

December 2015—Site visit/investigation

January-February 2016—Site preparation, dethatch/aerate, fertilizer/lime applications

March-April 2016—Grass seed planting/establishment

May-June 2016—Monitoring, turf enhancements, over-seeding if necessary, fertilizer/lime applications

Special Considerations

Work within this proposal 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 will 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 that is attached with this RFP. All steps within the policy must be followed if any herbicide application is proposed.

Qualifications/Experience

Contractors selected for this work must demonstrate extensive turf management expertise and a record of undertaking tasks of this scale. Familiarity with cemetery site conditions in general and the unique setting of Oceanview Cemetery is desired.

Proposal Content

The proposal must include a detailed timeline of activity, itemized materials and labor estimate, and breakdown of methods and any special considerations that will be taken for the site. This should include types of seed, fertilizer, and other products used as well as precautions that will be taken to protect monuments.



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

October 22, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: LIQUOR LICENSE APPLICATION

Discussion & Analysis

A liquor license application has been filed by Don West doing business as Astoria Crest Motel LLC. This application is a New Outlet for an Off-Premises Sales License with Tasting Privileges which allows the following:

- Sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises
- Eligible to apply to get pre-approval to provide sample tastings of malt beverages, wine, and cider for consumption on the premises
- Eligible to ship manufacturer-sealed containers of malt beverages, wine, or cider directly to an Oregon resident
- Sample sizes must not exceed one and a half ounces for wine or cider and three ounces for malt beverages
- Tasting area must be identified with a required floor plan

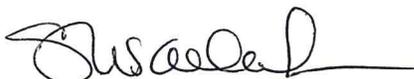
The site is located at 5366 Leif Erikson Drive, Astoria and the application will be considered at the November 2, 2015 meeting. A copy of the application is attached.

The appropriate Departments have reviewed the application. No objections to approval were noted.

Recommendation

Staff recommends that the City Council consider this application for approval.

Respectfully submitted,



Susan Brooks
Director of Finance & Administrative Services

ORIGINAL



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES	ACTIONS
<input type="checkbox"/> Full On-Premises Sales (\$402.60/yr)	<input type="checkbox"/> Change Ownership
<input type="checkbox"/> Commercial Establishment	<input checked="" type="checkbox"/> New Outlet
<input type="checkbox"/> Caterer	<input type="checkbox"/> Greater Privilege
<input type="checkbox"/> Passenger Carrier	<input type="checkbox"/> Additional Privilege
<input type="checkbox"/> Other Public Location	<input checked="" type="checkbox"/> Other <u>Tasting Priv.</u>
<input type="checkbox"/> Private Club	
<input type="checkbox"/> Limited On-Premises Sales (\$202.60/yr)	
<input checked="" type="checkbox"/> Off-Premises Sales (\$100/yr)	
<input type="checkbox"/> with Fuel Pumps	
<input type="checkbox"/> Brewery Public House (\$252.60)	
<input type="checkbox"/> Winery (\$250/yr)	
Other: _____	

90-DAY AUTHORITY
 Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:
 Limited Partnership Corporation Limited Liability Company Individuals

CITY AND COUNTY USE ONLY
 Date application received: 10-9-15
 The City Council or County Commission: City of Astoria
(name of city or county)
 recommends that this license be:
 Granted Denied
 By: _____ (signature) _____ (date)
 Name: _____
 Title: _____

OLCC USE ONLY
 Application Rec'd by: [Signature]
 Date: 9/28/2015
 90-day authority: Yes No

- Entity or Individuals applying for the license: [See SECTION 1 of the Guide]
 ① Astoria Coast Motel, LLC ③ _____
 ② _____ ④ _____
- Trade Name (dba): ASTORIA COAST MOTEL
- Business Location: 5366 Leif Erikson Dr. Astoria, OR Clatsop Co. 97103
(number, street, rural route) (city) (county) (state) (ZIP code)
- Business Mailing Address: 5366 Leif Erikson Dr. Astoria, OR 97103
(PO box, number, street, rural route) (city) (state) (ZIP code)
- Business Numbers: 503-325-3141 503-325-5088
(phone) (fax)
- Is the business at this location currently licensed by OLCC? Yes No
- If yes to whom: _____ Type of License: _____
- Former Business Name: _____
- Will you have a manager? Yes No Name: Wendy West
(manager must fill out an Individual History form)
- What is the local governing body where your business is located? ASTORIA, Clatsop Co.
(name of city or county)
- Contact person for this application: Doug West 503-325-3141/503-248-9937
(name) (phone number(s))
3361 Harrison Ave DougWest10@gmail.com
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① [Signature] Date _____ ③ _____ Date _____
 ② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION LIMITED LIABILITY COMPANY QUESTIONNAIRE

Please Print or Type

LLC Name: ASTORIA Crest motel, LLC Year Filed: _____

Trade Name (dba): ASTORIA Crest Motel

Business Location Address: 5366 Leif Erikson Dr.

City: ASTORIA ZIP Code: 97103

List Members of LLC:

Percentage of Membership Interest:

- | | |
|---|------------|
| 1. <u>Doug West</u>
<small>(managing member)</small> | <u>49%</u> |
| 2. <u>Marshall Doyle</u>
<small>(members)</small> | <u>51%</u> |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

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

Server Education Designee: Wendy West DOB: 1-22-56

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

Signature: Date: 4/4/15
(name) Owner (title)



OREGON LIQUOR CONTROL COMMISSION
**SAMPLE TASTING APPLICATION
FOR OFF-PREMISES SALES LICENSE**

Please Print or Type

Applicant Name: ASTORIA CREST MOTEL, LLC Phone: 503-325-3141

Trade Name (dba): ASTORIA CREST MOTEL

Business Location Address: 5366 LEIF ERIKSON DR.

City: ASTORIA ZIP Code: 97103

I am applying for tasting privileges for my Off-Premises Sales license. I will provide sample tastings of (check all that apply):

- Wine (maximum 1.5 oz per sample)
- Malt Beverages (maximum 3.0 oz per sample)
- Cider (maximum 1.5 oz per sample)

Sample tastings will be poured and monitored by persons holding a valid Alcohol Service Permit.

I understand that all tastings, whether provided by the licensee(s) named above or by a manufacturer, must conform with the requirements of OAR 845-006-0450 (see back of this form).

I will provide tastings only in the following described areas, and understand that customers cannot leave this area with a sample taste of alcohol: (describe area, including boundaries, or attach an 8½" x 11" floor plan drawing that clearly identifies the area and boundaries).

See Attached

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

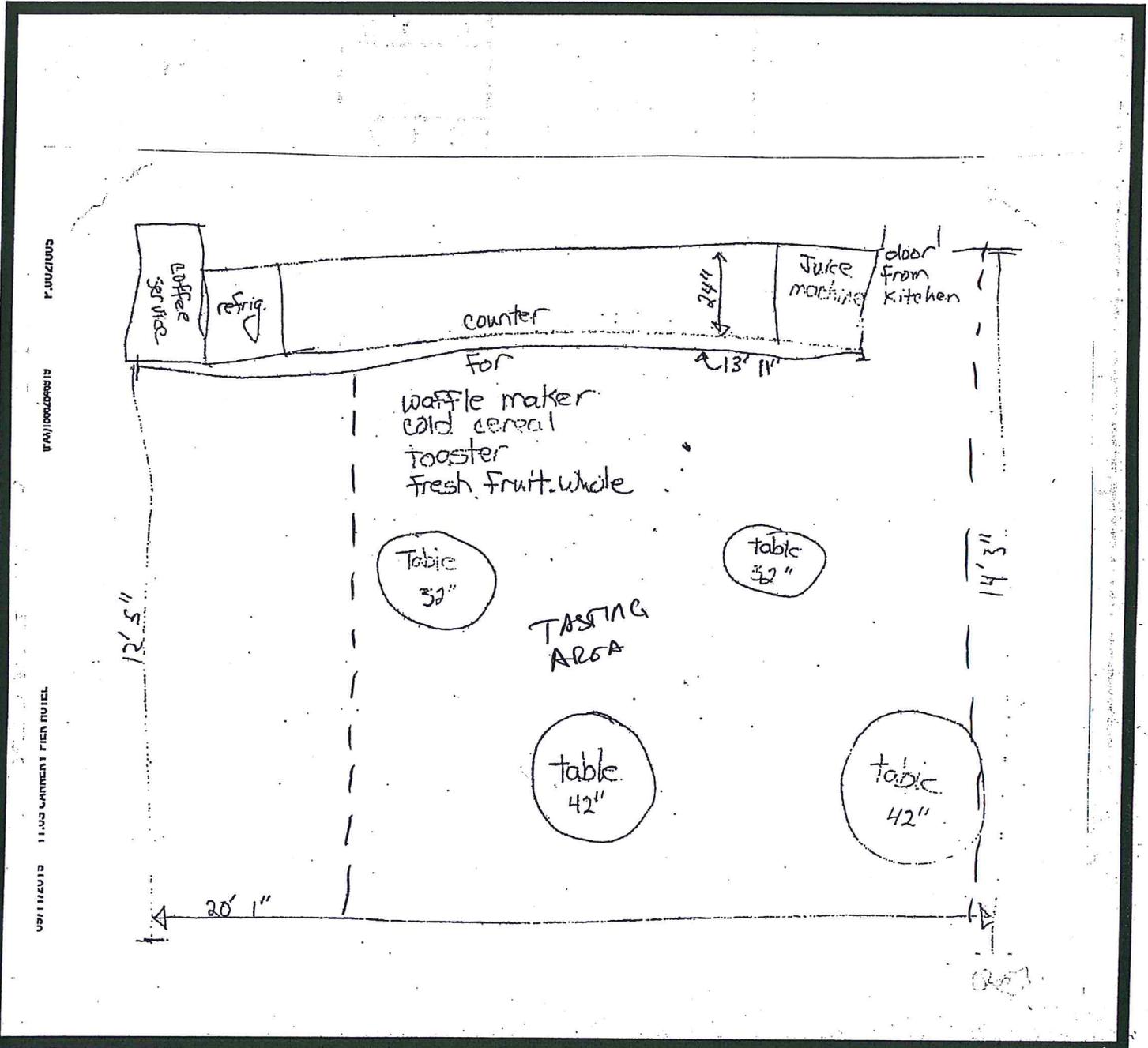
Applicant Signature: [Signature] Date: _____

OLCC USE ONLY: Application Is Denied Approved by: [Signature] Date: 10/9/15



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

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



Astoria Crest Motel LLC
Applicant Name

Astoria Crest Motel
Trade Name (dba):

Astoria 97103
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)
#3 for entire premises

Date: 10/9/2015 Initials: [Signature]



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: October 27, 2015

TO: CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AFFORDABLE HOUSING STRATEGY – NEXT STEPS

BACKGROUND

The City Council held a special work session on September 14 to discuss the Affordable Housing Study that was completed by the Community Development Department in support of the City Council's goal setting for FY 14-15/15-16. 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.

DISCUSSION/ANALYSIS

Problem identification is an important first step when designing a response or solution to a particular problem. Based on the results of the housing study, there is a clear problem. Staff proposed a Draft Problem Statement that acknowledges the problem, but also advances the discussion.

Draft Problem Statement: The following statement was revised to reflect the need for housing across all income levels.

The City of Astoria has a shortage of housing. Both market rate and affordable units are in short supply creating a dilemma for new and existing residents. Demand is far outstripping supply as the annual number of units being produced are fewer than what is needed, causing prospective homeowners and renters to look elsewhere for housing. There are also implications for workforce development; if no additional housing is

created, it becomes an economic development issue as businesses have difficulty recruiting new employees.

In order to address the problem, the City of Astoria needs to create a housing strategy and a work program to implement the strategy.

Strategy: Staff has proposed a list of short term and long term actions that in total will act as a housing strategy. The proposed actions will guide annual work programs for the Community Development Department.

- **Administrative:** The Department will establish a vacant house registry to encourage turnover and blight removal. As staff investigates code complaints in the field, new observations will be added. Existing derelict buildings that are under investigation will also be added. A new code enforcement officer position is being explored.
- **Advocacy:** Council can lobby through League of Oregon Cities (LOC) for more Federal Housing and Urban Development (HUD) funding, flexibility, and updates to income limits through Congressional delegation.
- **Regulatory:** Staff proposes an overhaul of the Development Code to allow more infill and redevelopment in existing neighborhoods. Provisions could include smaller lot sizes for single family and duplexes, accessory dwelling units in existing or new garages, less parking requirements for duplexes, and design standards to ensure compatibility with surrounding development patterns and architectural styles. In addition, the Department is reviewing the development review process and could include this as part of a larger package of code amendments for the streamlining project.
- **Public-private partnerships:** The City can immediately begin to work with local non-profit partners such Community Action Team (CAT), Clatsop Community Action (CCA) and the Northwest Oregon Housing Authority (NOHA) to look for creative methods of providing affordable housing. As each organization develops its pipeline, the City can determine what role if any it can play to partner on a project. For example, the City property between Hilltop Apartments (owned by CCA) and Astoria Middle School should be flagged as a prime site and reserved for future housing. Other city-owned properties already zoned residential could also be disposed and leveraged for affordable housing.

Regarding workforce housing, the City can partner with private owners to create more multi-family apartments, ADUs, and smaller houses with lower price points for service industry workers in or near the downtown. Renovation of buildings such as the Gunderson, Waldorf, and State Hotel are potential adaptive reuse projects. Finally, the former Central School and Blue Ridge sites are larger redevelopment areas ripe for a new mix of housing types.

- **Funding:** Urban renewal funding and possibly the City's revolving loan ("DQ Fund") should be explored as a housing generator in the Astor West URD, as it has been in Astor East. Potential sites could include the Uniontown Apartments (22 units) and older mixed use buildings with vacant apartments. The City could partner with NOHA to gap finance the rehabilitation of the exterior while NOHA

renovates underutilized interior units. Staff will open a dialogue with NOHA as part of the development of a larger Astor West Strategy (Council Goal FY 15-16). For future funding sources, the Council should consider the development of an "equity fund" in concert with the State, Community Development Financial Institutions such as Craft 3, local lending institutions, and larger employers who need workforce housing.

RECOMMENDATION

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.

By: 

Kevin A. Cronin
Community Development Director



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

October 22, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: REQUESTED PROPERTY SALE – 2ND STREET – PUBLIC HEARING

DISCUSSION/ANALYSIS

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 4000 square foot City lot adjacent to her property. Ms. Kirk would like to either landscape the property or construct multiplex rental units if feasible.

The minimum size for a buildable lot is 5000 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. It has been the City's practice to treat the sale of substandard lots as private sales.

A summary appraisal report has been prepared by Steven Weed, Member Appraisers Institute, Senior Residential Appraiser. He has estimated that the property has a real land value of \$14,000 (see attached). Ms. Kirk has indicated a willingness to buy this property at the real land value and to pay the additional appraisal cost of \$200, which is above the City's appraisal fee.

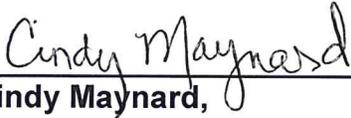
Staff has also received correspondence regarding the sale of the property from Matt and Lynn McGrath who own property east of the City-owned lot (258-262 Commercial). They have submitted a counter-offer of \$15,000. The McGrath's would like create a small garden area for their tenants. They plan to attend the Council meeting. A copy of the McGrath's correspondence is attached for Council's information.

At their October 19, 2015, the Astoria City Council acted to schedule a public hearing on the proposed property sale on November 2, 2015 at 7:00 p.m. A Public Hearing notice was sent to property owners within a 250 foot radius of the City lot and was advertised in the Daily Astorian on October 26, 2015.

RECOMMENDATION

It is recommended the Astoria City Council conduct the scheduled public hearing, and if deemed appropriate, approve the sale of City-owned property 258 2nd Street.

Submitted By 
Ken Cook, Public Works Director

Prepared by: 
Cindy Maynard,
Public Works Administrative Assistant

PROPOSED PROPERTY SALE 80907DA05400 4,000 SQ Ft.



Tidal Properties LLC
258
Commercial St.

80'
City of
Astoria
80907DA05400

Matt & Lynn McGrath
258,262
Commercial

2nd ST

Bond St

3rd ST



Cindy Maynard

From: Lynn McGrath <lynndeelouhoo@hotmail.com>
Sent: Friday, October 23, 2015 8:36 AM
To: Cindy Maynard
Subject: RE: 2nd Street Property Sale

Hello Cindy,

My husband and I have discussed the vacant lot in question and we wish to present an offer to purchase. If you would please forward this information to the necessary parties, that would be appreciated. We will be attending the November 2 Public Hearing.

Thank you,

Offer to purchase Lot 5400: \$15000. (Fifteen thousand)

Vacant lot Tax Lot number 5400 is adjacent to the property we purchased (Lot 5300). When we purchased the triplex at 258-262 Commercial Street, our plan was to investigate and possibly purchase the vacant lot which was overgrown.

According to our information from Mike Morgan, the triplex we now own is a non-conforming triplex – based upon current MFD construction standards, our lot size does not provide sufficient square footage. While our property does have a ‘grandfathered’ in allowance, it is still non-conforming. Purchasing Lot 5400 would provide the required lot space and allow us to accomplish the following:

1. Bring our property into current MFD code compliance;
2. Many of the buildings on Commercial Street in this block are dilapidated and unmaintained. Once purchased, we would develop and groom the Lot to improve the curb-side appeal of the area and the property;
3. Currently, our tenants have no place to enjoy any outdoor activities because of the lack of lot space. Purchasing this lot will allow us to develop a more community-styled and useable space;
4. The rodent presence is a concern and could be curtailed with significant clearing and development;
5. Absentee landlords oftentimes are unaware of poor property conditions and deferred maintenance – as was the case with the triplex that we just purchased. Because we will be living in one of the triplex units along with our tenants, the maintenance will be performed regularly;
6. We purchased 258-262 Commercial Street with the intention of restoring and improving both the structures and the grounds.

If another building were somehow allowed on this vacant lot, it would likely exacerbate the already crowded parking and storage conditions along Commercial Street and Bond Street between 2nd and 3rd. Our purchasing the vacant lot and developing it as a community style garden would minimize congestion while maximizing neighborhood aesthetics.

We purchased our property in the hopes of restoring it and improving the sense of community pride. We would like to purchase the vacant lot next to ours for \$15,000.00 so that we may augment that work.

If you should have any questions or concerns, please contact me at 503 836-2576.
Respectfully submitted,
Matt McGrath

To: Brett Estes, City Manager

From: Matt McGrath

Re: Vacant Lot 5400

Brett,

Following are some particulars in a follow-up to my previous e-mail:

In October of 2015, my wife and I purchased the triplex located at 258-262 Commercial Street with the understanding from the Interim City Planner that it was a "non-conforming multi-family dwelling." This non-conforming status is based on the City of Astoria's Development Code for the R-3 Zone 2.165.3:

The minimum lot size for a multi-family dwelling will be 5,000 square feet for the first unit plus 1,500 square feet for each unit in excess of one.

The lot square footage for the property we purchased is .12 acres (5,227 square feet). In order for the triplex to conform to City Development codes, the minimum lot square footage is 8,000 square feet (5,000 base for first unit plus 1,500 for each additional unit). Though our lot is 2,773 square feet short of current codes, our triplex was grandfathered.

Prior to purchasing the property, my wife checked with the City of Astoria (Cindy) to ascertain the status of the adjacent City-owned Vacant Lot #5400 - specifically if it was available for purchase. She was told at that time that purchase was possible, but we would first need to pay a \$650.00 non-refundable property appraisal to determine the lot's value prior to purchasing the property.

Vacant Lot 5400 is a .09 acre (3,920 square feet) unimproved lot. Because this square footage falls well under the 5,000 square foot minimum required for a single family dwelling, it is not buildable as a stand-alone property. The only way that a single family dwelling may be constructed is for it to be incorporated into an adjacent property's existing footprint.

Building on the Vacant Lot, however, is not our intention. Our motivation is twofold: first is quality of life. Outside of the building footprint, the property we purchased has very little area for anything other than parking. Purchasing the Vacant Lot will allow us to develop a small area with a garden, benches, arbors and other features and amenities for our already crowded tenants and their families. Our second motivation is to have a property that conforms to existing City standards rather than requiring grandfather status.

I understand that that City is faced with a difficult decision where the sale of Vacant Lot 5400 is concerned. The lack of available rental housing in the area is surely a consideration. A different purchaser may incorporate the Vacant Lot's stand-alone non-conforming square footage to achieve a joint conforming status. If, for example, the City granted sale to the owner of the adjacent lot to the west of Vacant Lot 5400 (.17 acres, 7,405 square feet), the resulting 11,325 square feet could potentially allow construction of an additional single family home or rental units - depending on off-street parking determinations.

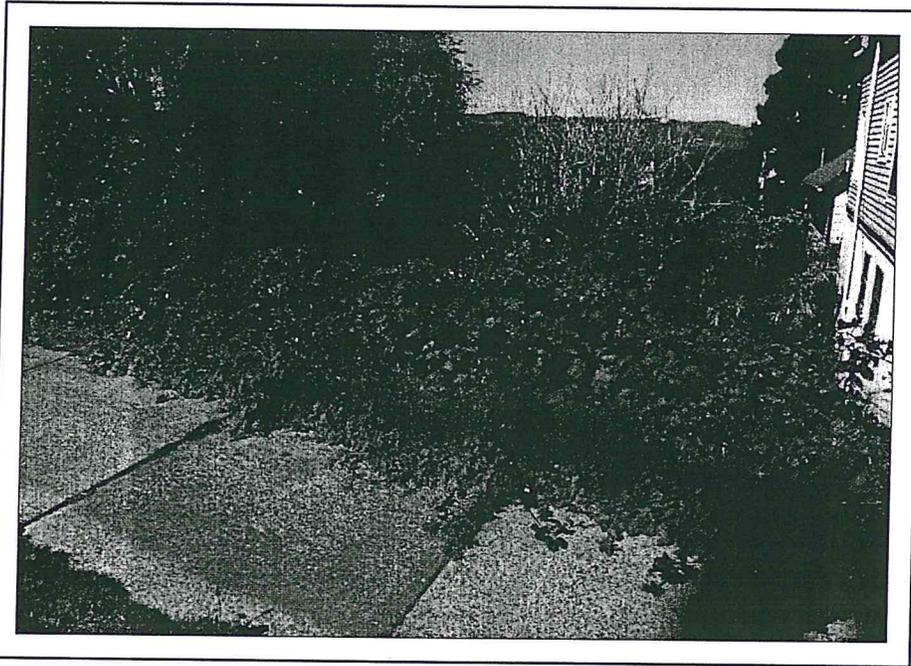
And while this would allow the construction of new, potentially code-compliant structures, our property would still be markedly non-conforming. It would also add more auto parking and traffic congestion to an already crowded Commercial Street between 2nd and 3rd, and would further crowd our already-crowded tenants.

We are pleased to be new owners in this community and are excited to begin long-overdue renovations and improvements. And, as residents of Astoria, we will accept and support whatever decision the City makes regarding Vacant Lot #5400. We only ask that you consider our plans to improve the neighborhood and our tenant's quality of life before rendering that decision.

See you at the meeting November 2nd.

Sincerely,

Matt and Lynn McGrath



SUMMARY APPRAISAL REPORT

OF THE REAL PROPERTY LOCATED AT

2XX Commercial Street
Astoria, OR 97103

for

City of Astoria

1095 Duane St
Astoria, OR 97103

as of

September 29, 2015

by

Steven A. Weed
P.O. Box 2304
Gearhart, OR 97138

Estimated Market Value
\$14,000

Steven A. Weed, MAI, SRA

Appraisal Report

LAND APPRAISAL REPORT

File No. **G1671**

Borrower Client: City of Astoria Census Tract **9502** Map Reference **80907DA05400**

Property Address **2XX Commercial Street**

City **Astoria** County **Clatsop** State **OR** Zip Code **97103**

Legal Description **S 80' of Lot 7, Blk 18 McClure's**

Sale Price **\$N/A** Date of Sale **N/A** Loan Term **N/A** yrs. Property Rights Appraised Fee Leasehold De Minimis PUD

Actual Real Estate Taxes **\$None** (yr.) Loan charges to be paid by seller **\$N/A** Other sales concessions

Lender/Client **City of Astoria** Address

Occupant **Vacant Land** Appraiser **Steven A. Weed** Instructions to Appraiser **Estimate Current Market Value**

NEIGHBORHOOD

Location Urban Suburban Rural

Built Up Over 75% 25% to 75% Under 25%

Growth Rate Fully Dev. Rapid Steady Slow

Property Values Increasing Stable Declining

Demand/Supply Shortage In Balance Over Supply

Marketing Time Under 3 Mos. 4-6 Mos. Over 6 Mos.

Present Land Use **70** % 1 Family **10** % 2-4 Fam **5** % Apts. **10** % Commercial

Change in Present Land Use Not Likely Likely (*) Taking Place (*)

Predominant Occupancy Owner Tenant **0** % Vacant

Single Family Price Range **\$ 125,000** to **\$ 300,000** Predominant Value **\$ 200,000**

Single Family Age **10** yrs. to **130** yrs. Predominant Age **80** yrs.

	Good	Avg.	Fair	Poor
Employment Stability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Public Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property Compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection from Detrimental Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police and Fire Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Appearance of Properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appeal to Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, noise) **Subject site is located about 1/4 mile from Astoria's central business district. Area is predominant single family with a mix of standard lots, older homes, and some duplexes. Area is within walking distance to Astoria's business district and property, though older, are maintained.**

SITE

Dimensions **50 x 80** = **4000** Corner Lot

Zoning Classification **R-3 (High Density Residential)** Present improvements do do not conform to zoning regulations

Highest and best use: Present use Other (specify)

Elec. Public Other (Describe)

Gas

Water

San. Sewer Underground Elect. & Tel.

OFF SITE IMPROVEMENTS

Street Access: Public Private

Surface **Asphalt**

Maintenance: Public Private

Storm Sewer Curb/Gutter Street Lights

Topo **Very Steep**

Size **Smaller than standard**

Shape **Rectangle**

View **View of River**

Drainage **Adequate**

Is the property located in a HUD Identified Special Flood Hazard Area? No Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions) **Subject site slopes rapidly from side/street grade to about 10' below grade, which is typical for the area. Most sites when developed have basement levels. See Report Comments.**

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	Subject Property	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	2XX Commercial Street Astoria	6XX Madison Ave Astoria	4XX Bond Street Astoria	Duane & 16th Street Astoria
Proximity to Subj.		0.53 miles S	0.11 miles NE	0.69 miles E
Sales Price	\$ N/A	\$ 62,500	\$ 1,750	\$ 6,000
Price		\$ 12.50	\$ 1.08	\$ 2
Data Source	Inspection	80917BB12400	80907DA02500	80908DC18100
Date of Sale and Time Adjustment	N/A	04/21/2014	05/22/2015	05/28/2015
Location	Urban	Suburban	Urban	Urban
Site/View	River View	None	None	River View
Site Area	4000	5000 sf	1620 sf	2500 sf
Topography	Steep	Level	Slope	Level
Utilities	Standard	Standard	Standard	Standard
Street	Asphalt	Asphalt	Asphalt	Asphalt
Sales or Financing Concessions	None	None	None	None
Net Adj. (Total)		<input type="checkbox"/> Plus <input type="checkbox"/> Minus \$	<input type="checkbox"/> Plus <input type="checkbox"/> Minus \$	<input type="checkbox"/> Plus <input type="checkbox"/> Minus \$
Indicated Value of Subject		Gross 0.0% Net 0.0% \$ 62,500	Gross 0.0% Net 0.0% \$ 1,750	Gross 0.0% Net 0.0% \$ 6,000

Comments on Market Data: **Sale No. 1 is presented as an indication of a standard, buildable site with no significant issues to its development. Sales No. 2, No. 3 and No. 4 are smaller than standard sites with development issues, such as being less than standard, zoning compliant sites, which are part of assemblage with adjacent sites.**

Comments and Conditions of Appraisal: **The appraiser certifies disclosure to the client of no previous appraisal service on the subject property within the last three years. Smaller sites fall in the \$1 to \$2 per square foot range, while larger sites are able to command higher value of \$3.50 per square foot. The subject property has elements of being more similar to a larger, plottage site, with a steep topography requiring engineering. A value of \$3.50 per square foot was considered most appropriate, or a value of \$3.50 / sf x 4000 square feet = \$14,000.**

Final Reconciliation: **Most weight to Sale No. 4, with support from Sales No. 2 and No. 3 in arriving at a final value estimate. Income and Cost Approach values are not appropriate because of absence of data and they are not reflective of the market's behavior for these kinds of properties.**

RECONCILIATION

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF **September 29** **2015** to be **\$14,000**

Appraiser(s) **Steven A. Weed** Review Appraiser (if applicable) Did Did Not Physically Inspect Property

Signature *Steven A. Weed* Signature _____

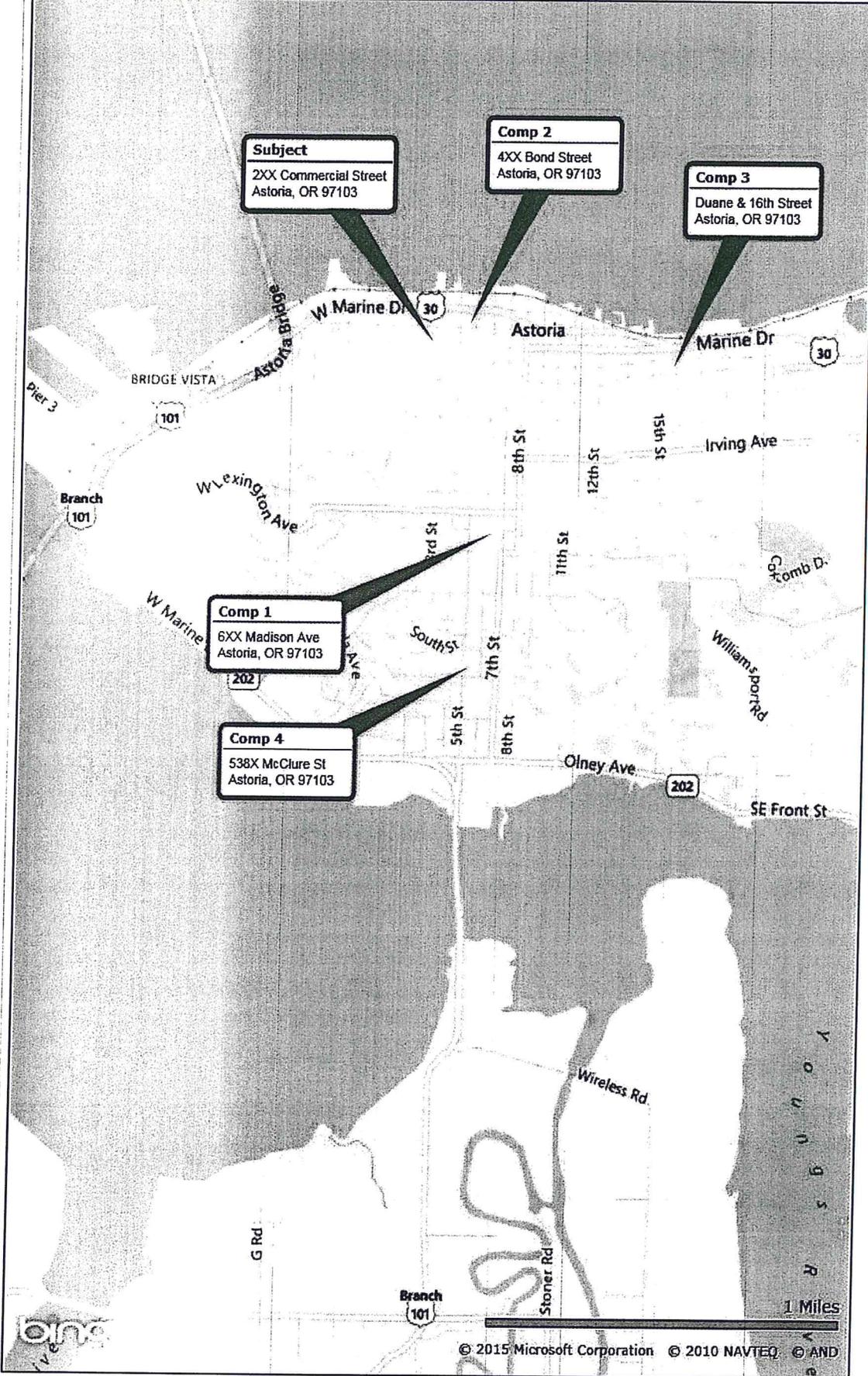
Name **Steven A. Weed** Date **10/05/2015** Name _____ Date _____

State **OR** License Certification # **C000170** State _____ License Certification # _____

Steven A. Weed, MAI, SRA

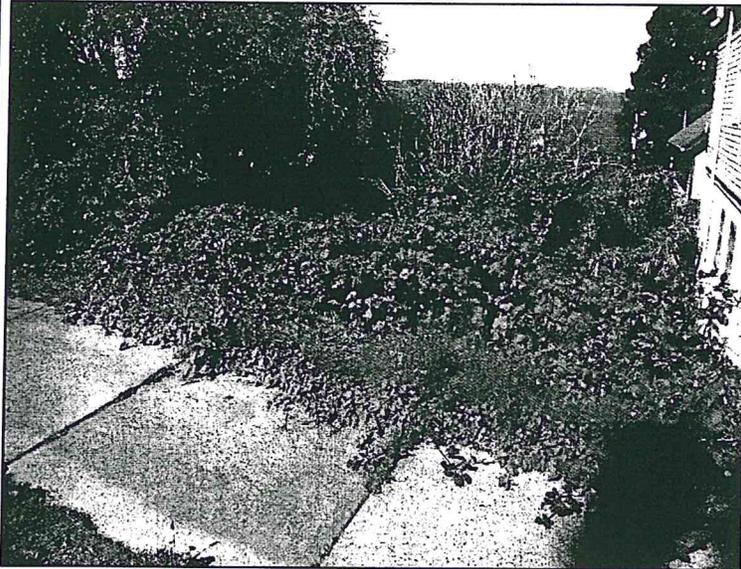
Location Map

Borrower or Owner Client: City of Astoria
Property Address 2XX Commercial Street
City Astoria County Clatsop State OR Zip Code 97103
Client City of Astoria

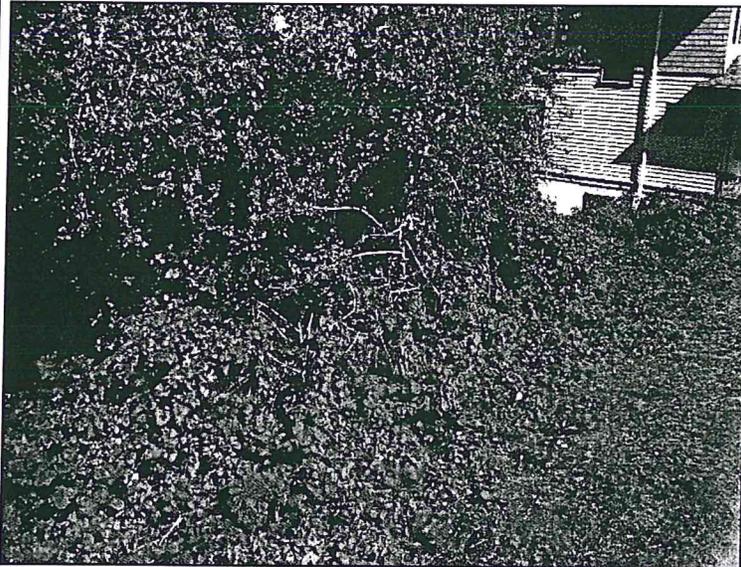


PHOTOGRAPH ADDENDUM

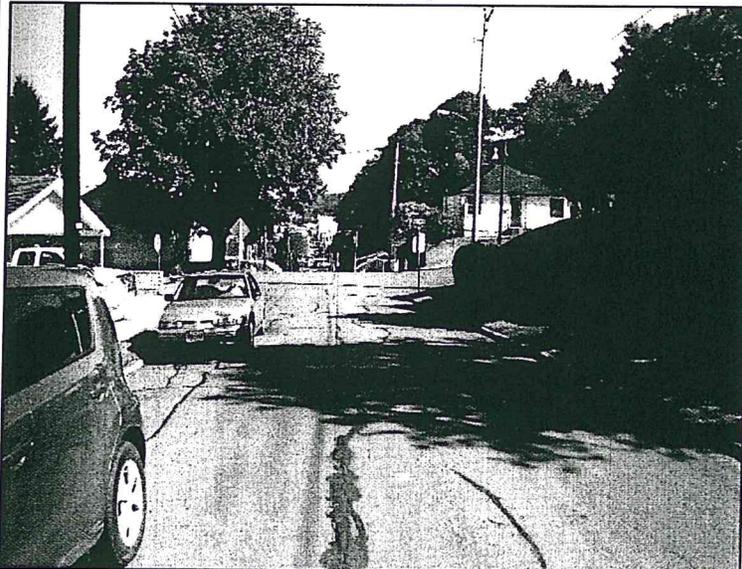
Borrower or Owner	Client: City of Astoria						
Property Address	2XX Commercial Street						
City	Astoria	County	Clatsop	State	OR	Zip Code	97103
Client	City of Astoria						



**FRONT VIEW OF
SUBJECT PROPERTY**



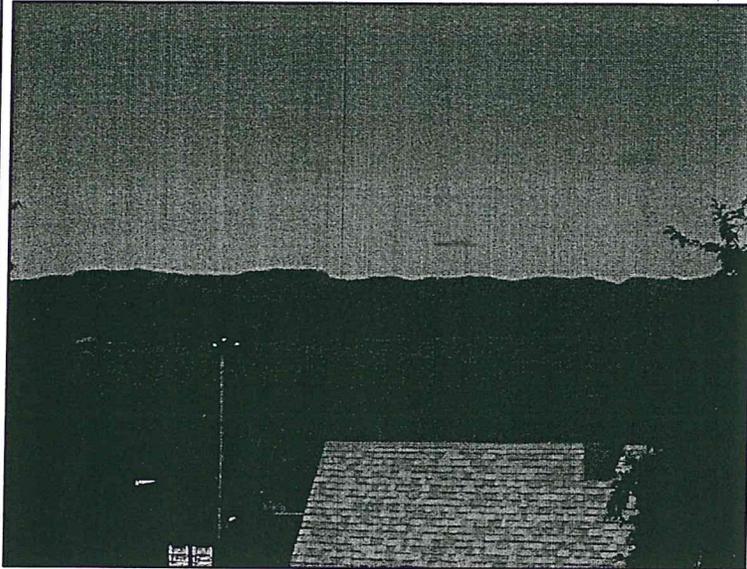
**REAR VIEW OF
SUBJECT PROPERTY**



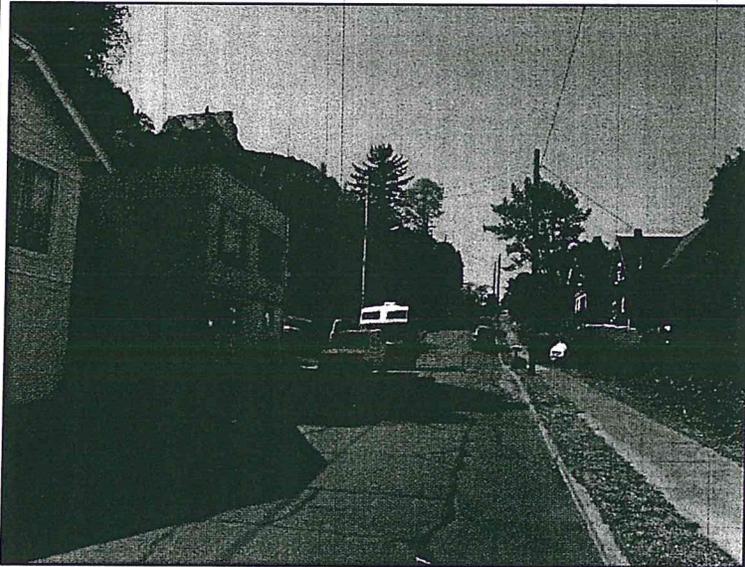
**STREET SCENE OF
SUBJECT PROPERTY**

PHOTOGRAPH ADDENDUM

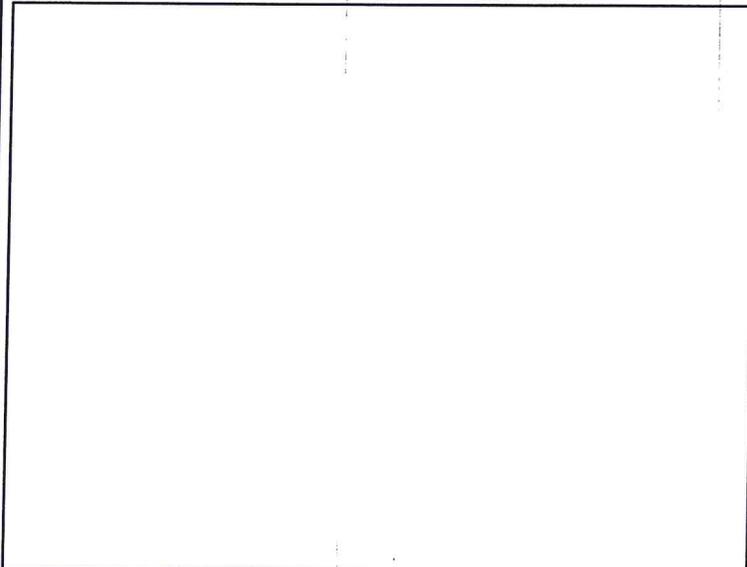
Borrower or Owner	Client: City of Astoria						
Property Address	2XX Commercial Street						
City	Astoria	County	Clatsop	State	OR	Zip Code	97103
Client	City of Astoria						



2XX Commercial Street
View

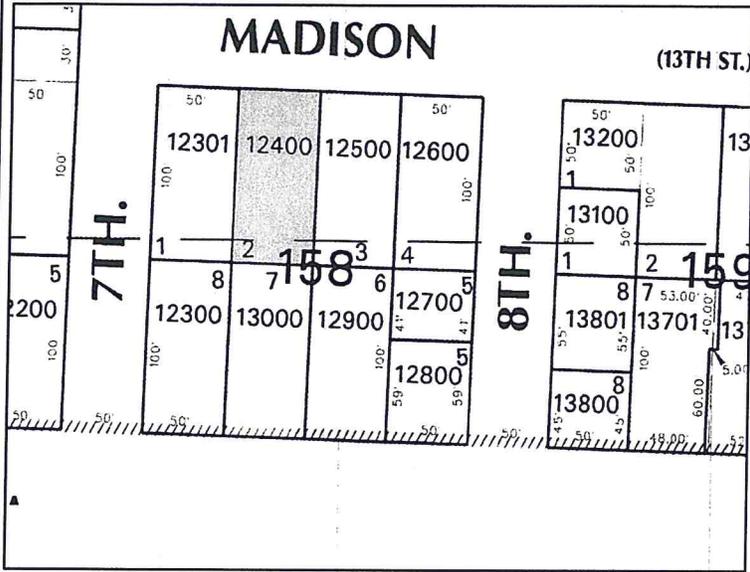


2XX Commercial Street
Alternate Street



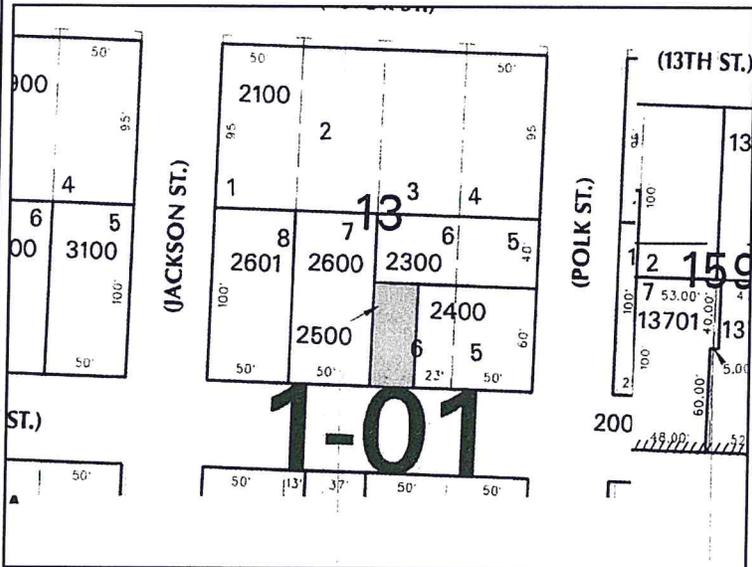
PHOTOGRAPH ADDENDUM

Borrower or Owner **Client: City of Astoria**
 Property Address **2XX Commercial Street**
 City **Astoria** County **Clatsop** State **OR** Zip Code **97103**
 Client **City of Astoria**



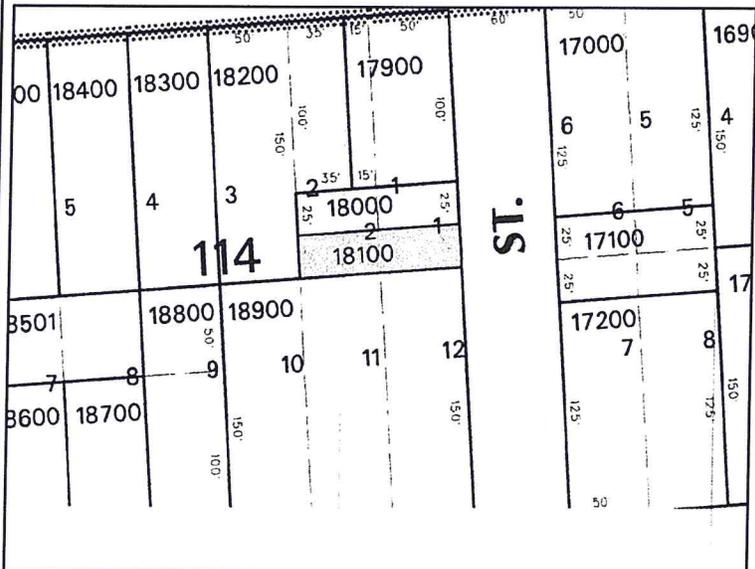
COMPARABLE #1

6XX Madison Ave
Astoria
Price \$62,500
Price/SF 12.50
Date 04/21/2014
Site Area 5000 sf
Value Indication \$62,500



COMPARABLE #2

4XX Bond Street
Astoria
Price \$1,750
Price/SF 1.08
Date 05/22/2015
Site Area 1620 sf
Value Indication \$1,750



COMPARABLE #3

Duane & 16th Street
Astoria
Price \$6,000
Price/SF 2
Date 05/28/2015
Site Area 2500 sf
Value Indication \$6,000

This appraisal report is subject to the following scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

INTENDED USE: The intended use of this appraisal report is for the lender/client to evaluate the property that is the subject of this appraisal for a mortgage finance transaction.

INTENDED USER: The intended user of this appraisal report is the lender/client.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.
2. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. The appraiser has noted in this appraisal report any adverse conditions (such as the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent adverse conditions of the property (such as, but not limited to, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.
5. If the appraiser has based his or her appraisal report and valuation conclusion for an appraisal subject to certain conditions, it is assumed that those conditions will be met in a satisfactory manner.

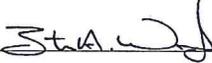
APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.
2. I performed a complete visual inspection of the subject property. I reported the site characteristics in factual, specific terms.
3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment.
5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.
6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.
7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.
8. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.
9. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale or financing of the subject property.
10. I have knowledge and experience in appraising this type of property in this market area.
11. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.
12. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.
13. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, but not limited to, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.
14. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.
15. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.
16. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.
17. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event (such as approval of a pending mortgage loan application).
18. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.
19. I identified the lender/client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.
20. The lender/client may disclose or distribute this appraisal report to: the borrower; another lender at the request of the borrower; the mortgagee or its successors and assigns; mortgage insurers; government sponsored enterprises; other secondary market participants; data collection or reporting services; professional appraisal organizations; any department, agency, or instrumentality of the United States; and any state, the District of Columbia, or other jurisdictions; without having to obtain the appraiser's or supervisory appraiser's (if applicable) consent. Such consent must be obtained before this appraisal report may be disclosed or distributed to any other party (including, but not limited to, the public through advertising, public relations, news, sales, or other media).
21. I am aware that any disclosure or distribution of this appraisal report by me or the lender/client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.
22. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.
4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature 
 Name Steven A. Weed
 Company Name Steven A. Weed, MAI, SRA
 Company Address P.O. Box 2304
Gearhart, OR 97138
 Telephone Number 503-738-3800
 Email Address _____
 Date of Signature and Report October 5, 2015
 Effective Date of Appraisal September 29, 2015
 State Certification # C000170
 or State License # _____
 or Other (describe) _____ State # _____
 State OR
 Expiration Date of Certification or License 8/31/2017

ADDRESS OF PROPERTY APPRAISED
2XX Commercial Street
Astoria, OR 97103
 APPRAISED VALUE OF SUBJECT PROPERTY \$ 14000
 LENDER/CLIENT
 Name _____
 Company Name City of Astoria
 Company Address _____
1095 Duane St Astoria, OR 97103
 Email Address _____

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature _____
 Name _____
 Company Name _____
 Company Address _____
 Telephone Number _____
 Email Address _____
 Date of Signature _____
 State Certification # _____
 or State License # _____
 State _____
 Expiration Date of Certification or License _____

SUBJECT PROPERTY

- Did not inspect subject property
 Did inspect exterior of subject property from street
 Date of Inspection _____
 Did inspect interior and exterior of subject property
 Date of Inspection _____

COMPARABLE SALES

- Did not inspect exterior of comparable sales from street
 Did inspect exterior of comparable sales from street
 Date of Inspection _____

Borrower or Owner Client: City of Astoria

Property Address 2XX Commercial Street

City Astoria

County Clatsop

State OR

Zip Code 97103

Lender or Client City of Astoria

PURPOSE OF APPRAISAL

The purpose of this appraisal report is to estimate the market value of the subject property. It is not to be relied upon by any third parties for any purpose, whatsoever.

The appraisal is based on an analysis of the subject property as of the date of inspection. Valuation is based on current market conditions as of the date of inspection. Data and conclusions are based on the assumption that there have been no detrimental physical, functional or external factors transpiring between the date of inspection and date of completion of this report.

SCOPE OF APPRAISAL

In conducting the appraisal assignment, the appraiser first collected preliminary public record, title company information, and made an initial search of available market sales, trends, and influences. A physical inspection of the subject property was made in accordance with the information requirements of the URAR format. The appraiser is not an expert in matters of pest control, structural engineering, hazardous waste, survey, or title matters, and no expertise or warranty is implied in these or other areas. General research on comparable properties in the subject and competing neighborhoods was performed. Sales selection was refined to the three or four most similar and recent sale properties. A thorough residential market analysis using standard residential appraisal methods and techniques was completed in accordance with Uniform Standards of Professional Practice as adopted by the Appraisal Foundation. An explanation of adjustments to comparable properties is presented in the Adjustments section.

The value indications from the comparable sale properties were reconciled into a final value estimate. The purpose of the final value reconciliation was to develop a rational, defensible conclusion of the most probable market value for the subject property. The scope of the assignment does not include a separate land value appraisal. The land value estimate is limited to a review of real market assessed land value, land sales in the neighborhood, and abstraction of land values from improved sales in the neighborhood.

DISCLOSURE OF COMPETENCY

The appraiser has the required experience, training, and education to complete the appraisal of the subject property competently. The appraiser has over 25 years of experience in appraising single family residential property in Clatsop and Tillamook Counties and has considerable knowledge in local market conditions. The appraiser's principal area of work is single family residential properties in Clatsop and Tillamook Counties. The appraiser maintains a current, active sales data base using county assessor records, real estate listings, title company records, and the appraiser's own sales files. The report has been prepared as an unbiased, objective value estimate.

HIGHEST & BEST USE

The following influences were considered in concluding the Highest & Best Use of the subject property is as plottage to be used in conjunction of single or multi-family residential use. The subject site's physical size and zoning regulations support single family use when used in conjunction with an adjacent site. Supporting facilities to the site are typically residential in character. Surrounding land use is consistent with single family uses. Also, the report considered the existing land use regulations, reasonably probable modification of such land use regulations, economic demand, the physical adaptability of the property, neighborhood trends, and the optimal usage of the property. Finally, the probability that the above physical, locational, and legal influences will continue to exist was considered. There are no changes in land use within or near the subject property which would indicate a change in current land use.

ESTIMATED MARKETING TIME

The estimated marketing time for the subject property under current market conditions is approximately 120 days or less. The estimate is based on analysis of current market trends in the general area, and takes into account the size, condition, and price range of the subject and surrounding properties.

MARKET APPROACH COMMENTS

The comparable sales used in this report represent the most recent sales available. Sources of sales information include county assessor records, title company deed recordings, real estate sales companies, and the appraiser's own sales files. The comparable sale properties were the most similar to the subject in location, size, features, and closest in proximity to the subject property. All comparable sales are closed sales, unless otherwise noted. Sales dates are close of escrow dates.

RECONCILIATION COMMENTS

Greatest weight was given the Sales Comparison Approach because it is the most reliable indicator of behavior in the local market and best reflects current market conditions. The Income Approach is not considered a reliable indicator of market value for residential land in the local market because of virtually no rental activity and reliable comparison with sale properties. The Cost Approach is not considered appropriate for a parcel of vacant land.

PERSONAL PROPERTY

No personal property has been valued in this report.

Borrower or Owner		Client: City of Astoria			
Property Address		2XX Commercial Street			
City	Astoria	County	Clatsop	State	OR
Lender or Client		City of Astoria			
		Zip Code	97103		

TIME ADJUSTMENT & PROXIMITY OF SALES PROPERTIES

The time between the date of the appraisal and the sale date of the comparable properties are sufficiently current that an adjustment was not warranted. Sale properties over one mile from the subject are the most comparable sales available in the market. The population base is relatively small in the area and it is not unusual that recent sales would be located more than one mile from the subject property.

There are a limited number of sales of vacant land in Astoria. In research this appraisal, a review of sales from Clatsop County Assessor's office records and Clatsop MLS were used. Most smaller sites are associated in the Mill Pond which have zoning characteristics unique to that project and are not applicable to other areas in Astoria with different zoning.

LOCATION ADJUSTMENT

The comparables are located in neighborhoods which are sufficiently similar and no adjustment was necessary.

SITE/VIEW

No specific adjustments were made from the limited data set. The sales which were stronger to the characteristics of the subject were ordinarily ranked and selected to develop an indication for the subject property.

OTHER SITE DIFFERENCES

Other site characteristics, such as zoning, street improvements, and topography were considered in the development and final selection of a value for the subject site, but specific adjustments were not made and there were not a sufficient number of sales to support adjustments. It is not considered unusual when there is a unique property with a very limited number of sales to develop a value indication with this method.

IMPORTANT: Please read the following very carefully. This appraisal is for no purpose other than property valuation as limited by the scope of the assignment as stated in this report. The reader should be aware that there are also inherent limitations to the accuracy of the information and analysis contained in this appraisal. Before making any decision based on the information and analysis contained in this report, it is critically important to read this entire section to understand these limitations.

APPRAISAL IS NOT A SURVEY

It is assumed that the utilization of the land and improvements is within the boundaries of the property lines of the property described and that there are no encroachments or trespass unless noted in the report. The appraiser has made no survey of the property and no responsibility is assumed in connection with such matters. Any maps, plats, legal descriptions or drawings reproduced and included in this report are intended only for the purpose of showing spatial relationships or giving a general idea of the property description. The reliability of information contained in any such map, description or drawing is assumed by the appraiser and cannot be guaranteed to be correct. A surveyor should be consulted if there is any concern on boundaries, setbacks, encroachments, legal description or other survey matters.

APPRAISAL IS NOT A LEGAL OPINION

Title and Boundaries - No responsibility is assumed for matters of a legal nature that affects the title to the property nor is an opinion of title rendered. The value is given without regard to questions of title, boundaries, encumbrances or encroachments. The appraiser is not usually provided with information regarding the title or legal description and, in any event, the appraiser neither made a detailed examination of it nor is any legal opinion given concerning it.

APPRAISAL IS NOT AN ENGINEERING OR PROPERTY INSPECTION REPORT

Structural Problems May Be Present. The reader of this appraisal should understand that purchasing a home entails a certain amount of risk. Properties may have latent problems that are not detectable at the time of the sale or at the time it is appraised. Many properties have hidden problems or may develop structural problems after the sale. The appraisal should not be considered a report on the physical items that are a part of this property. Although the appraisal may contain information about the physical items being appraised (including their adequacy and/or condition), it should be clearly understood that this information is only used as a general guide for property valuation and is not intended to be used to evaluate the condition or adequacy of the subject property. The observed condition of the foundation, roof, exterior walls, interior walls, floors, heating systems, plumbing, insulation, electrical service and all mechanicals and construction is based on casual inspection only and no detailed inspection was made. The appraiser is not acting as a professional engineer; builder, surveyor or other inspector and professionals should be consulted if there are any questions as to the condition of the subject property.

The subject has a steep topography on has soil and subsoil conditions which are unknown to the appraiser. No engineering study of the property was provided. It is assumed that there does not exist a soil or subsoil condition which would have a significant affect on the subject property in terms of being put to a higher and better use than as vacant as it currently exists.

APPRAISAL IS MADE WITH LIMITED DATA

Appraisal reports are technical documents addressed to the specific needs of clients. In most cases, appraisals are made for mortgage companies and/or banks whose use for this report may be wholly different than that of the casual reader. Therefore, the reader should understand that this report was made with a limited amount of data and limited ability to verify certain information. Information was verified when possible through public records, multi-listing services, real estate agents and exterior inspection. This includes verification that the comparables are actually closed sales and the transactions are arms length. No verification technique is one hundred percent accurate but the appraiser has made the assumption that all data is accurate as reported. From time to time, the indicated sizes of comparables shown in available sources such as MLS services or listing sheets appears to be incorrect based on the appraisers professional experience. If the size used in the MLS sheets does not correlate with other known data, the appraiser may use other methods to determine the size of comparables. These include assessor's sheets and physical inspection. The deviation of comparable size from published sizes only indicates an attempt at higher accuracy in the final report. Three or more comparables are used in this report to eliminate the limited data associated with any single comparable. While no factors is believed to be significant but unknown to the client have been knowingly withheld, it is always possible that we have information of significance which may be important to others but which, based on the original scope of this appraisal for mortgage or other purposes, was not included in the report to the client. A mortgage company or other professional client may not require data that may be important if the report is to be used for decision making outside the scope of the report. No decision should be made that is outside the scope of this report without first contacting the appraiser in writing for further clarification.

Borrower or Owner	Client: City of Astoria				
Property Address	2XX Commercial Street				
City	Astoria	County	Clatsop	State	OR
Lender or Client	City of Astoria				
				Zip Code	97103

SITE The site is somewhat typical for the area in terms of size, though smaller than standard, and appeal with no readily noted easements or encroachments. The appraiser has not made a survey but is utilizing information provided by surveys, plat maps, and the owner. The appraiser has not done title work on the property and is assuming there are no restrictive covenants, encumbrances, contracts, declarations, unrecorded IRS liens, unpaid special assessments or unpaid property taxes.

ZONING The appraiser has tried to use the most recently available zoning maps to determine the zoning of the subject property. However, no notification is given to the appraiser when zoning changes. Zoning may be different than that stated and may severely limit the possible use of the property. If a property is a legal non-conforming use, it may not be able to have continued residential use if fully or partially destroyed or vacated for any length of time. Zoning has only been checked as it relates to the highest and best use section of this report and any significant question regarding zoning should be addressed to local zoning or land use officials.

BUILDING CODES The appraiser has not checked for building code violations and the subject property may not conform to current building codes. It is assumed in this report that all buildings meet applicable codes.

DETRIMENTAL CONDITIONS There are a wide variety of detrimental conditions that can impact property values. These include, but are not limited to: non-market motivations, future temporary disruptions, stigmas, convicted criminals who reside in the neighborhood, neighborhood nuisances, future unannounced surrounding developments, structural and engineering conditions, construction conditions, soils and geotechnical issues, environmental conditions and natural conditions. The appraiser has inspected the subject property on a level that is consistent with the typical responsibilities of the appraisal profession; however, the appraiser does not have the expertise of market analysts, soils, structural or environmental engineers, scientists, specialists, urban planners and specialists in these various fields. Unless otherwise stated within the report, the appraiser assumes no responsibilities for the impact that the variety of detrimental conditions may cause.

PRESENCE OF HAZARDOUS MATERIALS The presence of hazardous substances, including without limitation asbestos, polychlorinated biphenyls, petroleum leakage or other chemicals, which may or may not be present on or near the subject property, or other environmental conditions were not called to the attention of the appraiser at the time of the valuation or inspection. The appraiser is not qualified to test for any hazardous substance and has no knowledge of the existence of such materials on or near the subject property. If any hazardous material contamination exists, it may affect the value of the subject property to the point that the cost of cleanup far exceeds the value of the property. Unless otherwise stated, this appraisal is predicated on the assumption that there is no condition on or near the subject property that would cause a loss in value. No responsibility is assumed for any hazardous substance contamination that may exist on or near the subject and the client is urged to get a professional inspection if there are questions in this area. Below are detailed some more common problems found in residential homes. This is not a complete list but further details these problems.

LEAD BASED PAINT Lead and lead based products are found in many homes constructed prior to 1978 and particularly in those built or painted before 1960. The use of older paint on new homes may result in finding lead in even very new houses. Lead is found in moving parts of windows and doors, lead based paint, soils next to the exterior of buildings that may have been painted with lead based paint or had such paint recently stripped, and in pipes and solder used for drinking water supply. Lead poisoning can cause serious health problems including nervous system damage and even death. Children and women of childbearing age are most at risk from lead poisoning. The appraiser cannot detect whether a property has lead present on or in it and is not trained in the detection or remediation of lead. The detection of lead in a property can only be done by a qualified firm or laboratory. The full responsibility for lead or any hazardous substance lies with the client or user of this report.

MOLD The appraiser is not qualified to determine if mold is present in the property and if present, the appraiser is not qualified to determine the cause of the mold, the type of mold or whether it poses any risk or hazard to the inhabitants.

RADON Radon is a cancer-causing radioactive gas. It occurs naturally and may seep into houses via the basement. Abnormally high concentrations of Radon in a house may affect the marketability of the house. High levels of radon concentration may cause sickness or even cancer. The appraiser is not a professional at radon detection. Responsibility for detection or remediation of radon lies with the property owner.

Borrower or Owner Client: City of Astoria

Property Address 2XX Commercial Street

City Astoria

County Clatsop

State OR

Zip Code 97103

Lender or Client City of Astoria

Qualifications of Steven A. Weed, MAI, SRA**Professional Affiliations**

MAI Member Appraisal Institute, Chicago, Illinois, 1988 to Present
 SRPA Senior Real Property Appraiser, Society of Real Estate Appraisers, Chicago, Illinois, 1982
 SRA Senior Residential Appraiser, Society of Real Estate Appraisers, Chicago, Illinois, 1977 to Present

FIRREA Certification & Licensing

General Certified Appraiser #C000170, State of Oregon: From 1993, Expiration: 8/31/2017
 Real Estate Broker License, State of Oregon: 1977 to 1993
 Real Estate Salesman License, State of Oregon: 1972 to 1977

Education--General & Real Estate Appraisal

Portland State University, Portland, Oregon: B.S., Economics, 1972

SREA: An Introduction to Appraising Real Property Exam 101 1973

Principles of Income Property Appraising Exam 201 1974

Narrative Report Writing Seminar Exam R-2 1976

Standards of Professional Practice 1988

AIREA: Single Family Residential Appraisal Exam VIII 1975

Case Studies in Income Valuation Exam II 1978 Investment Analysis Exam VI 1978

Litigation Valuation Exam IV 1983 Standards of Professional Practice Exam 83 1980

Comprehensive Exam 1985 Basic Valuation Procedures 1988

Standards of Professional Practice Part A Exam SPP-A 1997

Seminars: Apartment Appraising, Report Writing, Expert Witness, Subdivision Analysis (AI: 5/92), How To Value Income Property (12/92), The 1994 Revised URAR Seminar (PGP: 12/93), HUD Refresher Training (HUD: 11/94), Non-Urban Properties Symposium (PGP: 11/94), FHA Appraising (AI: 6/95), Standards of Professional Practice, Part A (6/97), Litigation Skills (AI:11/98), Valuation of Detrimental Conditions (AI:11/98), Residential Design (AI:7/99), USPAP Part C (AI:11/99), FHA & The Appraisal Process (AI:7/01), Internet Search Strategies (AI:8/01), Feasibility, Market Value, Investment Timing: Option Value (AI:1/03), Intro. to GIS Applications for RE Appraisal (AI:1/03), Residential Appraiser Training (SFREP 9/03) Course 400, Online Analyzing Operating Expenses (AI:3/03), Business Practices and Ethics (AI:8/04), National USPAP Update Course (AI:2/05), FHA Update (HUD: 6/06), 2006 USPAP Update (AI: 1/07), Secondary Market & Appraiser Liability (McKissock:1/07), Guide to Fannie Mae 2-4 Unit Form 1025 (AI: 12/07), Analyzing Distressed RE (AI:12/07), USPAP Update (AI: 4/08), Business Practices & Ethics (AI: 10/09), Application of Cost Approach (AU: 10/09), Appraising Historic Property (AU: 7/10), Business Practices & Ethics (AI: 10/09), Planning 101 (1/11), 2011 USPAP Update (1/11), Practical Regression Using MS Excel (AI: 9/12), 2012-13 USPAP Update (5/13), Appraisal Math & Statistics (5/13), Residential Market Analysis and H&B Use (AI:6/14), UAD Dataset(6/14), Business Practices & Ethics (AI: 11/13), USPAP Update (6/14)

Representative Clients

Old Republic Title, Solidifi, Service Link, StreetLinks, Landsafe, LPS, Essential Mortgage, Unitus CU, FNMA, FDIC STARS, TLC Federal CU, Bank of America, Columbia Bank, Chase Mortgage, Oregon Tax Court

Employment History

Independent Fee Appraiser, Gearhart, Oregon: 1984 to Present

Appraiser, Clatsop County Assessor, Astoria: 1975 to 1983

Real Estate Salesman, Portland, Oregon: 1972 to 1975

Types of Property Appraised

Single Family Residential, Duplex, Four-plex, Condominiums, Commercial & Retail Buildings, Restaurants, Motels, Apartments, Warehouses & Industrial Buildings, Farms, Mini-Storage Buildings, Churches, Residential Subdivisions, Cranberry Bogs, Commercial & Industrial Land, Wetlands, Condemnations, Partial Takings, Transmission Line Easements, Mitigation, Casualty Loss From Sliding, Aesthetic Loss, National Park Trail Easement

Education Certification

As of the date of this report, I, Steven A. Weed, MAI, SRA, have completed the requirements under the voluntary continuing program of the Appraisal Institute.



R-3: HIGH DENSITY RESIDENTIAL ZONE

2.150. **PURPOSE.**

The purpose of the R-3 Zone is to provide an area for high density residential development not exceeding an average density of 26 units per net acre, accessory uses, and certain public uses. The policies of the Comprehensive Plan, applicable overlay zone standards, and the standards listed below, will be adhered to.

2.155. **USES PERMITTED OUTRIGHT.**

The following uses and their accessory uses permitted in the R-3 Zone if the Community Development Director determines that the uses will not violate standards referred to in Section 2.165 through 2.185, additional Development Code provisions, Comprehensive Plan policies, and other City laws:

1. Single-family dwelling.
2. Two-family dwelling.
3. Multi-family dwelling.
4. Accessory dwelling unit.
(Section 2.155.4 amended by Ordinance 04-10, 11-1-04)
5. Family day care center.
6. Home occupation, which satisfies requirements in Section 3.095.
7. Home stay lodging.
8. Manufactured dwelling in an approved park.
9. Manufactured home. See Section 3.140.
10. Residential facility.
11. Residential home.
12. Transportation facilities.
(Section 2.155 added by Ordinance 14-03, 4-21-14)

2.160. CONDITIONAL USE PERMITTED.

The following uses and their accessory uses are permitted in the R-3 Zone if the Planning Commission, after a public hearing, determines that the location and development plans comply with applicable standards referred to in Sections 2.165 through 2.185, additional Development Code provisions, Comprehensive Plan policies, and other City laws:

1. Bed and breakfast, or inn.
2. Boarding or rooming house, or other group housing, not mentioned above.
3. Congregate care facility.
4. Day care center.
5. Manufactured dwelling park.
6. Nursing home.
7. Public or semi-public use.
9. Restaurant as an accessory use to an Inn. See Section 3.230.
10. Temporary use meeting the requirements of Section 3.240.
11. Cluster development meeting the requirements of Section 11.160.

(Section 2.160.11 added by Ordinance 95-05)

2.165. LOT SIZE.

Uses in an R-3 Zone which are part of a cluster development will comply with lot size requirements in Section 11.160. Other uses in an R-3 Zone will not violate the following requirements affecting lot size which are applicable to the particular use:

1. The minimum lot size for a single-family dwelling will be 5,000 square feet. Manufactured dwellings in an approved park may meet the requirements set forth in 11.120.
2. The minimum lot size for a two-family dwelling will be 6,500 square feet.
3. The minimum lot size for a multi-family dwelling will be 5,000 square feet for the first unit plus 1,500 square feet for each unit in excess of one.
4. The minimum lot width will be 45 feet.

City of Astoria
Development Code

R-3 Zone

5. The minimum lot depth will be 90 feet.

2.170. YARDS.

Uses in the R-3 Zone which are part of a cluster development will comply with the yard requirements in Section 11.160. Other uses in the R-3 Zone will comply with the following requirements:

- A. The minimum yard requirements in an R-3 Zone will be as follows:
 1. The minimum front yard will be 20 feet.
 2. The minimum side yard will be five (5) feet, except on corner lots the side yard on the street side will be 15 feet.
 3. The minimum rear yard will be 15 feet, except on corner lots the rear yard will be five (5) feet.
- B. For minimum yard requirements in a manufactured dwelling park, refer to 11.120.

(Section 2.170 amended by Ordinance 95-05)

2.175. LOT COVERAGE.

Buildings will not cover more than 50 percent of the lot area.

2.180. HEIGHT OF STRUCTURES.

No structure will exceed a height of 35 feet above grade.

2.185. OTHER APPLICABLE USE STANDARDS.

1. All uses will comply with applicable access, parking, and loading standards in Article 7.
2. Conditional uses will meet the requirements in Article 11.
3. Signs will comply with requirements in Article 8.
4. All structures will have storm drainage facilities that are channeled into the public storm drainage system or a natural drainage system approved by the

City of Astoria
Development Code

R-3 Zone

City Engineer. Developments affecting natural drainage shall be approved by the City Engineer.

5. Where new development is within 100 feet of a known landslide hazard, a site investigation report will be prepared by a registered geologist. Recommendations contained in the site report will be incorporated into the building plans.
6. All uses except those associated with single-family and two-family dwellings shall meet the landscaping requirements in Sections 3.105 through 3.120.
7. Density of congregate care facilities, which are designed for assisted living for the elderly or handicapped, shall conform to the density of multi-family developments in the zone in which such development is located.
8. Outdoor lighting in residential areas shall be designed and placed so as not to cast glare into adjacent residential properties. The Community Development Director may require the shielding or removal of such lighting where it is determined that existing lighting is adversely affecting adjacent residences.
9. For uses located within the Astor-East Urban Renewal District, refer to the Urban Renewal Plan for additional standards.
10. Group Housing.
 - a. Density.

Group housing resident density is limited to two (2) residents per 1,000 square feet of total gross floor area. Residents include all people living at the site, including those who provide support services, building maintenance, care, supervision, etc. People who only work at the site under a valid Home Occupation Permit (see Section 3.095) are not considered residents. Maximum number of residents per site is limited to 15. Usable outdoor area shall be provided at a ratio of 50 square feet per resident.

- b. Parking.

Where the Community Development Director determines that a group housing facility may require parking in excess of that provided for staff persons, a parking area of sufficient size to provide for anticipated needs shall be provided.

Community Visioning and Strategic Planning

A Guide to Plan Elements

Community vision and strategic plans are both long-term interdisciplinary products that, when effectively developed and implemented, assist entities in setting a proactive course to desired outcomes. Vision plans focus on the community and its preferred future scenario. Strategic plans focus on organizational policy and operational direction to effectively manage resource allocation. Both plans are integrally linked to each other. The following is a description of the elements, their level of detail, and association to the other components of the plan.

Community Vision Plan

Vision Statement

A broad-brush description of the ideal community in a future year usually 20-30 years out. The statement is written in a "present tense" as if being read the final year. It can reflect the general feel of a community, standard of living, or broad areas of emphasis. The statement is written to communicate an ideal and should remain intact for the entire vision period.

There may be an "umbrella vision statement" which is brief and describes the community ideal as a whole. In addition, "focus area vision statements" can be included which are descriptive of certain broad topics (e.g., environment, economy, public safety). These statements are also broad in context.

Vision Action Plan

The Vision Action Plan outlines the general direction and specific activities to achieve the community vision. The general direction is set by strategies, while actions outline the tasks, projects and programs to implement the vision.

Strategy

- Sets a clear direction for implementing the Vision Statement
- Based on specific text from the Vision Statement
- Has one or more action items to help implement it
- Does not identify a specific project or program but rather a general direction for future policy and operational decision-making

Action

- Supports and implements one or more aspects of a strategy
- Identifies an outcome such as a project, program, or specific activity
- Must have a champion entity responsible for leading it
- Is within the potential capability and resources of the community or local government
- Language should be positive, neutral, succinct and broad enough to allowing the implementing entity flexibility to achieve the intent

Strategic Plan

Mission Statement

A concise statement clarifying an organization's purpose and associated responsibilities. The statement highlights broad themes and is intended to be reflective of the organization's culture. Language is activist in tone and inspirational in nature.

Core Values

Core values express the internal beliefs or philosophies that guide an organization in achieving its mission. These values define the organizational character and act as the filter of how the strategic plan and an organization's overall mission are implemented. They guide how the organization's officials and employees behave and make decisions.

Keep the number of core values limited to make them easier to remember. Use verbs, not nouns. The core values can be stated as phrases or a word, however, include a more descriptive statement with it to clarify intent.

Goals

A goal is a statement of general direction leading toward a desired outcome. It is a path of travel. A goal should answer the questions: (1) what do we want to achieve?; and (2) how do we put our mission and core values into action. Goals are consistent with the mission statement. The language is active and the statement is short (sentence or less).

Strategies

Strategies offer a means for accomplishing the goals (or objectives). They explain how each goal will be accomplished. For each strategy there is a direct relationship to a goal to which it is responding. Generally, does not identify a specific project or program but rather a general direction for future policy and operational decision-making.

Actions

Actions supports and implements one or more aspects of a strategy. An action is a specific task, project or program to implement a strategy. For each one, a lead entity (e.g., department) has responsibility for facilitating completion of that item. Language should be positive, neutral, succinct and broad enough to allowing the implementing entity flexibility to achieve the intent.