City of Warrenton City Commission
Regular Meeting Agenda
Tuesday, March 24, 2026 – 6:00 PM
City Hall, 225 S. Main, Warrenton, OR 97146

*****The meeting will be broadcast via Zoom at the following link*****
https://us02web.zoom.us/j/5332386326?pwd=VHNVVXU5blkxbDZ2YmxISWpha0dhUT09#success
Meeting ID: 533 238 6326 | **Passcode:** 12345 | **Dial-in Number:** 253-215-8782

Below are the methods to provide public comment and/or public testimony on a public hearing:

1. In-person: Complete a comment card and submit to the City Recorder prior to the start of the meeting.
2. Via Zoom: Register with the City Recorder, at cityrecorder@warrentonoregon.us no later than 3pm the day of the meeting. Please ensure that your zoom name matches the name registered to comment.
3. Written comments: Submit via e-mail to the City Recorder, at cityrecorder@warrentonoregon.us, no later than 3:00 p.m. the day of the meeting.

Public Comment: To provide public comment, participants should register prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter. Once your public comment is submitted it becomes part of permanent public record.

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1. Call to Order

2. Pledge of Allegiance

3. Consent Calendar

A. City Commission Work Session Minutes 2026.03.10
B. City Commission Meeting Minutes 2026.03.10
C. Letter of Support for Connect Oregon Grant
D. Marina Advisory Board January Minutes
E. March Harbormaster Report
F. February 2026 Police Statistics Report

4. Commissioner Reports

5. Public Comment

6. Public Hearings

7. Business Items

A. Clatsop County Brownfield Assessment Program
B. Consideration of Hammond Launch Dock Request for Bids (RFB)
C. Consideration of Quincy Robinson Park Tennis Court Demolition and Re-Construction Bid Award
D. Consideration of Resolution No. 2725 Adopting Rules of Procedure 3rd Edition
E. Consideration of Middle Housing Code Second Reading and Adoption
F. Consideration of Water Treatment Plant Replacement Service Truck - Agreement to Purchase

G. Consideration of Resolution No. 2727; Setting a public hearing date to receive comments on draft findings for CM/GC new WWTP process

8. Discussion Items

A. 7th & N Main Discussion

9. Good of the Order

10. Executive Session

11. Adjournment

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Hanna Bentley, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

City of Warrenton City Commission
Work Session Minutes
City Hall, 225 S. Main Warrenton, OR 97146
Tuesday, March 10, 2026

City Commission work session called to order at 5:00 pm.

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio (via Zoom)	X	
Mike Moha	X	
Paul Mitchell (arrived at 5:01)	X	
Henry Balensifer, Mayor	X	

Staff Members Present	
City Manager Esther Moberg	City Recorder Hanna Bentley

City Manager Esther Moberg introduced Andrew Dow, Project Manager, from Kennedy Jenks. He presented an update on the wastewater treatment plant (WWTP) design. He reviewed completed design activities, design alternatives, collaborative delivery (CM/GC) and path forward. Dow presented two alternative treatment approaches before the commission. The alternatives were either to switch to a membrane treatment (MBR) design, or to expand and augment the current SBR system. There was brief discussion on each alternative's feasibility, cost, and capacity projection. Dow addressed the impact of a construction manager/general contractor (CM/GC) project delivery method on cost and timeline.

It was noted that the cost difference between the two alternatives is 10-15 million dollars, and that Warrenton's WWTP is in a challenging location to build upon. Mark Cullington with Kennedy Jenks stated that the Oregon structural code has changed three times since 2021. There was brief discussion on the cost of adding an additional basin with the SBR approach, Lauren Tetzloff from Kennedy Jenks shared that the existing plant was designed to have a 4th basin, but with a 5th basin they would need to construct additional infrastructure in consideration of the updated structural code. Moberg noted that there will be more information to come in subsequent work sessions.

At 5:48pm, Mayor Balensifer adjourned the work session.

Respectfully prepared and submitted by Stepha Kvokov, Deputy City Recorder.

Approved:

Attest:

Henry A. Balensifer III, Mayor

Hanna Bentley, City Recorder

DRAFT

City of Warrenton City Commission
Minutes
City Hall, 225 S. Main Warrenton, OR 97146
Tuesday, March 10, 2026

1. **City Commission meeting called to order at 6:00 pm.**

2. **Pledge of Allegiance**

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio (via Zoom)	X	
Mike Moha	X	
Paul Mitchell	X	
Henry A. Balensifer III, Mayor	X	

Staff Members Present	
City Manager Esther Moberg	City Recorder Hanna Bentley
Police Chief Mathew Workman	Acting Public Works Director Rock Hagland

3. **Consent Calendar**

**Items on the consent calendar have previously been discussed and/or are considered routine. Approval of the consent calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.*

Mayor Balensifer requested to add item 7E. Consideration of Marinas Advisory Committee Appointment. There were no objections.

A. City Commission Meeting Minutes 2026.02.24
B. Side Road Café OLCC Application
C. Fuel Dock Letter of Support
D. Update on the Ditch Maintenance Agreement

There was brief discussion on the ditch maintenance agreement.

Motion:	Move to approve the consent calendar as presented.				
Moved:	Mitchell				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

4. Commissioner Reports

Mayor Balensifer noted the Oregonians for Floodplain Protection meeting he attended and provided an updated. He requested that Tom Elston provided public comments regarding his business, Side Road Café.

5. Public Comment

Tom Elston provided a few comments on his business and noted that the intent is a breakfast café.

6. Public Hearings

A. Middle Housing Code

Mayor Balensifer opened the public hearing on Ordinance No. 1285; an Ordinance Amending Chapters 16.12, 16.24, 16.28, 16.32, 16.36, 16.112, 16.114, 16.120, 16.128, 16.168, 16.180, 16.184, 16.188, 16.202, and 16.224 of the Warrenton Municipal Code and Articles 3 and 5 of the Warrenton Comprehensive Plan to Modify Regulations Regarding Middle Housing in Compliance with Oregon HB 2001 (2019). Formalities followed. No conflicts of interest regarding ex parte contact were reported. Commissioner Mitchell shared that he temporarily sat on a middle housing task force.

City Manager Esther Moberg introduced Scott Fregonese, Senior Project Manager, with 3J Consulting. Fregonese presented the detailed staff report and noted that he is filling in for Heather Austin. He remarked that the changes to Ordinance No. 1285 would bring Warrenton into compliance with HB 2001. Mayor Balensifer asked for public comments. No one spoke in favor, opposition or neutral. There being no further comments, Mayor Balensifer closed the public testimony portion of the hearing. Brief discussion followed on the proposed change's impact on property value, parking, combination barn/dwelling construction, and current neighborhood CCNR or HOA rules.

Motion:	Move to conduct the first reading by title only of Ordinance No. 1285.				
Moved:	Poe				
Seconded:	Moha	**Aye**	**Nay**	**Abstain**	**Recused**
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell		X		
	Balensifer	X			
Passed:	4/1				

Mayor Balensifer conducted the first reading by title only of Ordinance No. 1285; an Ordinance Amending Chapters 16.12, 16.24, 16.28, 16.32, 16.36, 16.112, 16.114, 16.120, 16.128, 16.168, 16.180, 16.184, 16.188, 16.202, and 16.224 of the Warrenton Municipal Code and Articles 3 and 5 of the Warrenton Comprehensive Plan to Modify Regulations Regarding Middle Housing in Compliance with Oregon HB 2001.

7. Business Items

A. UV Module Wastewater Treatment Plant

Acting Public Works Director Rock Hagland discussed his staff report and requested a fourth ultraviolet (UV) disinfection module to be installed. He noted that we are currently running three, and that the extra module would help. The additional UV module could also be used in the new treatment plant that is being designed.

Motion:	Move to approve the purchase of a 4th UV array module and the contract with Veolia Water Technologies for the wastewater treatment system in the amount of $63,363.00.				
Moved:	Moha				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

B. New Wastewater Treatment Plant Type Approach for Upgrades

Moberg requested to table this business item. She noted that she is doing additional research and touring of plants but is not prepared to present a recommendation at this time. There was unanimous consent to table this item until the first City Commission meeting in April or sooner if the City Manager has the report.

C. Consideration of Collaborative Delivery in the Form of Construction Manager / General Contractor (CM/GC) for Design and Construction of the WWTP Improvements

Andrew Dow with Kennedy Jenks provided a brief review of the process that the city would need to follow in order to adopt this delivery method.

Motion:	Move to approve starting the GM/GC delivery process for the new wastewater treatment plant.				
Moved:	Poe				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

D. Consideration of Warrenton City Rules of Procedure Update

Mayor Balensifer shared his recommendations that were reviewed by legal. He noted that the motion to adopt the updates is necessary to move forth with creation of the resolution needed to officially adopt them in the Rules of Procedure.

Motion:	Move to adopt the amended Warrenton Rules of Procedure.				
Moved:	Moha				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

E. Consideration of Marinas Advisory Committee Appointment

Mayor Balensifer noted that the position appointment would commence immediately and continue until the end of the current board term December 31st, 2027.

Motion:	Move to appoint Brian Biegole to Position 2 on the Marinas Advisory Committee.				
Moved:	Poe				
Seconded:	Moha	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

8. Discussion Items

9. Good of the Order

Commissioner Sollaccio noted multiple upcoming public meetings. The local Community Health Advocacy and Resource Team (CHART) meeting followed by a suicide prevention training facilitated by an OHSU extension team and County Public Health staff. She stated the Astoria Public Library will be hosting a panel on healthcare with the CMH CEO Erik Thorsen, House Representative Cyrus Javadi, and representatives from Clatsop Behavioral Health and Clatsop County Public Health.

Mayor Balensifer noted the County all elected meetings on Thursday. He announced that the Governor has signed bills granting 4 million dollars for the WWTP project. He thanked the City Manager and Finance Director along with Javadi and Senator Suzanne Weber for their work in procuring these funds.

Moberg echoed the Mayor Balensifer's comments and stated that she appreciates the work of the Mayor and Commissioners.

10. Executive Session

At 6:48 pm, Mayor Balensifer recessed the regular meeting and announced the Commission will now meet in executive session under authority of 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

At 7:12 pm, Mayor Balensifer reconvened the regular meeting.

11. Adjournment

There being no further business, Mayor Balensifer adjourned the meeting at 7:12 pm.

Respectfully prepared and submitted by Stepha Kvokov, Deputy City Recorder.

Approved:

Attest:

_____
Henry A. Balensifer III, Mayor

_____
Hanna Bentley, City Recorder

DRAFT

To Whom It May Concern:

I am writing to express my strong support for the proposed improvements to E Dock at the Warrenton Marina.

E Dock serves as critical infrastructure for our working waterfront, providing moorage for large, year-round commercial fishing vessels as well as seasonal transient vessels. Moorage capable of accommodating vessels of this size and quantity is extremely limited. No other facility in the immediate area has the capacity or infrastructure necessary to safely berth this number of large commercial vessels.

The vessels operating from E Dock collectively offload more than 40 million pounds of seafood annually — representing approximately one-third of the total seafood landed in the Astoria area. This volume of product plays a vital role in the regional and national food supply chain, moving from vessel to processor, and into domestic and international markets. The dock serves as a critical link in that transportation network.

Reliable dock infrastructure ensures timely offloading, efficient freight movement, and uninterrupted distribution of seafood products. Any disruption to this facility would have cascading impacts on processors, trucking operations, cold storage facilities, and downstream markets. Investment in E Dock strengthens freight mobility, supports maritime-dependent transportation systems, and reinforces the resilience of the food supply chain.

Beyond freight movement, this project directly supports family-wage jobs and the regional economy. The commercial fishing vessels that berth at E Dock sustain captains, crews, processors, marine trades, fuel suppliers, equipment vendors, and transportation providers throughout the region. The economic activity generated by this fleet extends well beyond the marina, contributing significantly to Clatsop County's maritime economy and coastal communities.

Given the size, weight, and operational demands of these vessels, E Dock must be structurally sound and resilient, particularly in the face of coastal weather and heavy seasonal use. Continued investment is essential to ensure safe moorage, protect both public and private assets, and maintain uninterrupted commercial fishing operations.

This project is not simply a marina improvement — it is a strategic transportation and economic infrastructure investment that supports freight movement, protects critical supply chains, sustains family-wage jobs, and strengthens the long-term vitality of our regional economy.

For these reasons, I strongly support funding for the E Dock project and respectfully urge you to prioritize this critical infrastructure investment.

Sincerely,
[Name]
[Title/Organization, if applicable]
[Contact Information]

City of Warrenton Marina Advisory Committee Minutes

City Hall, 225 S. Main Warrenton, OR 97146
Monday January 26, 2026

1.

Marina Advisory Committee meeting called to order at 2 p.m.

Members	*Present*	*Excused*
Chair, Jenn Fowler	*X*	
Mike Balensifer	*X*	
Larry Ausman	*X*	
Russell Leavitt		

Staff Members Present	
Jessica McDonald	Harbormaster
Shara Ford	Marina Office Secretary

2. **Consent Calendar**

*Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the Marina Advisory Board Committee

A. Meeting Minutes 12.15.26

Motion:	Move to approve the consent calendar as presented.				
Moved:	Balensifer				
Seconded:	Ausman	**Aye**	**Nay**	**Abstain**	**Recused**
Vote:	Folwer	X			
	Balensifer	X			
	Ausman	X			
Passed:	3/0				

3. **Public Comment**

A. None

4. **Reports**

A. Harbormaster Jessica McDonald reviewed her harbormaster report with the committee.

B. Mrs. McDonald shared that capital improvement projects are due February 17, 2026 and requested member to reach out to her if they had any new projects that thought needed to be considered.

5. **Business Items**

A.

Motion:	Move to appoint Larry Asuman as Vice Chair.				
Moved:	Balensifer				
Seconded:	Chair Fowler	Aye	Nay	Abstain	Recused
Vote	Balensifer	X			
	Chair Fowler	X			
	Ausman	X			
Passed:	3/0				

B.

Motion:	Move to make a recommendation to make E dock a priority a top priority during budget considerations.				
Moved:	Balensifer				
Seconded:	Ausman	Aye	Nay	Abstain	Recused
Vote	Chair Fowler	X			
	Balensifer	X			
	Ausman	X			
Passed:	3/0				

6. Discussion Items

A. The committee agreed to hold meetings; February, March, April, September, October, and December in 2026.
B. Chair Fowler discussed hiring a grant writer for the Marina.

7. Good of the Order

C. The committee discussed goal settings for 2026.
D. The committee is tentatively holding the Crab Pot Christmas Tree Lighting on December 5, 2026, and the Blessing of the Fleet on December 12, 2026.

8. Adjournment

There being no further business, Chair Fowler adjourned the meeting at 3:44 pm.

Attest Shara Ford

Shara Ford, Marina Advisory Committee Secretary

Approve Jen Fowler

Jen Fowler, Chair

WARRENTON & HAMMOND MARINAS

HARBORMASTER REPORT

MARCH 2026 // PREPARED BY JESSICA MCDONALD

OVERVIEW

Introduction:

All of the staff's hard work over the winter is beginning to be seen as projects and improvements are installed around the marina. It is exciting to see the results of the team's efforts coming together as we prepare for the busy season. Throughout the winter months, staff have focused on maintenance, dock repairs, and infrastructure improvements to ensure the marina is ready for spring and summer operations. On the administrative side, significant time has also been dedicated to capital improvement planning and budget preparation, including reviewing upcoming infrastructure needs, developing project scopes, and coordinating funding priorities for the upcoming fiscal year.

Key Activities:

1. Completed Projects
    - E dock maintenance repairs

1. Projects in Progress
    - Hammond Dredge Permit
    - Hammond Crab Cooking Area
    - Warrenton E dock replacement and repair plans
    - Warrenton Campground improvements
    - RFB for Hammond docks & in-water work activities for FY27
    - CIP and budget planning
    - Dock Repairs and Rebuilds - Update

PROJECTS IN PROGRESS

Hammond Dredge Permitting
Permits have been submitted and we are awaiting response.

Hammond Crab Cooking Area
Awaiting additional design information.

Warrenton E Dock Replacement
PND engineering has met with staff and are preparing a design for us. Staff is working on the Connect Oregon Grant and exploring all funding options.

Warrenton Campground Improvements
Warrenton Urban Renewal has identified the Warrenton Campground as a potential enhancement project. Staff gave added project into Capital Improvement Plan for FY27 and will be ready if funding becomes available.

RBF(Request for Bids) for Hammond Center Dock Replacement & Winter 2026 Projects
Request for Bids (RFB) for the Hammond Center Dock Fabrication is ready to present to the City Comission March 24th 2026. RFB for installation, dredging and pile work will be combined after budget is finalized and all in water projects have been selected for FY27 to reduce mobilization costs.

Capital Improvement and Budget Planning Beginning
Staff have presented CIP recommendations to the City Manager and Finance director and will present to the City Commission on April 8, 2026.

WARRENTON & HAMMOND MARINAS

Harbormaster Report: March 2026

Dock Repairs and Rebuilds - Priority Schedule

Warrenton E Dock: Repaired for this year, these were not full repairs just meant to buy us additional time for a full replacement.

Warrenton M Dock: Main walk sections have been placed and staff are currently working on the finger docks. We are hopeful to finish up on M dock before April.

Hammond D Dock Ramp: Dock sections are ready for installation and are currently awaiting delivery of custom hinges. Installation will begin as soon as the hinges are received. Below is a photo of the damaged metal frame, this occurred from a large log that floated in and got wedged under this section.

Hammond B Dock Landing: Repairs are scheduled to take place this spring.

WARRENTON POLICE DEPARTMENT
MONTHLY REPORT

TO: The Warrenton City Commission

FROM: Chief Mathew Workman

DATE: March 24, 2026

RE: February 2026 Stats Report

Upcoming Dates:

- *03/25 – 911 Subscriber Board*
- *03/26 – Police Officer Hiring Interviews*
- *03/31 – POST Test for Officer Candidates*
- *03/31 – Root Cause Analysis Session*
- *04/02 – Warrenton Muni Court*
- *03/05 – WPD Training Day*
- *03/19 – LEA Meeting*

Highlights Since the Last Report:

- *02/25 – 911 Subscriber Board*
- *02/26 – 02/27 – CIS Conference*
- *03/05 – Warrenton Muni Court*
- *03/05 – WPD Training Day*
- *03/16 – County Root Cause Analysis for Drug ODs*
- *03/18 – Chief does Story Time at Library*
- *03/19 – LEA Meeting*
- *03/19 – Warrenton Muni Court*

Traffic Statistic Highlights:

- One (1) DUII Arrest (1-Alcohol)
- Thirteen (13) Driving While Suspended Citations/Arrests
- Four (4) Speeding Citations
- Six (6) Traffic Control Device Citations
- Four (4) Following Too Closely Citations
- Twenty (20) Insurance Citations
- One (1) Failure to Install Interlock Device Citation
- Ten (10) Driver's License Citations
- Three (3) License/Registration Citation
- Two Hundred Twenty-Two (222) other Citations and Warnings
- Eleven (11) Traffic Collision Investigations
- **Citation vs Warning:** **284**-Traffic Stops, **66**-Citations, **218**-Warnings; *Warning **77%** of the time*.

Overall Statistics:

February Statistics (% changes are compared to 2026)

Category	2026	2025	%Chg	2024	%Chg	2023	%Chg
Calls for Service	672	581	16%	742	-9%	629	7%
Incident Reports	170	190	-11%	222	-23%	182	-7%
Arrests/Citations	104	63	65%	154	-32%	122	-15%
Traffic Stops/ Events	364	110	231%	248	47%	208	75%
DUII's	1	3	-67%	3	-67%	1	0%
Traffic Crashes	11	20	-45%	10	10%	10	10%
Property Crimes	61	56	9%	109	-44%	94	-35%
Person Crimes	112	62	81%	57	96%	57	96%
Drug/Narcotics Calls	1	1	0%	5	-80%	1	0%
Animal Calls	21	29	-28%	18	17%	22	-5%
Officer O.T.	70.75	54.5	30%	103.8	-32%	181.5	-61%
Reserve Hours	0	0	0%	0	0%	0	0%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Calls for Service	795	672								
Incident Reports	189	170								
Arrests/Citations	113	104								
Traffic Stops/ Events	345	364								
DUII's	3	1								
Traffic Crashes	13	11								
Property Crimes	71	61								
Person Crimes	110	112								
Drug/Narcotics Calls	0	1								
Animal Calls	20	21								
Officer O.T.	250.5	70.75								
Reserve Hours	0	0								

Category	Nov	Dec	2026 YTD	2026 Estimate	2025	2026 v 2025	2024	2026 v. 2024	2023	2026 v. 2023
Calls for Service			**1467**	8802	8615	2%	8458	4%	9084	-3%
Incident Reports			**359**	2154	2524	-15%	2618	-18%	2529	-15%
Arrests/Citations			**217**	1302	1116	17%	1317	-1%	1335	-2%
Traffic Stops/ Events			**709**	4254	2519	69%	2215	92%	2369	80%
DUII's			**4**	24	22	9%	27	-11%	30	-20%
Traffic Crashes			**24**	144	233	-38%	209	-31%	217	-34%
Property Crimes			**132**	792	1055	-25%	1190	-33%	1127	-30%
Person Crimes			**222**	1332	808	65%	786	69%	825	61%
Drug/Narcotics Calls			**1**	6	49	-88%	56	-89%	60	-90%
Animal Calls			**41**	246	291	-15%	307	-20%	335	-27%
Officer O.T.			**321.25**	1927.5	1388.9	39%	1635.3	18%	1572	23%
Reserve Hours			**0**	0	0	0%	0	0%	0	0%

February Homeless Incidents	**2026**	2025	2024	2023
Code 40 (Normal)	**18**	16	48	30
Code 41 (Aggressive)	**1**	2	4	2
February Monthly Total:	**19**	18	52	32
YTD Total Homeless Incidents	**53**	**49**	**61**	**41**

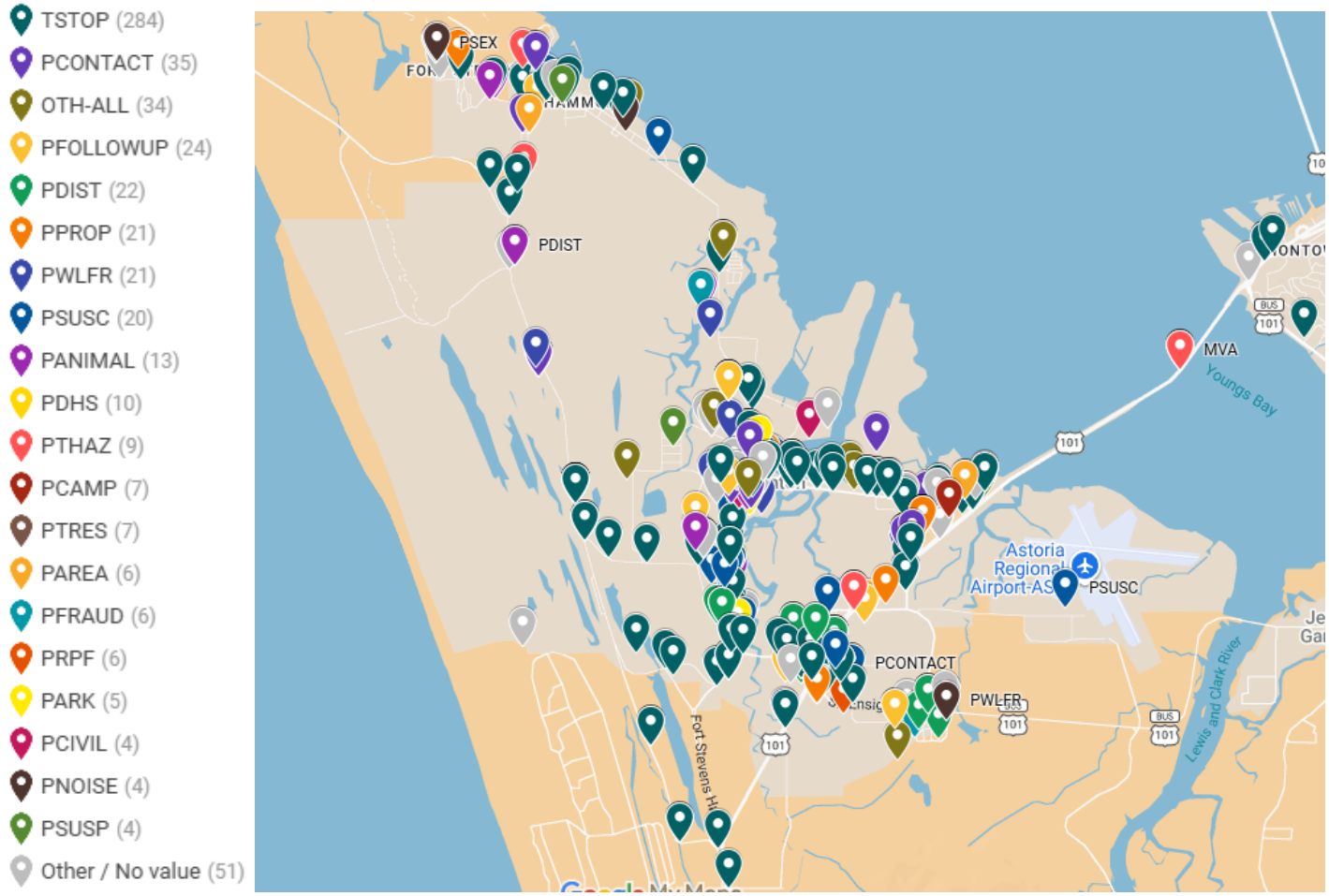
February Elk Incidents	**2026**	2025	2024	2023
Interaction:	**1**	0	2	1
Traffic Accidents:	**1**	0	1	1
Traffic Complaints:	**0**	0	0	1
February Monthly Total:	**2**	0	3	3
YTD Total Elk Incidents	**8**	**0**	**7**	**7**

With the transition to our new Records Management System (RMS) and CAD System, we no longer have a connection with City Protect to provide a map showing where reports were taken. The new RMS does allow me to create custom reports with latitude/longitude locate data, so I was able to extrapolate the data into three Google maps showing Calls For Service (CFS), Traffic Stops, and Incident Reports.

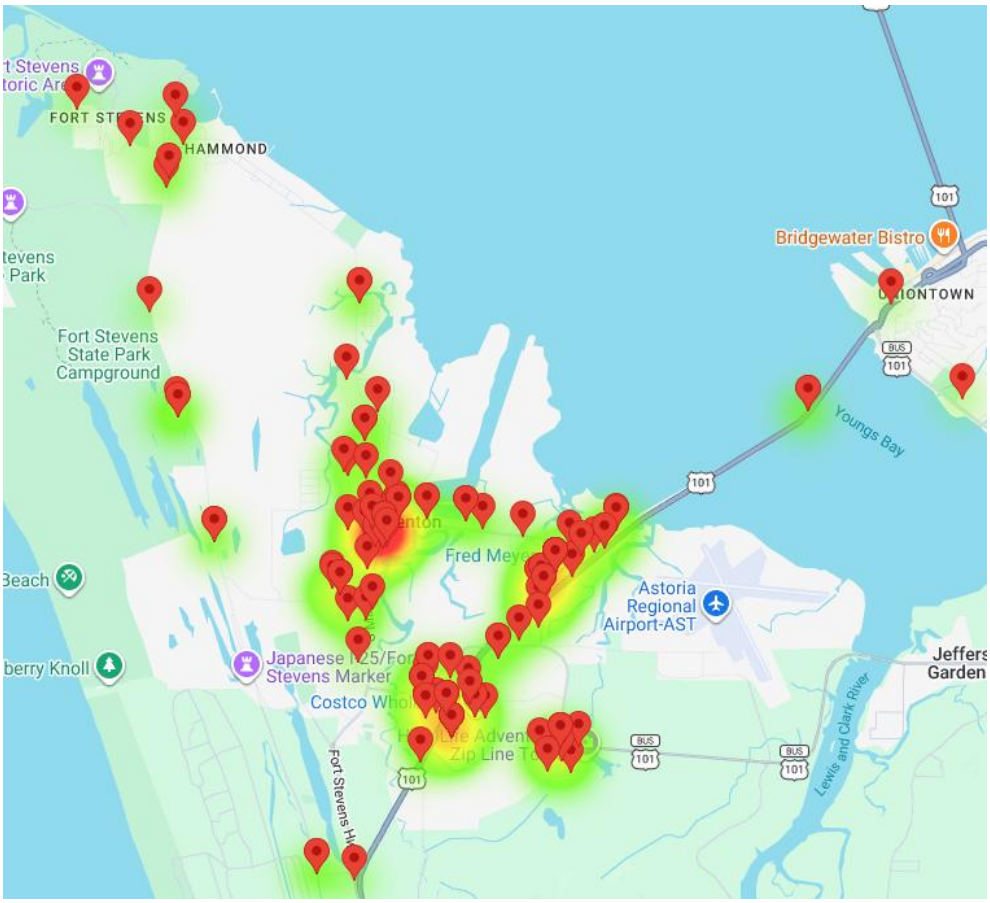
The CFS map will have a different colored “Pin” for different Incident Code Types. Here is a key for the Code Types:

Code	Description	Code	Description	Code	Description
911H	911 HANG UP	**PCIVIL**	CIVIL	**PRPL**	LOST PROPERTY
ALMU	ALARM UNK	**PCODE**	CODE VIOLATIONS	**PRUNAWAY**	RUNAWAY
ASSIST	ASSIST TO OTHER AGENCY	**PCONTACT**	CONSENSUAL CONTACT	**PSAR**	SEARCH AND RESCUE
COVER1	POLICE CODE 1 RESPONSE	**PCOURT**	COURT ORDER SERVE	**PSEX**	SEX OFFENSE
COVER2	POLICE CODE 2 RESPONSE	**PCRIME-OTH**	CRIME-OTHER	**PSHOOT**	SHOOTING
COVER3	POLICE CODE 3 RESPONSE	**PCURFEW**	CURFEW VIOLATION	**PSUB**	SUBPOENA SERVICE
DEATH	OBVIOUS DEATH, FOUND BODY	**PDEATHNTF**	DEATH NOTIFICATION	**PSUSC**	SUSPICIOUS CIRCUMSTANCE
FI	FIELD INTERVIEW	**PDHS**	DHS REFERRAL	**PSUSP**	SUSPICIOUS PERSON
FIREWRKS	FIREWORKS	**PDISORD**	DISORDERLY	**PSUSV**	SUSPICIOUS VEHICLE
MVA	MOTOR VEHICLE ACCIDENT	**PDIST**	DISTURBANCE	**PTHAZ**	TRAFFIC HAZARD
MVAHR	HIT & RUN	**PDRUGS**	DRUGS	**PTHEFT**	LARCENY
MVAINJ	MOTOR VEHICLE ACCIDENT-INJURY	**PDUI**	DUII	**PTOW**	TOW INFO
MVAUNK	MVA UNK	**PDUMP**	PERSON DUMPING RUBBISH	**PTRANSPORT**	PRISONER TRANSPORT
OTH-ALL	OTHER-ALL	**PFNDPER**	FOUND PERSON	**PTRES**	TRESPASS
PABAN/JNK	ABANDON/JUNK	**PFOLLOWUP**	FOLLOW UP	**PTRFC**	TRAFFIC COMPLAINT
PABUSE	ABUSE	**PFRAUD**	FRAUD, FORGERY, ID THEFT	**PTRSP NOTICE**	TRESPASS NOTICE
PACTSHOOT	ACTIVE SHOOTER	**PHARR**	HARASSMENT	**PTRUANT**	TRUANT
PALMC	COMMERCIAL ALARM	**PHOMICIDE**	HOMICIDE	**PUBASST**	PUBLIC ASSISTANCE
PALMH	PANIC/DURESS/HOLD UPALARM	**PHOSTAGE**	HOSTAGE	**PUBWKS**	PUBLIC WORKS / UTILITIES
PALMP	PANIC ALARM AUDIBLE	**PINDECENT**	INDECENT	**PUNWANT**	UNWANTED PERSON
PALMR	RESIDENTIAL ALARM	**PINFO**	INFO	**PURS**	PURSUIT
PALMROB	ROBBERY ALARM	**PKIDNAP**	KIDNAPPING	**PUUMV**	STOLEN VEHICLE
PALMS	BURGLAR ALARM - SILENT	**PLIQ**	LIQUOR VIOLATION	**PUUMVR**	RECOVERED VEHICLE
PALMVEH	VEHICLE ALARM	**PMESS**	MESSAGE DELIVERY	**PVANDAL**	VANDALISM
PANIMAL	ANIMAL	**PMISSP**	MISSING PERSON	**PVEHABND**	ABANDONED VEH
PAREA	AREA CHECK	**PNOISE**	NOISE	**PVESABN**	ABANDONED VESSEL
PARK	PARKING	**POPEN**	UNSECURE-BLDG	**PWILDLIFE**	WILDLIFE VIOLATIONS
PASS	ASSAULT	**PPROP**	PROPERTY CRIME	**PWLFR**	WELFARE CHECK
PASSW	ASSAULT WITH WEAPON	**PRDSTRUCK**	ROAD STRUCK ANIMAL	**PWPN**	WEAPON VIOLATION
PATL	ATTEMPT TO LOCATE	**PREPO**	REPO	**PWRRNT**	WARRANT
PBOMB	BOMB THREAT OR INVESTIGATION	**PROBBERY**	ROBBERY	**STDBY**	POLICE, FIRE OR EMS
PBURG	BURGLARY	**PROV**	ORDER VIOLATION	**SUIC**	SUICIDAL SUBJECT
PCAMP	PROHIBITED CAMPING	**PRPF**	FOUND PROPERTY	**TSTOP**	TRAFFIC STOP

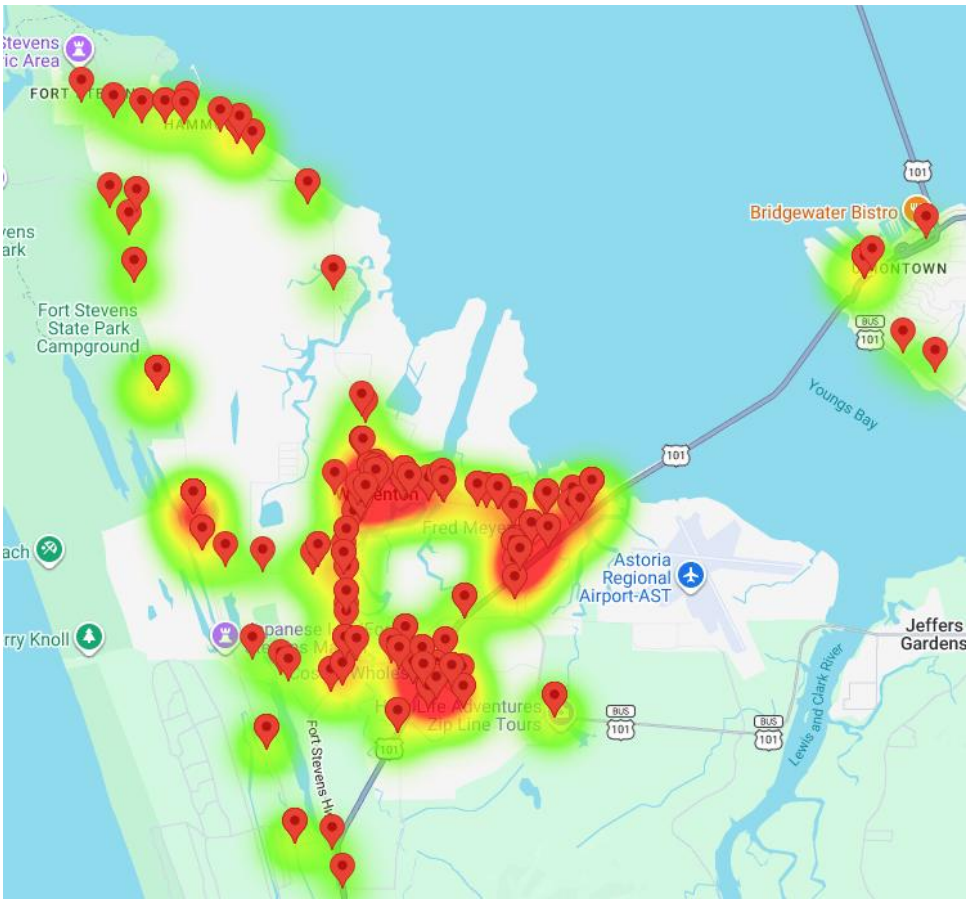
Calls For Service:



Incident Reports:



Traffic Stops:



Clatsop County Brownfield Assessment Program

In partnership with Columbia Pacific Economic Development District

EPA Funded Grant

Brownfield Assessment & Redevelopment Planning

Clatsop Co provides Environmental & Planning Services through Stantec Inc

Website: https://www.clatsopcounty.gov/clatsop-county-epa-brownfield-grant

Downtown Warrenton Revitalization Planning

Task	Description	Cost
Vision & Priority Setting	Working with community to establish vision and priorities for study area. Review prior efforts.	$5,000
Zoning Analysis	Examine current zoning/policy and evaluate changes to promote community vision. Make recommendations.	$3,500
Transportation Options	Address pedestrian, bicycle, and transit environment: Map existing infrastructure, identify gaps, and make recommendations.	$5,000
Downtown Branding	Identify area's unique character, including the role of the marina, including logo and tagline.	$5,000
Funding Roadmap	Matrix of potential funding sources.	$6,000
Final Report	Report detailing findings and recommendations, supported by maps, diagrams, et al.	$6,000

Timeline & Commitment

April 1 – September 15
Including in-person community engagement sessions.

Engagement & Inclusion
Commissioners, Business Owners, City Staff, the Library, Spruce Up, NOHA, Warrentonians, the Marinas Advisory Cmte and ...

Alignment with Warrenton Planning
Nestle downtown planning within broader planning and zoning conversations.

Take Action
Implement strategic action recommendations with partners

Contact

Sarah Lu Heath, Columbia Pacific Economic Development District
971-328-2877 | sarahlu@nworegon.org

Monica Steele, Clatsop County
msteele@clatsopcounty.gov

City Commission Agenda Memo

Meeting Date: March 24, 2026
From: Jessica McDonald, Harbor Master
Item Name: Consideration of Hammond Launch Dock Request for Bids (RFB)

Summary:

Thanks to grant funding from the Oregon State Marine Board and Oregon Department of Fish and Wildlife, we are preparing to advertise for bids for the fabrication of the new Hammond Launch Docks. Due to the significant fabrication time required for dock construction, the Marina Advisory Board has requested that we begin the bidding process now. Current estimates indicate that fabrication and delivery are taking approximately nine months, and our goal is to have the docks delivered prior to November.

At a later date, we plan to issue a second Request for Bids for installation, piles, and potentially dredging. This phased approach will allow us to coordinate the installation work more efficiently and potentially reduce mobilization costs once the Capital Improvement Plan and budget for FY27 have been finalized.

Recommendation/Suggested Motion:
"I move to approve the Request for Bids (RFB) for the Hammond Marina Launch Docks."

Alternative:
None recommened

Fiscal Impact:
Budgeted; joint funded between Hammond Capital Improvement, Oregon State Marine Board, and Oregon Fish and Wildlife.

Attachments:
None

CALL FOR BIDS - GOODS & SERVICES

Sealed bids will be received up to the hour of 2:00 PM, local time, on April 15, 2026, by Jessica McDonald, Harbormaster, at the Warrenton Marina Office 501 NE Harbor PL, Warrenton, OR 97146:

HAMMOND MARINA – BOARDING DOCKS PURCHASE & DELIVERY
FACILITY GRANT NO. 1763

PROJECT DESCRIPTION

The intent of this Contract is to provide fabrication and delivery of aluminum boarding dock systems for the Hammond Marina in accordance with the signed Oregon State Marine Board (OSMB) plans and technical specifications.

The following is a brief summary of the major elements of Work that are to be provided by the Contractor:

1. Fabrication of aluminum boarding dock systems in accordance with OSMB specifications.
2. Preparation and submission of stamped shop drawings.
3. Delivery of all dock components to the Hammond Marina site.
4. Coordination with the City regarding delivery timing.

This Contract includes fabrication and delivery only. Installation, pile replacement, and dredging will be procured under separate contracts.

Project Delivery shall be completed no later than October 15, 2026.

Any bids received after the above specified time will not be considered. The carrier, including the United States Postal Service, is considered an agent of the bidder.

Solicitation Documents may be reviewed and/or obtained from:

Jessica McDonald
Harbormaster
City of Warrenton
P.O. Box 250
501 NE Harbor Pl
Warrenton, OR 97146
Phone: 503-861-3822
Email: jmcdonald@warrentonoregon.us

Bids will be publicly opened and read at **2:00 PM**, local time on **April 15, 2026** in the Warrenton Marina Office. **All bids must be accompanied by a certified check, a cashier's check or bid bond in an amount equal to at least 5% of the total bid.**

The successful bidder shall furnish a Performance Bond in the amount of one hundred percent (100%) of the Contract Price within ten (10) calendar days of Notice of Award.

This procurement is for Goods and Services under ORS 279B.

This project is funded in part with a financial award from the Oregon State Marine Board, Facility Grant No. 1763.

The City of Warrenton reserves the right to reject any or all bids, waive informalities, and award the Contract to the lowest responsive and responsible bidder in the best interest of the City.

By:
Jessica McDonald
Harbormaster
City of Warrenton, Oregon

PUBLISH:
Daily Journal of Commerce –March 25, 2026

SPECIFICATIONS

FOR THE

ALUMINUM BOARDING DOCK FABRICATION & DELIVERY

AT

HAMMOND MARINA

FOR

CITY OF WARRENTON

Approved By:
Joshua B. Tacchini, P.E.
Oregon State Marine Board
Senior Facilities Engineer

Prepared By:
Jessie Fisher
Boating Facilities Designer
10/14/2025

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SPECIFICATIONS

FOR THE

ALUMINUM BOARDING DOCK FABRICATION & DELIVERY

AT

HAMMOND MARINA

FOR

CITY OF WARRENTON

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BID ITEMS/SCHEDULE OF VALUES DESCRIPTIONS

1. Aluminum Boarding Docks

a. Measurement shall be made on a per each basis installed.
b. Payment shall include full compensation for all materials, equipment, and labor necessary for furnishing and installing Aluminum Boarding Docks in accordance with the requirements of the Specifications and Plans.

2. Deliver Aluminum Boarding Docks

a. Measurement shall be on a lump sum basis for complete dock components delivered.
b. Payment shall include full compensation for all materials, equipment, and labor necessary for delivering and offloading Aluminum Boarding Docks in accordance with the requirements of the Specifications and Plans.

PART 01000 - GENERAL CONDITIONS

SECTION 01010 - SUMMARY OF WORK

01010.00 GENERAL

01010.10 DESCRIPTION OF WORK

Location of work is a Hammond Marina, Warrenton, Oregon.

Major project components are as follows:

(a) Boarding Docks
(b) Delivery and offloading at specified location.

01010.20 OWNER

Project is for Hammond Marina, referred to hereafter as Owner.

The Owner's Representative is:

Jessica McDonald Phone: (503) 861-3822

Harbormaster
City of Warrenton
1080 Iredale St
Hammond, OR 97121

01010.30 ENGINEER

The Engineer of Record is:

Joshua B. Tacchini, P.E. Phone: (503) 910-6424
Boating Facilities Engineer Fax: (503) 378-4597
Oregon State Marine Board 435 Commercial Street NE
P.O. Box 14145 Salem, OR
Salem, OR 97309-5065

The Engineer's Representative is:

Jessie Fisher Phone: (971)-718-6273
Boating Facilities Designer Fax:(503) 378-4597
Oregon State Marine Board 435 Commercial Street NE
P.O. Box 14145 Salem, OR
Salem, OR 97309-5065

01010.40 GENERAL BIDDING REQUIREMENTS

This project is bid out as a **unit price contract** and the Contractor shall furnish all labor, equipment, and materials necessary to complete work in accordance with the plans, specifications, and terms of the contract.

Value Engineering, whereby the Contractor suggests alternate design and/or materials for a reduced cost and share in the savings, is **not** a component of this project contract.

01010.50 PLANS

The following twenty-seven [27] drawings hereby form a part of this contract:

Title Sheet 01
Proposed Site Plan 02
Plan & Profile (Type “A” Dock) A1
Section View (Type “A” Dock) A4
Shell Details (Type “A” Dock) A6
Structural Layout (Type “A” Dock) A12
Topside Layout (Type “A” Dock) A13
Structural Details (Type “A” Dock) A15
Fiberglass Deck Panel Details (Type “A” Dock) A16
Foam, Concrete, Wale Details (Type “A” Dock) A17
Plan & Profile (Type “C” Dock) C1
Section View (Type “C” Dock) C2
Shell Details (Type “C” Dock) C3
Structural Layout (Type “C” Dock) C4
Topside Layout (Type “C” Dock) C5
Pile Pocket Details (Type C Adjustable) C7
Structural Details (Type “C” Dock) C8
Fiberglass Deck Panel Details (Type “C” Dock) C9
Foam, Concrete, Wale Details (Type “C” Dock) C10
Bullrail Details (Type “C” Right Hand Side) C11
Boarding Dock Hinge Details H1
Boarding Dock Hinge Details H2
Boarding Dock Hinge Details H3
First Dock Hinge Assembly M1
Last Dock Details (Type “C” Right Hand Side Pile) M9
Concrete Abutment Cable Tie Down R1
18” Transition Plate Dock to Abutment T2

END OF SECTION 01010

SECTION 01090 - REFERENCE STANDARDS AND ABBREVIATIONS

GENERAL

01090.10 REFERENCED STANDARDS & ABBREVIATIONS

All work shall conform to the current edition of the following referenced standards:

- AA Aluminum Association
- AASHTO American Association of State Highway and Transportation Officials
- ACI American Concrete Institute
- ACM American Construction Manual

- ADA American's with Disabilities Act Standards for Accessible Design
- AISC American Institute of Steel Construction
- APA American Plywood Association
- APWA American Public Works Association
- ASTM American Society for Testing and Materials
- AWPA American Wood Preservers' Association
- AWS American Welding Society
- AWWA American Water Works Association
- DFPA Division for Product Approval of American Plywood Association
- IBC International Building Code, State of Oregon Structural Specialty Code
- ISSA International Slurry Surfacing Association
- NEC National Electric Code
- ODOT Oregon Standard Specifications for Construction by the Oregon Department of Transportation.
- OSHA Occupational Safety and Health Administration
- QPL Qualified Products Listing by the Oregon Department of Transportation, Materials and Research Section
- UPC Uniform Plumbing Code, State of Oregon Plumbing Specialty Code
- WAQTC Western Alliance for Quality Transportation Construction
- WCLIB West Coast Lumber Inspection Bureau
- WWPI Western Wood Preservers Institute

END OF SECTION 01090

SECTION 01200 – SOURCE OF MATERIALS

GENERAL

01200.10 PREFERENCES FOR MATERIALS

This Section specifies materials sources to comply with Federal Requirements

01200.20 BUY AMERICA

Infrastructure Investment and Jobs Act (IIJA), which includes the Build America, Buy America Act (BABA) was signed into law November 15, 2021. All projects with Federal funding shall comply with BABA and IIJA.

Applicable Laws:

(a) Public Law 117-58, div G §§70901-52
(b) 2 CFR 200.322

01200.21 IRON AND STEEL

All iron and steel used in the project shall be produced in the United States.

All iron or steel manufacturing processes, including, without limitation, the casting of ingots, for iron or steel Materials permanently incorporated into the Project shall occur in the United States.

01200.22 MANUFACTURED PRODUCTS

Manufactured products used in the project shall be produced in the United States

Produced in the United States means; the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55-percent of the total cost of all components of the manufactured product.

Defined:

(a) An article, material, or supply that is or consists primarily of nonferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber or drywall. Construction Materials do not include items of primarily iron or steel; manufactured products; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives.

01200.23 CONSTRUCTION MATERIALS

All manufacturing processes for the construction material shall occur in the United States.

Shall not include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

01200.30 WAIVER

If the material, manufactured product, or construction material is not available domestically as described by the applicable laws, a waiver may be requested. The waiver shall be requested by the OSMB through the Federal funding partner with information provided by the Contractor or Owner.

The head of a Federal agency that applies a domestic content procurement preference under this section may waive the application of that preference in any case in which the head of the Federal agency finds that:

(a) Applying the domestic content procurement preference would be inconsistent with the public interest;
(b) types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
(c) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

Waivers must be requested of the Federal Funding Agency:

(d) In writing
(e) Posted publicly for 15-days
(f) If approved, published in the Federal Register

EXECUTION

01200.40 REQUIREMENTS

The Contractor shall provide a certification statement with their bid stating:

(a) All iron, steel, manufactured products, and construction materials used in this project will conform with requirements outlined by the Infrastructure Investment and Jobs Act (IIJA), which includes the Build America, Buy America Act. (BABA).

All iron or steel manufacturing processes, including, without limitation, the casting of ingots, for iron or steel Materials permanently incorporated into the Project shall occur in the United States.

The Contractor shall provide the Engineer with a Certificate of Materials Origin, on a form furnished by the Engineer, before incorporating any iron, steel, manufactured products, or construction materials into the Project. Unless a Certificate of Materials Origin has been provided to the Engineer, the Materials shall be considered of foreign origin and shall not be incorporated into the Work or eligible for any payments.

The Contractor shall retain manufacturers' certificates verifying the origin of all domestic iron or steel Materials for 3 years after the date of final payment for the Project, and shall furnish copies to the Engineer upon request.

The Contractor shall provide a certification statement prior to final acceptance stating:

(a) All iron, steel, manufactured products, and construction materials used in this project conform with requirements outlined by the Infrastructure Investment and Jobs Act (IIJA), which includes the Build America, Buy America Act. (BABA).

Waiver requests shall be made in writing at least 45-days prior to permanent incorporation into the project.

The Contractor shall include this provision in all subcontracts.

END OF SECTION 01200

SECTION 01305 – PRODUCT AND MATERIAL SUBMITTALS

GENERAL

01305.10 DESCRIPTION

This Section specifies transmittal instructions, the number of copies of Contractor submittals to be provided, and distribution of those submittals as required in the General Conditions.

Submittals may include:

(a) Product Submittals
(b) Materials Submittals
(c) Equipment Submittals
(d) Shop Drawings

01305.20 REQUIRED SUBMITTALS

Submittals are required as indicated in the specification sections.

Deviation from Contract: Submit a request for substitution for deviations from the Specifications or Plans. Include the reason for the deviation and cost differential for the deviation. Deviations from the Contract shall be authorized only if previously approved in writing.

The Engineer of Record (or the Engineer’s Representative) reserves the right to ask for Submittals that are not referenced in this document.

EXECUTION

01305.30 Submittals Format

The preferred format for submittals is in electronic format.

If hard copies are submitted, the contractor shall submit three (3) copies of all required information. Individual sheets shall not exceed 11”x 17” in size.

Each submittal shall be accompanied by a Submittal Transmittal Form. The Submittal Transmittal Form shall indicate:

(a) Which specific product is being proposed.
(b) How the product is being used (indicate specific specification sections where applicable).
(c) Size and quantities (if applicable).

Submittals shall be received by the Engineer of Record (or the Engineer’s Representative) not less than fourteen (14) calendar days prior to purchase and/or installation.

Submittal Completeness: Submittals which do not have all the required information are not acceptable and will be returned without review.

01305.40 REVIEW PROCEDURE

The Engineer of Record (or the Engineer’s Representative) will review the submittal for conformance to the plans and specifications. After review, the submittal will be returned to the Contractor, and a Copy shall be supplied to the Owner. The returned material will consist of one (1) marked-up copy of the submittal. Additional copies as needed will be the responsibility of the Contractor. The returned submittal will indicate one of the following actions:

- “**Accepted as Submitted**” - If the review indicates the material, equipment or work method is in general conformance with the Contract Plans/Specifications, the submittal copies shall be marked “Accepted as Submitted.” In this event, the Contractor may begin to incorporate the material/equipment/work method covered in the submittal.

- “**Accepted as Noted**” - If the review indicates the submittal is insufficient or that limited corrections are required, the submittal copies may be marked “Accepted as Noted.” The Contractor may begin to implement the work method or incorporate materials/comments covered in the submittal in accordance with the corrections/comments noted.

- “**Correct and Resubmit**” - If the review reveals the submittal is insufficient or contains incorrect data and the comments require revision and resubmittal, the submittal copies shall be marked “Correct and Resubmit.” In this case, the Contractor shall not then undertake work covered by this submittal until the submittal has been revised, resubmitted, and returned to the Contractor with a marking of “Accepted” or “Accepted as Noted.”

- “**Review Not Required**” - If the review reveals the material, equipment, or work does not require submittal, then the submitted copies shall be marked “Review Not Required” In this event, the Contractor may begin to incorporate the material/equipment/work covered by the submittal and no further action is required.

01305.50 EFFECT OF REVIEW OF CONTRACTOR’S SUBMITTALS

A mark of “Accepted” or “Accepted as Noted” shall mean the Engineer of Record (or the Engineer’s Representative) has no objection to the Contractor, upon the Contractor’s own responsibility, using the plan or method of work proposed, or providing the materials or equipment proposed.

The Contractor shall furnish to the Engineer the following items for equipment, articles, and materials incorporated in the work:

(a) Submittals for items identified in individual specification sections.

(b) Manufacturer's special tools and special accessories normally furnished by the manufacturer and which, by their specific nature and special design, are suited for convenient and expeditious adjustment, maintenance, and repair.
(c) Two sets of installation instructions, parts lists; routine preventative maintenance and operation manuals; corrective maintenance instructions; plans and other like data pertinent for maintenance and repair.
(d) Manufacturer's and dealer's warranties and guarantees which are normally available to purchasers. Such warranties and guarantees shall be made effective to the Owner as the purchaser.

END OF SECTION 01305

SECTION 05150- ALUMINUM BOARDING DOCKS

GENERAL

05150.10 DESCRIPTION OF WORK

The work under this item shall consist of all labor, materials, tools, and equipment necessary to fabricate, assemble and furnish aluminum boarding docks, transition plates, pile pockets, external pile hoops and all other miscellaneous dock items as shown on the plans. Work may also include the fabrication of a steel abutment hinge assembly if required.

Work also includes the delivery and off-loading of the dock system at the site of installation. Work includes/does not include the installation of the dock system. Each completed 6'x20' dock has a theoretical dry weight of approximately 3,800 lbs.

(a) Experience: The manufacture of the complete dock system shall be performed by experienced personnel meeting the qualifications listed in this specification. Provide documents per Section 05150.50 SUBMITTALS.
   1) Dock manufacturer must be experienced and regularly engaged in the manufacture of aluminum structures with a minimum of five (5) years consecutive experience. Provide references.
   2) Welders shall be currently certified in accordance with the latest AWS structural welding codes (AWS D1.1 for Steel and AWS D1.2 for Aluminum) and have been regularly engaged in welding for a period of at least three (3) continuous months.

05150.20 DOCK CONFIGURATIONS

Individual docks are 6'x20' (nominal) and designated as either Type "A", Type "B" or Type "C". Type "A" is continuous where Type "B" and Type "C" have an integrated pile pocket. For any given project, either all Type "A" docks or a combination of Type "A" and Type "B" or Type "C" docks will be used. Quantities of each dock type and the installed dock layout are shown on the plans.

The off-shore end of the last dock will require modifications. This may be either a Type "A", Type "B" or Type "C" dock depending on pile layout. Reference should be made to the dock layout drawing for confirmation of dock type.

The shore end of the first dock may utilize a transition plate which will require modifications. This may be either a Type "A", Type "B" or Type "C" dock. Reference should be made to the dock layout drawing for confirmation of dock type. No modifications are required if a transition plate is not required.

If external pile hoops are required, they will be installed on one side only of a Type "A" dock. Reference should be made to the dock layout drawing for confirmation of external pile hoop locations.

05150.30 REFERENCES

- AWS D1.1 -Structural Welding Code, Steel, American Welding Society
- AWS D1.2 - Structural Welding Code, Aluminum, American Welding Society
- ASTM Standards- American Society of Testing and Materials
- International Building Code, International Code Council
- Specification for Aluminum Structures, Aluminum Association
- Specification for the Design, Fabrication and Erection of Structural Steel for Buildings – American Institute of Steel Construction.

05150.40 RELATED DOCUMENTS

The provisions and intent of the Contract, including the General Conditions, Supplementary Conditions and General Requirements apply to this work as if specified in this section.

05150.50 SUBMITTALS

(a) General: Experience certifications, material source certifications, testing reports, inspection results and all other submittals required within this section shall be submitted and accepted prior to final construction and delivery of the docks. Submittals shall be made per section 01305 Submittals of these specifications.

(b) Shop Drawings: Within twenty (20) days after issuance of the Notice to Proceed, complete dock shop drawings shall be submitted by the dock manufacturer for review and acceptance. The engineer will provide electronic copies of the construction drawings, after the Notice to Proceed, to assist in the creation of shop drawings. The shop drawings shall include all necessary layout plans, elevations, cross-sections, fabrication details, dimensions, materials, hardware, and finishes of all manufactured dock components to fully describe the work. Fabrication of the docks shall not begin until the shop drawings have been reviewed and returned as accepted.

One (1) set of shop drawings shall be submitted electronically for review. One set of shop drawings will be returned after review and comments.

Review and acceptance of shop drawings shall be for general conformance only. It shall remain the responsibility of the Contractor and manufacturer to comply with all Contract requirements.

(c) Product Data: Submit manufacturer's data sheets or catalog cuts of all materials and products to be fabricated and installed under this section for approval prior to ordering.

- Pultruded fiberglass grating and associated fasteners
- Rubstrips
- UHMW Polyethylene
- Expanded polystyrene foam
- Concrete mix design
- Barrier coating material for concrete/aluminum isolation
- Zinc Anodes
- Bullrail ends (if used)
- Perforated sheet for drainage holes
- All fastening hardware (nuts, bolts, screws, washers, padlocks)
- Boat regulatory signs (typically submitted directly to engineer by OCE sign shop).
- Metalized finish for transition plates.

(d) Test Reports and Certificates of Compliance: Submit test reports and mill certificates for all structural materials for approval prior to ordering. Test reports and certificates shall substantiate the required mechanical properties of all structural materials incorporated into the work.

- Structural Aluminum
- Stainless Steel
- Fasteners
- Mild Steel
- Galvanizing

(e) Welding Procedures and Welder Qualifications: Submit weld procedure specifications (WPS) and procedure qualification records (PQR) for all structural welds and welders qualification test records or certificates for all persons anticipated to perform structural welding in conformance with AWS D1.2. All qualification documentation shall be submitted for review and approval prior to the beginning of any work on the docks.

(f) Manufacturer's Instructions: Submit all manufacturer's suggested handling, shipping and installation procedures and maintenance recommendations prior to the shipment and installation of the dock system.

(g) Inspections: The Owner, Engineer of Record, or their representative(s) reserves the right to inspect the construction at any time throughout the manufacturing process. Submit and keep updated the manufacturing schedule for all dock components so that inspection visits can be arranged at appropriate times.

05150.60 MANUFACTURER'S RESPONSIBILITIES

The manufacturer shall be solely responsible for the means, methods, techniques, sequences, and procedures used for the fabrication of the docks and related components. The manufacturer shall be responsible for overseeing that the finished work complies accurately with the Contract Plans, Specifications, and the approved Shop Drawings.

> Note: A suggested sequence of assembly is shown on the plans, but the actual sequence may vary. Furthermore, a series of 3-D dock renderings is provided at the end of this specification section that illustrates a suggested sequence of assembly.

The manufacturer shall furnish all necessary materials, equipment, labor, supervision, testing, inspections, and incidentals necessary to complete the work identified on the Plans and Specifications.

(a) Inspections and Quality Control: The manufacturer is responsible for adherence to internal quality control procedures and for the coordination and cost of all independent inspections listed below from a qualified inspection service. Submit all inspections reports within 48 hours of inspection.

Internal welds shall be visually inspected for compliance with the plans and specifications prior to placing concrete and foam. Any welds found to be deficient shall be repaired to the satisfaction of the independent welding inspector.

Concrete shall be visually inspected prior to placement of foam. Inspector shall verify presence of barrier coating, placement of concrete to top of bottom stiffeners and that no concrete has been placed around pile pockets per the plans.

Foam floatation shall be visually inspected for proper and complete installation per the plans and specifications.

Internal welds of all top covers, spacers and deck supports shall be visually inspected for compliance with the plans and specifications prior to installing decking. Any welds found to be deficient shall be repaired to the satisfaction of the independent welding inspector.

External welds shall be visually inspected for compliance with the plans and specifications prior to installing wales and rubstrips. Pile hoop and hinge barrel stiffeners, if required, shall be inspected prior to installation of the overlaying wale support. Any welds found to be deficient shall be repaired to the satisfaction of the independent welding inspector.

All critical dimensions shall be verified (i.e., shell length, width, height, pile pockets, pile hoop stiffeners and pile hoop mounting plates).

PRODUCTS

05150.70 MATERIALS

All materials to be incorporated into the work shall be new and meet acceptable industry standards for condition, appearance, and straightness. All exposed edges shall be smooth and free of sharp edges.

(a) Aluminum

All structural members, bars and plates shall be ASTM B209, alloy 5086-H116 except for the following components which shall be alloy 6061.

(1) Hinge Barrel Assemblies (e.g. barrel filler plates, barrel top plates, barrel gussets, barrel backing plates)
(2) Pile Pocket Details (e.g. gate bracket, removable gate, wear pad retainers)
(3) Transition Plate (5086 acceptable to accommodate bending)
(4) External Pile Hoop Assemblies

Round tube shall be ASTM B221, alloy 6061

Pipe shall be structural per ASTM B429, alloy 6063-T52

Bullrail Ends and Corners:

(1) Ends and corners may be purchased pre-formed from 6063 aluminum alloy with a wall thickness no less than 0.125” and welded to all straight runs of 6061 round tube or 6063 pipe. Bullrail ends shall be 2” round tube or 1½” pipe with a 2” inside radius and no tangents. Bullrail ends shall be R&B Wagner part number 7972 (2” tube”) or 364 (1½” pipe) or approved equal. Product is available from Wagner Companies 1-888-243-6914 www.wagnercompanies.com.
(2) Alternatively, ends and corners may be formed from bending straight sections of 2” tube or 1½” pipe to the dimensions and radius shown on the plans.

Standard extruded profiles (where allowed) shall be ASTM B308, alloy 6061

(b) Stainless Steel

All stainless steel shall be type 316 unless otherwise noted on the plans. All fasteners connecting to aluminum shall be stainless steel except for wale block fasteners per 05150.70 (k).

(c) Polyethylene

All polyethylene components shall be virgin or reprocessed, ultra-high molecular weight (UHMW) polyethylene and shall be fully or partially cross-linked. All components exposed to sunlight shall be ultraviolet stabilized and black in color (i.e. pile pocket wear pads, hinge pin spacers and corner

blocks). Hinge barrel sleeves and grounding rails do not have to be UV-stabilized and may be white in color.

(d) Foam Floatation

Floatation blocks shall be expanded polystyrene, sizes as shown on the plans. The foam shall be Type 1 and weigh 1.0+/- pounds per cubic foot in accordance to ASTM C578. Water absorption of foam shall be four percent (4%) or less by volume. Floatation blocks are not required to be shrink wrapped or otherwise encased prior to installation.

(e) Wales

Wales (composite lumber) shall be Moistureshield Vantage or Trex Transcend deck board or approved equal. Recycled wood-plastic composite lumber used for all wales shall meet the following qualifications:

Manufactured from at least 90% recycled-content, wood-plastic composite. Composite shall be 50% recycled plastic +/- 10% and 50% waste wood fiber +/- 10%.

Color shall be Bridle or a similar shade of brown. All boards shall be the same color.

Finish shall be non-slip wood grain.

Dimensions shall be 1” actual thickness (no tolerance) and 5½” wide +/- ¼”, 20 foot lengths.

Have a solid plank cross sectional area. Edges shall be solid, not grooved.

Have square (nominal, less than 1/8” radius actual) corners.

(f) Decking

Shall be pultruded fiberglass grate. Fiberglass deck grates shall be ADA compliant manufactured from pultruded polyester resin (SPF), with a product designation of T-1210, 12% open space, 1" bearing bar height, 1½” bearing bar width, with a coarse grit slip-resistant surface, 3⁄16”- ¼” clear spacing between top of bearing bars, gray in color, with corrosion resistant fasteners. Possible product suppliers include Fibergrate (www.fibergrate.com), McNichols (www.mcnichols.com) or AMD Grating (www.amdgrating .com).

(g) Decking Clips

All decking shall be installed with Fibergrate Spring Clips, assembly part number 710640, or approved equal.

(h) Pile Pocket/Hoop Wear Pads

Wear pads shall be UHMW-PE (1½” thick) meeting the same requirements as polyethylene per 05150.70 (c).

(i) Grounding Rails

Grounding rails shall be UHMW-PE (1” thick) meeting the same requirements as polyethylene per 05150.70 (c).

(j) Wale Blocks

Wale blocks shall be UHMW-PE (1" thick) meeting the same requirements as polyethylene per 05150.70 (c).

(k) Fasteners

Composite lumber wales and UHMW-PE grounding rails shall use fasteners designed specifically for attachment of such materials to aluminum framing. Fasteners shall be aluminum blind rivet nuts with flange and knurled outer body and ¼- 20 internal threads for use with ¼ -20 x 1¾" 316 stainless steel hex head bolt and flat washer. Rivet nuts shall have a grip range compatible with 3/16" aluminum plate. A rivet nut example is AVK open end AL-series, www.avkfasteners.com, but any rivet nut meeting the criteria may be acceptable. Provide submittal for approval prior to ordering.

Pultruded fiberglass deck grate fasteners shall be minimum #12 x 1-½" 316 stainless steel bi-metal self-drilling screws with ⅜" hex head.

All bolts, nuts, washers shall be 316 stainless steel. Self-locking ("nylock") type nuts are not allowed.

Wale Block fasteners shall be ⅜" x 1½" "F" type self-tapping zinc coated screws.

Padlocks shall be brass body, 1¾" max. width, ¼" or 5⁄16" shackle diameter, ¾" min. inside shackle width and 1½" max. inside shackle height. All padlocks shall be keyed alike. Provide quantity as shown on plans plus an additional 4 for spares.

(l) Concrete Ballast

Concrete may be supplied from a central ready-mix plant regularly engaged in the production of concrete or mixed on-site using commercially available bags of concrete mix. Concrete shall have a minimum compressive strength of 3500 psi and a unit weight of 140-145 pcf.

(m) Rubstrip

Rubstrips shall be Medium Dock & Post Bumper, Model DB3.CU, one continuous piece the entire length of the float. Bumpers shall be ordered to lengths required and have factory finished ends. Product is available from Taylor Made Products, www.taylormadeproducts.com, 1-800-628-5188.

Recently completed dock projects have shown that the availability of Medium Dock & Post Bumper may be limited. However, this is still the preferred/required rubstrip product so bid pricing shall reflect the use of this product. If this product is unavailable for installation (prior to shipment of the completed docks) then an alternative rubstrip product will be approved. Dimex RR-5008W white vinyl bumper available from Scottco Marine, www.scottcomarine.com, is approved as an alternative product only if the required product is unavailable.

(n) Magnesium Anodes

Magnesium anodes shall be 2½"x5"x¾" bolt-on type with aluminum inserts, model ZHC-2-MG, or approved equal, available from BoatZincs, 53 Knoll Trail, Acton, MA 01720, (978) 841-9978, www.boatzincs.com.

(o) Drainage Hole Screening

Drainage holes in the lower flange of all wale supports shall be covered with screening material welded to the inside of the wale support. Screening material shall be 0.063" gauge aluminum sheet with round 5⁄32" diameter perforated holes on 3⁄16" staggered centers.

(p) Boating Regulatory Signs (Owner Furnished)

Signs shall be purchased by the Owner and delivered to the dock fabricator for installation onto the signposts. Signs shall be purchased from Oregon Corrections Enterprises, 777 Stanton Boulevard, Ontario, Oregon, 97914. Contact Megan Wilson at telephone 541-881-5466 or FAX 541-881-5494 or ocesignshop@oce.oregon.gov. Substitutions will not be permitted.

(q) Mild Steel

All mild steel components shall be ASTM A36 unless noted otherwise on the plans. Reinforcing bars shall be ASTM A706, grade 60, suitable for welding and galvanizing. Fasteners connecting steel-to-steel shall be ASTM A325 with appropriate heavy hex nuts and hardened flat washers.

(r) Anti-Seize Lubricant

Lubricant shall be compatible for use with stainless steel in a marine environment. Provide one 4-ounce bottle to owner for use during installation.

05150.80 FINISHES

(a) Interior

All interior aluminum surfaces and components of each dock shall be mill finish. Mill stamps shall not be removed but shall be oriented to be as least noticeable as practical.

(b) Exterior

All exterior aluminum surfaces and components (e.g., bullrails, wale supports) shall be mill finish with the following exceptions.

The shell top flange at each end of the dock, hinge barrel assemblies, and barrel filler plates shall be coarsely sandblasted to provide a non-slip surface where foot traffic is expected.

Transition plates shall be coarsely sandblasted, top and bottom prior to application of a metalized finish. The metalized finish shall be atomized aluminum sprayed on with torch and compressed air. The metalized finish is only required on the top walking surface of the transition plate and barrels.

Abutment Hinge Barrel Assembly shall be coarsely sandblasted, top and bottom prior to application of hot dip galvanizing and a metalized finish. The metalized finish shall be atomized metal sprayed on with torch and compressed air. The metalized finish is only required on the top walking surface of the hinge barrel assembly.

(c) Barrier Coating

Barrier coating between aluminum and concrete ballast shall be a bituminous paint, CRL bituminous coating or approved equal, available from C.R. Laurence Co. 23000 64th Avenue S Kent, WA 98032, (253) 850-5800, www.crlaurence.com. Alternatively, the barrier coating may be a high performance, chemically cured, rust inhibitive epoxy primer for exterior aluminum surfaces that is compatible with concrete and suitable for wet environments. Product shall be Devran 201H Epoxy Primer or approved equal, available from International Paint (www.international-pc.com).

(d) Galvanizing

All mild steel components shall be hot dipped galvanized after fabrication in accordance with ASTM A123 or A153 as applicable. Any damage to the galvanized coating shall be repaired using a hot-stick or spray metalized in accordance with ASTM A153.

EXECUTION

05150.85 FABRICATION AND WORKMANSHIP

(a) General

The manufacture and fabrication of the docks and its related components shall conform to the latest edition of the Aluminum Construction Manual, the AISC Manual of Steel Construction and all other applicable industry standards.

All fabrication shall conform to the Contract Documents, these specifications, and the approved shop drawings.

Fabrication details, materials, finishes and colors shall be consistent throughout.

All structural members shall be the size, length, wall thickness and alloy as shown in the approved shop drawings.

All cut edges shall be clean and true, free of burrs. Flame cutting is not permitted, and all holes shall be punched or drilled.

Cap all open ends of tubular members as shown in the plans and grind smooth. Provide ½" diameter weep holes in bottom ends of all closed aluminum tubes as required for venting and drainage.

Inside of all docks shall be thoroughly cleaned to remove all metal filings, dust, grease, concrete residue, metal scraps and dirt prior to applying a barrier coating and installing foam blocks.

The completed docks and other components shall be supported on timber dunnage or other appropriate means to prevent direct dock-to-ground or dock-to-dock contact and to prevent damage during fabrication, storage, delivery, off-loading and on-site stockpiling.

All completed docks shall bear a permanent decal or identification plate listing name of manufacturer, date of manufacture, live load rating (20 psf), a unique identifying serial number and sequence number.

(b) Forming

Shell: The bottom, sides and top flanges of each shell section shall be continuous by bending 4' x 10' or 8' x 10' sheets of $\frac{3}{16}$" plate cut to length to meet the dimensional requirements as shown on the plans. All bends shall be 90 degrees with ½" inside radii.

(c) Shapes

All channels, angles, and rectangular tubes shall be formed by bending plate or flat bar unless shown otherwise on plans. All bends shall be 90 degrees with ½" inside radii. Alternatively, shapes may be extruded provided they meet the dimensional and alloy requirements as shown on the plans and specified.

All shapes shall be full length to the maximum extent possible. Wale supports and deck supports may be fabricated from the least number of shorter pieces welded together. Any weld joints in the deck supports shall be centered over a bulkhead flange. Any weld joints in the wale supports shall be offset from the shell joint as shown on the plans.

(d) Round Tube

All round tube shall be extruded. Hinge barrels shall be 6061 alloy.

Bullrails shall be continuous between the end posts prior to a terminating radiused end or corner at a pile pocket. One splice per bullrail is allowed provided it is centered over a post. Use of factory bent elbows is allowed (See 2.1 B.3). Elbows or formed bends shall be fully welded to all straight sections of round tube and to the top flange of the dock shell.

(e) Pipe

Pipe is an allowable alternative to round tube for bullrails only.

Pipe shall be structural Schedule 40, 6063-T52 alloy.

Section 05150.85 (b) (d) applies to pipe bullrails.

(f) Welding

All welding shall conform to the latest editions of the AWS structural welding codes, including the repair of defective welds.

All welding shall be 100% visually inspected by a manufacturer provided, AWS qualified, inspector from an independent testing company. See Section 05150.60 for details.

All welding shall be performed in a temperature controlled, shop environment by AWS qualified and approved structural welders using qualified and approved welding procedures and welding equipment.

Welding shall be carried out in a systematic sequence planned to minimize distortion and residual stress. Structure shall be fitted without excessive forcing before welding. Welds are to be cleaned and excessive roughness or spatter is to be removed. Temporary welds incident of erection are to be carefully removed and flushed off by chipping or grinding. Finished welds are to present a neat workmanlike appearance.

The preferred filler wire for all aluminum welding shall be ER5183. However, ER5356 is an acceptable alternative.

Weld spatter and slag shall be removed.

Weld continuous all connections unless otherwise shown in the plans.

Any welding, done after the installation of the foam flotation blocks, is to be performed in a manner which does not damage or cause burning of the foam. The Manufacturer is fully responsible for maintaining the integrity of the foam throughout the fabrication process.

(g) Decking

All decking shall be non-skid and installed flat and true without intentional changes in slope or tripping hazards and compliant with accessibility standards.

All decking shall be installed with Fibergrate Spring Clips, part number 734282, or approved equal. Location and quantity of clips are shown on drawing sheet 18. Clips shall be fastened with #12 x 1-½" 316 stainless steel bi-metal self-drilling screws with 3⁄8" hex head.

Pultruded fiberglass grate shall be installed in as large of panels as practical with the bearing bars oriented perpendicular to the span direction of the dock. The affected ends of any field or shop cutting or drilling of fiberglass grate bars shall be sealed with catalyzed resin sealant as

recommended by the grating manufacture or polyurethane. Panel layout may be adjusted as needed to minimize narrow strips of decking from cutouts around pile pockets.

(h) Fasteners

All fasteners shall be the size and type shown in the plans.

Washers are required under the heads and nuts of all fasteners unless noted otherwise in the plans.

All fasteners shall be appropriately fully tightened in accordance with applicable industry standards and practices.

Any fastener connecting dissimilar metals shall be stainless steel or electrically isolated to prevent corrosion.

Any fastener in a walking surface shall be flush with, or recessed below, the surface or concealed.

All threads to be liberally coated with a marine grade anti-seize compound prior to installing nuts.

(i) Barrier Coating

Apply a continuous coat of bituminous paint or epoxy primer to the inside bottom and sides of shell, bulkheads, and bottom stiffeners only to the extent that concrete will come in contact with the aluminum surfaces. Paint may be applied by spray, brush, or roller and at a rate per manufacturer's recommendation. Allow paint to dry and cure per manufacturer's recommendation prior to placing concrete ballast.

(j) Concrete Ballast

Place concrete evenly in bottom of shell up to and level with tops of bottom stiffeners. Type "B" docks will not have concrete is spaces around the pile pocket as shown on the plans. Foam filler blocks shall be installed in place of the concrete in these areas only.

(k) Foam Floatation

Foam floatation blocks shall be placed using the sequence shown on the plans. The design allows for a ⅛" space between the top of the foam and the underside of the bulkhead flanges and end stiffeners to allow for installation of the ⅛" thick aluminum top covers.

(l) Screened Drainage Holes

Holes in the lower flange of the wale supports are critical for drainage. Each drain hole shall be covered with perforated aluminum sheet per specifications and details shown on the plans.

(m) Wales and grounding rails

Wales and grounding rails shall be ripped to finish widths and edges either radiused or left square depending on the application as shown on the plans. Wales shall be full length without splices. Leave 1/8" gap between all wales and wale blocks. Attach using blind rivet nuts with hex head bolts per manufacturers installation instructions and as detailed on the plans.

(n) Wale Blocks

Wale blocks are required at all wale ends with the exception of the end wale on the last dock. Wale blocks shall have a 45-degree chamfer as shown on the plans with the exception of the two off-shore

blocks on the last dock. Wale blocks shall be attached with F-type zinc coated bolts: size, quantity and location as shown on the plans. Bolts shall be epoxy paint coated (black in color) prior to installation.

(o) Rubstrips

Install top of rubstrip along both sides of dock flush with top of composite wales using the supplier's recommended "fold-over method" as shown on the plans. Attach with 2 rows of #8 stainless steel screws, 4-inches on center spacing. Also install a rubstrip across the off-shore end of last dock. Ends of the rubstrip shall be finished by the manufacturer.

(p) Hinge Barrel Isolators

UHMW-PE bushings, sleeves and spacers shall be fabricated from solid material per details shown on the plans. Isolators protect against metal-to-metal contact and provide a wear surface between hinge barrels and hinge pins.

(q) Off-Shore End of Last Dock

The off-shore end of the last dock requires modifications. Depending on the dock layout these modifications will apply to either a Type "A", Type "B" or Type "C" dock (reference Dock Layout drawing). In place of the off-shore end hinge barrel assembly, fabricate and install a wale support, wales, rubstrip, bullrail, sign post and corner wear blocks as shown on the plans. In addition, the last dock requires modified bullrails (both sides) for wheelchair access as shown on the plans.

(r) Shore End of First Dock

The shore end of the first dock will require modification only if a transition plate connection is required. Depending on the dock layout this modification will apply to either a Type "A", Type "B" or Type "C" dock (reference Dock Layout drawing). In place of the standard hinge barrel assembly, fabricate and install a transition plate hinge barrel assembly, transition plate and hinge pin as shown on the plans. The transition plate width will be either 12 inches or 18 inches. Reference the plans for the correct transition plate width.

(s) Hinge Pins

All dock and transition plate hinge pins shall have a stop welded to one end with vertical sides as shown on the plans. The hole at the opposite end of the pin shall be drilled in the same plane as the vertical sides of the pin stop as shown on the plans. Provide bolt, nut, washers, and padlock for each hinge pin. The stainless-steel washer on the padlock end of the dock hinge pin is a custom size and will require milling to the dimensions shown on the plans. Alternatively, a 1¼" SAE washer may be used (1.375" i.d.) but may require reaming to fit.

(t) Boating Regulatory Signs

Attach signs to sign post as indicated on plans using stainless steel or aluminum rivets. Install signs level and plumb with sign surfaces free from distortion or other defects in appearance.

(u) Pile Hoop & Hinge Barrel Stiffeners (If required)

External pile hoops and dogleg dock hinge barrels require installation of structural stiffeners prior to installation of the wale supports. Each stiffener is a C5x9 aluminum structural channel welded to the dock shell at the locations shown on the drawing prior to installation of the wale support. The flanges of the channel will require trimming so that the outside face of the channel web is flush with the inside

face of the wale support. Slots are cut in the wale support to provide slot welding of the wale support to the stiffener as shown on the plans.

(v) External Pile Hoops (If required)

Weld external pile hoop mounting plate to the wale support at locations as shown on the plans. Careful attention should be given to which side of the dock the hoop is to be installed and distance from the shore and off-shore ends. Adjust lengths of wales and rubstrips as required.

(w) Abutment Hinge Barrel Assembly (If required)

The abutment hinge barrel assembly is mild steel construction, hot dip galvanized after fabrication with a metalized finish applied to all top surfaces. Assembly will be field installed by others.

(x) Dock Identification Plates

Each dock shall have a unique identification plate that will correspond to the naming convention shown on the plans or in the absence of a naming convention will be numbered sequentially starting with “1” as the first or shore end dock. Identification plates shall be consistently placed in the same location on each dock. Doing so will ensure that the docks are installed in the correct order and orientation. Minimum plate information is listed in 05150.85 (A); additional information on the identification plates is at the fabricator’s discretion.

05150.90 DELIVERY

The aluminum boarding docks shall be transported, lifted and stored in accordance with good industry practices, the handling instructions of the manufacturer and as specified herein. Stacking of one dock on another (3 docks total) is permitted with proper and adequate blocking and must not be supported by the bullrails (over a post) of the lower dock. For Type “A” docks, additional blocking at mid-span of the lower dock’s shell bottom must be provided.

Rubstrip material shall be protected from damage, compression or discoloration caused by tie-down straps used during transport. Adequate blocking shall be used to keep tie-down straps from contacting the rubstrips.

Manufacturer is responsible for delivery and offloading of docks at location designated by Owner at or near the Hammond Marina.

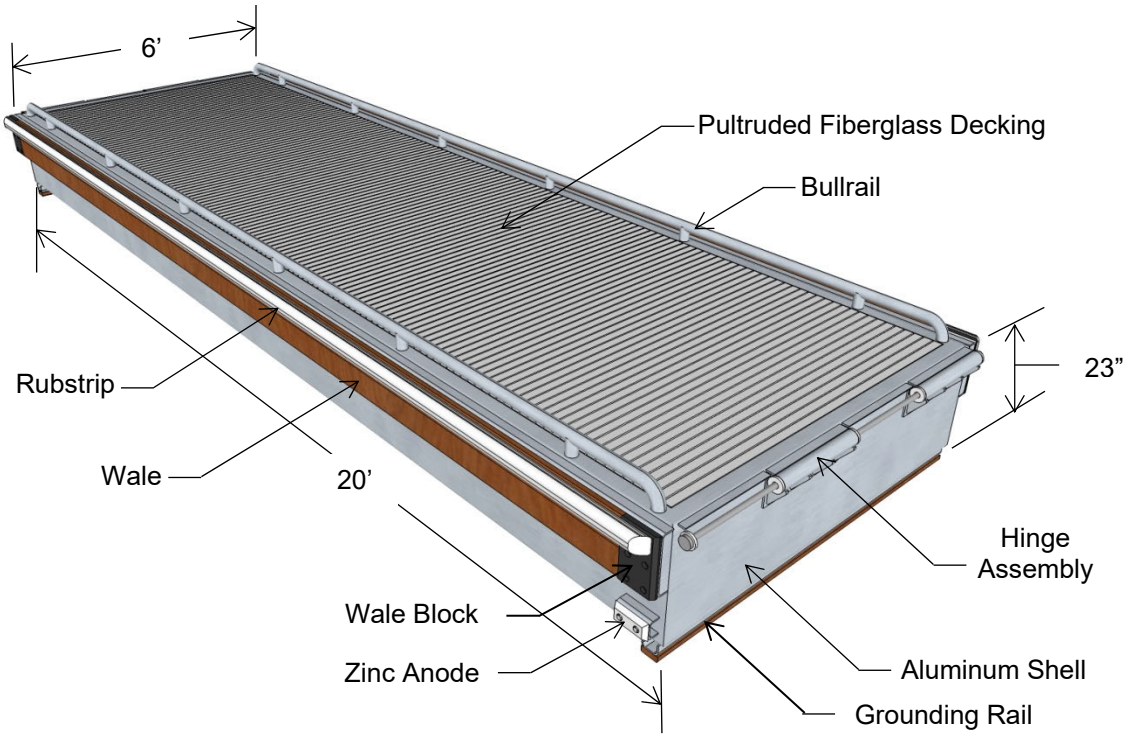
05150.91 WARRANTY

The manufacturer of the aluminum boarding docks, and their related components shall provide the Owner with a written warranty that the aluminum boarding docks, and any related components shall be free of defects in materials and workmanship for a period of two (2) years, unless the Contract requires a more stringent or longer warranty.

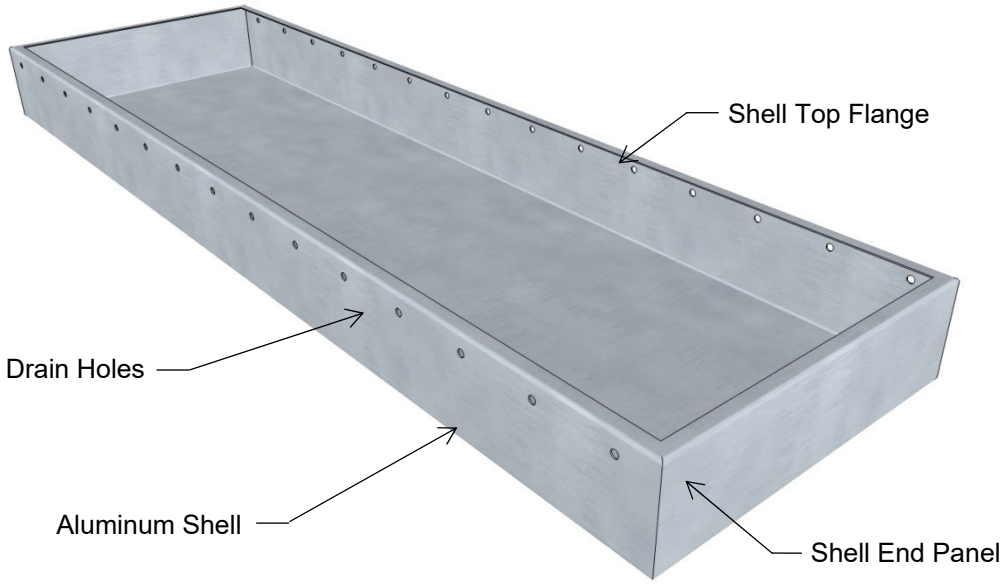
The warranty period shall commence upon delivery and acceptance of the docks and all related components by the Owner.

05150.95 SUPPLEMENTAL DRAWINGS

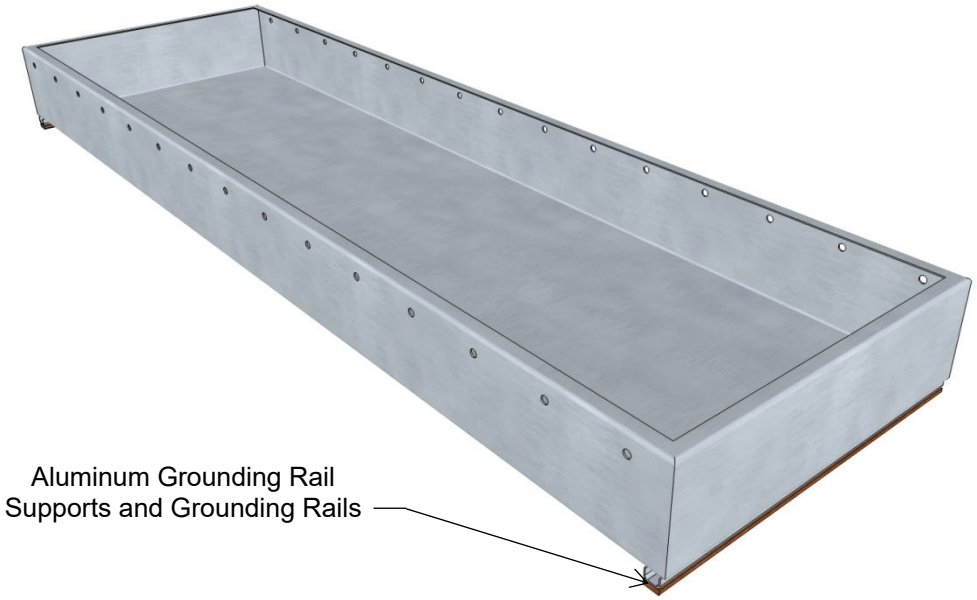
The following 3-D Dock renderings are provided solely for the purpose of visualizing (1) a suggested sequence of dock assembly and (2) general position of dock components within the dock structure. These renderings are not intended for use as construction or shop drawings.



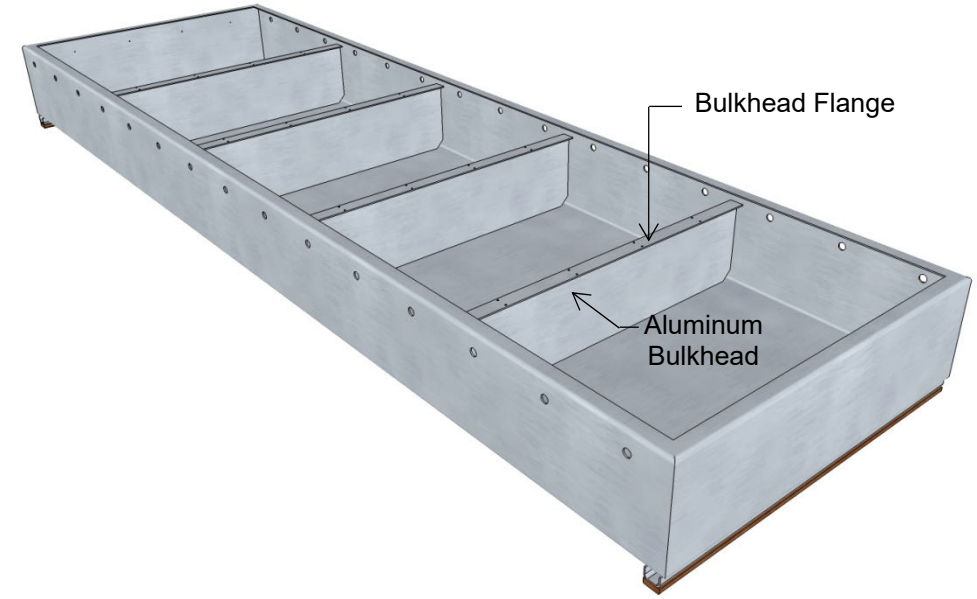
Dock01 - DOCK OVERVIEW



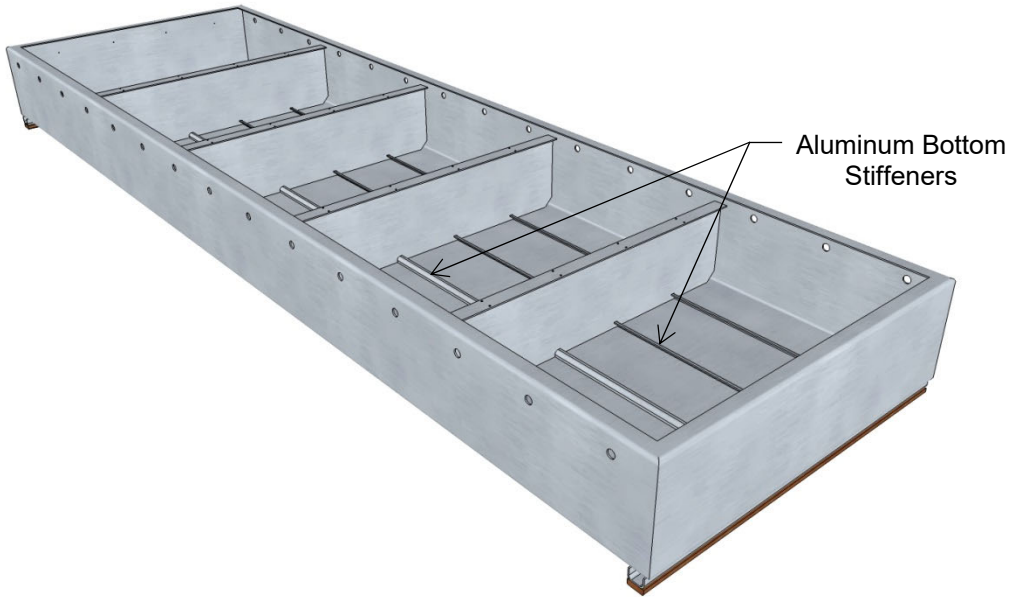
02 - SHELL ONLY



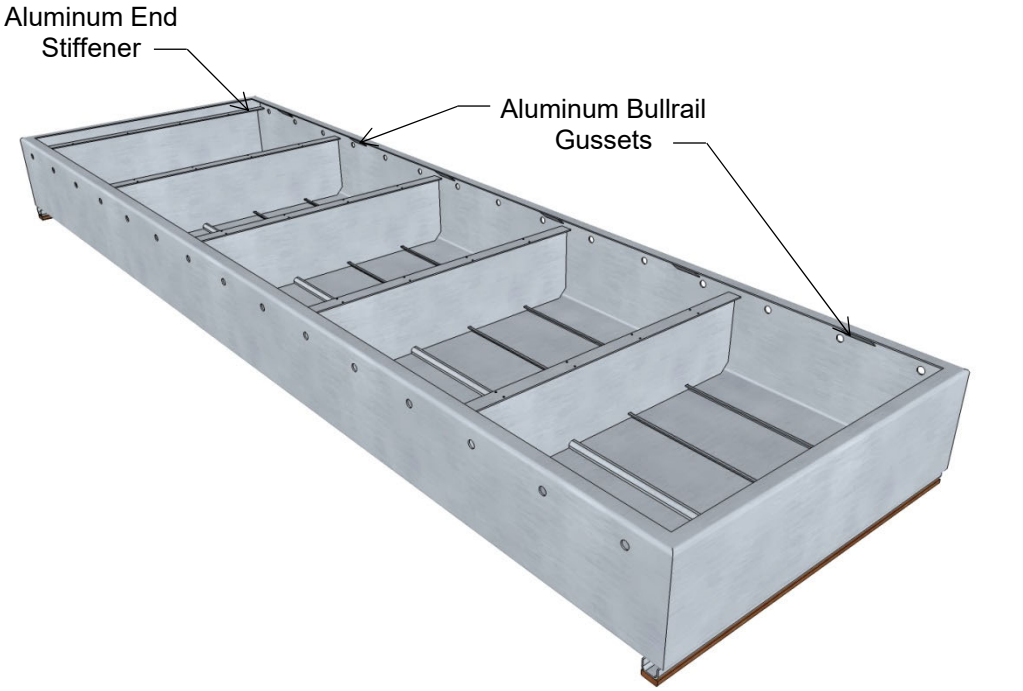
03 - ADD GROUNDING SUPPORTS & GROUNDING RAILS



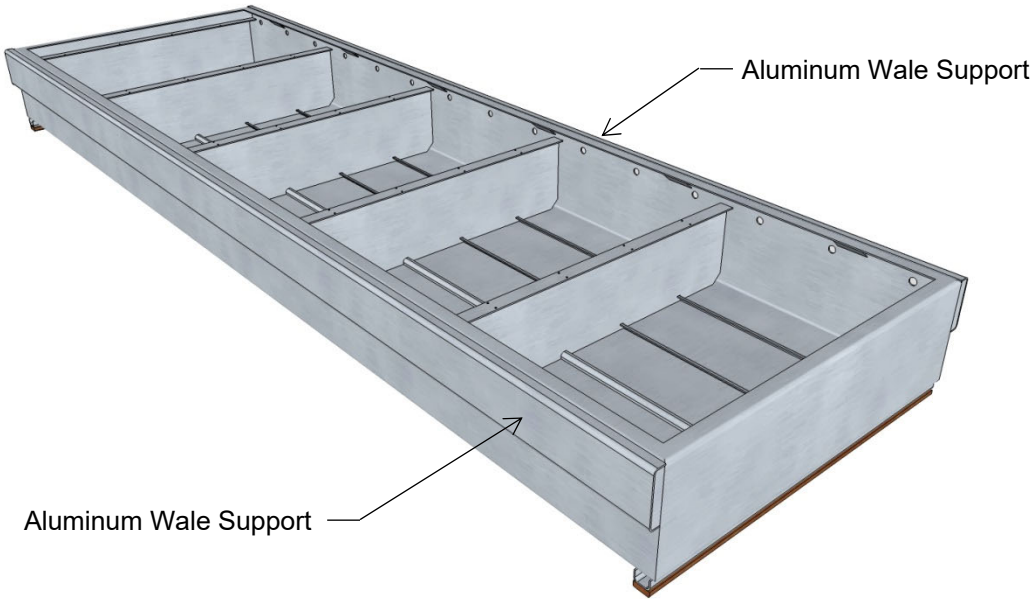
04 - ADD BULKHEADS



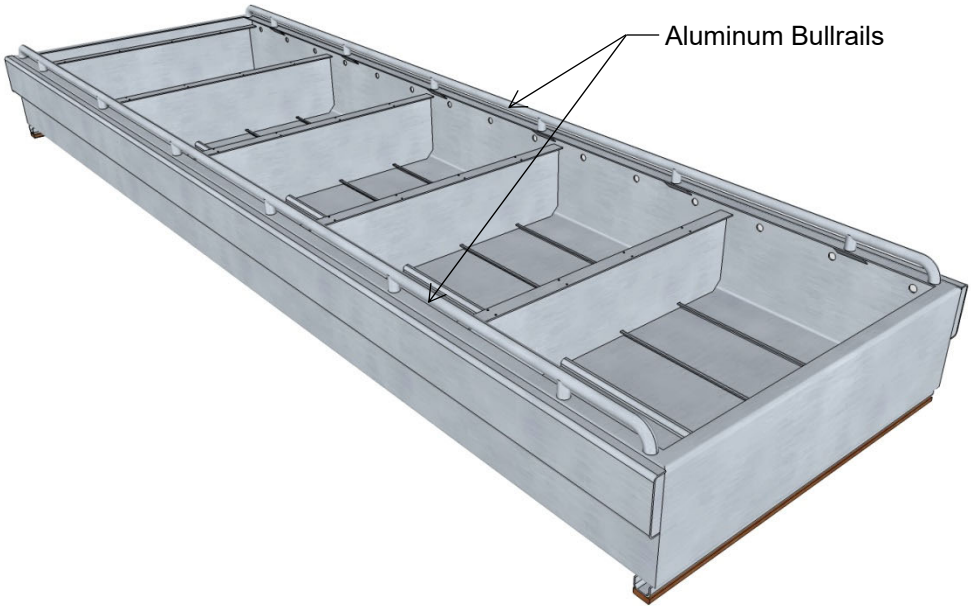
05 - ADD BOTTOM STIFFENERS



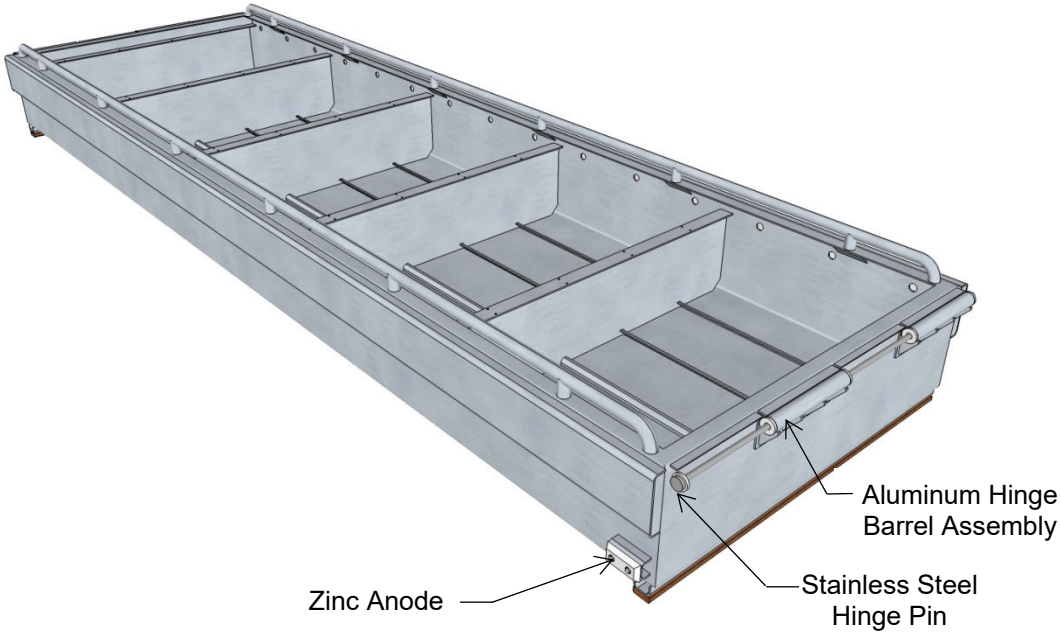
06 - ADD END STIFFENERS & BULLRAIL GUSSETS



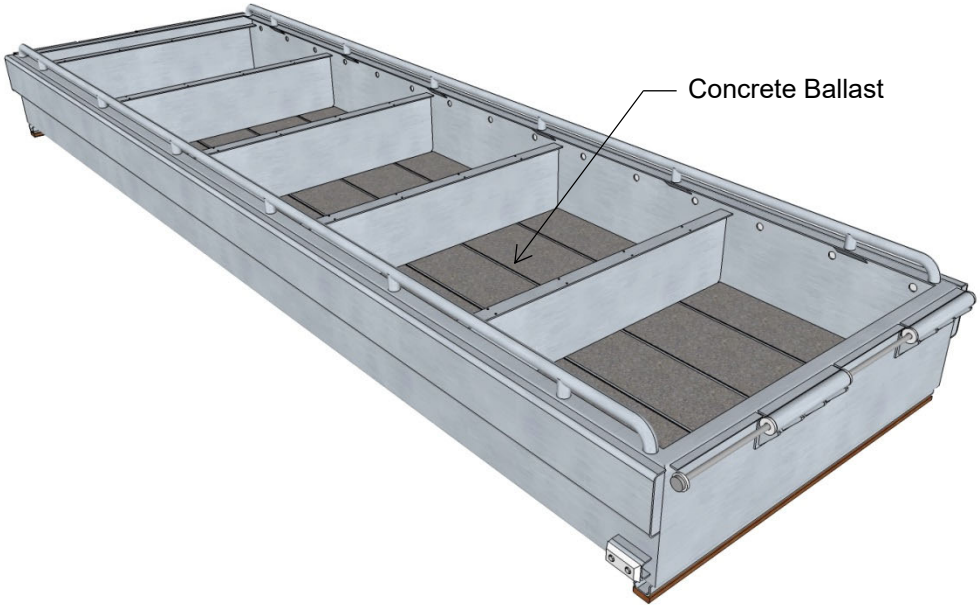
07 - ADD WALE SUPPORTS



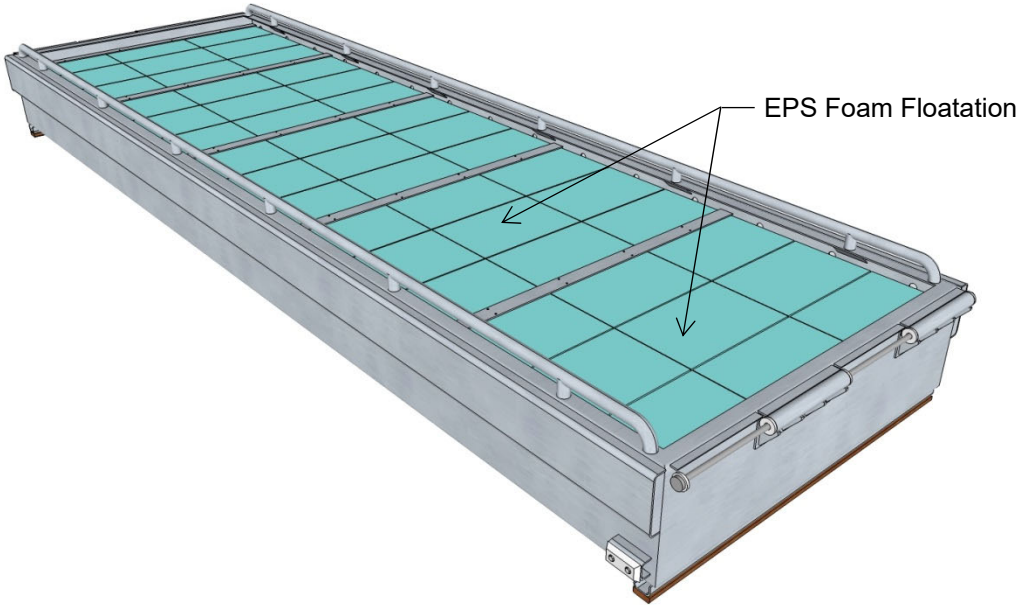
08 - ADD BULLRAILS



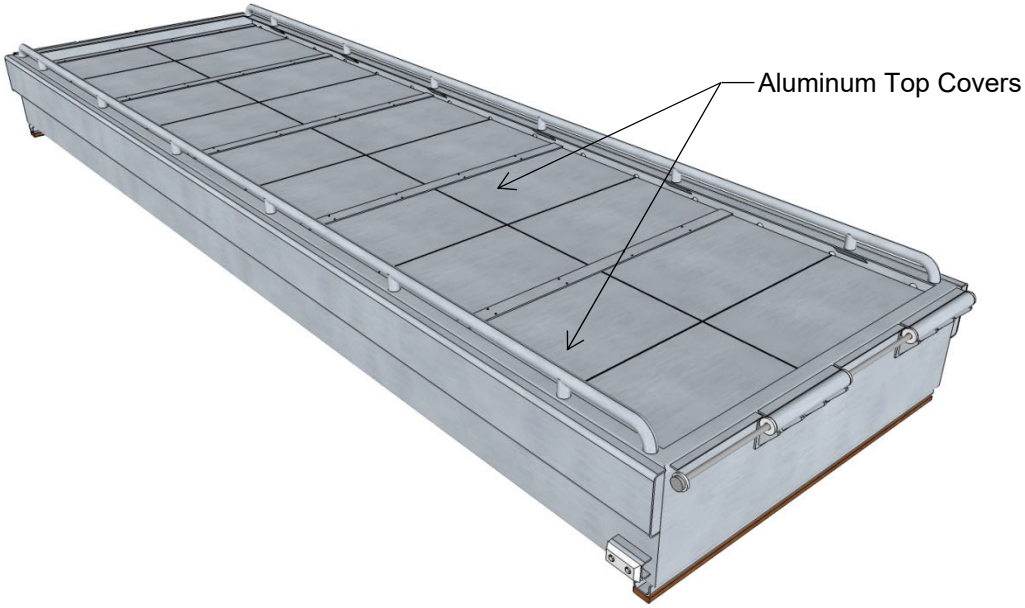
09 - ADD HINGE BARREL ASSEMBLIES & ZINC ANODES



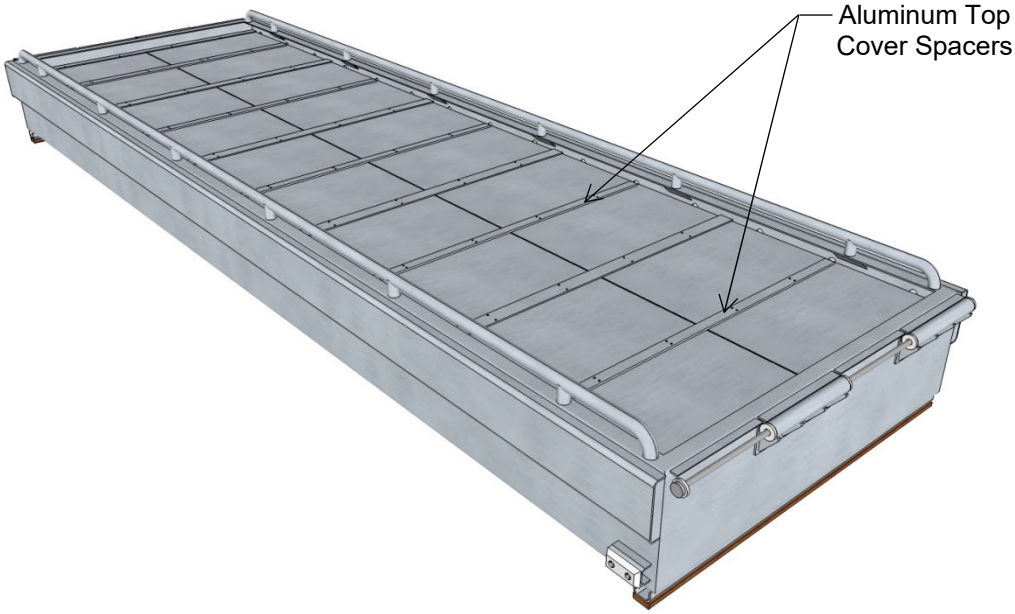
10 - ADD CONCRETE BALLAST



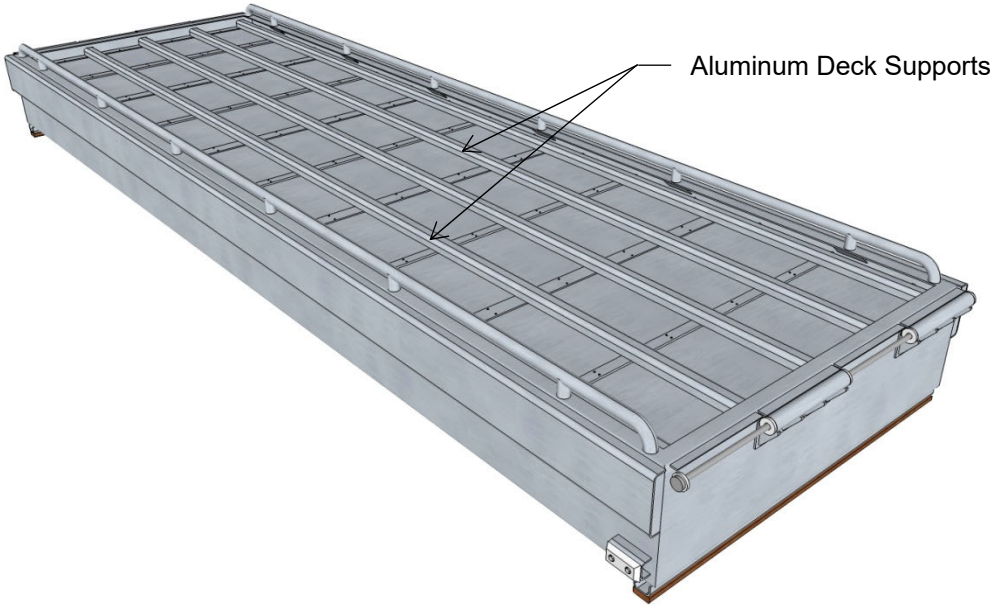
11 - ADD FOAM FLOATATION



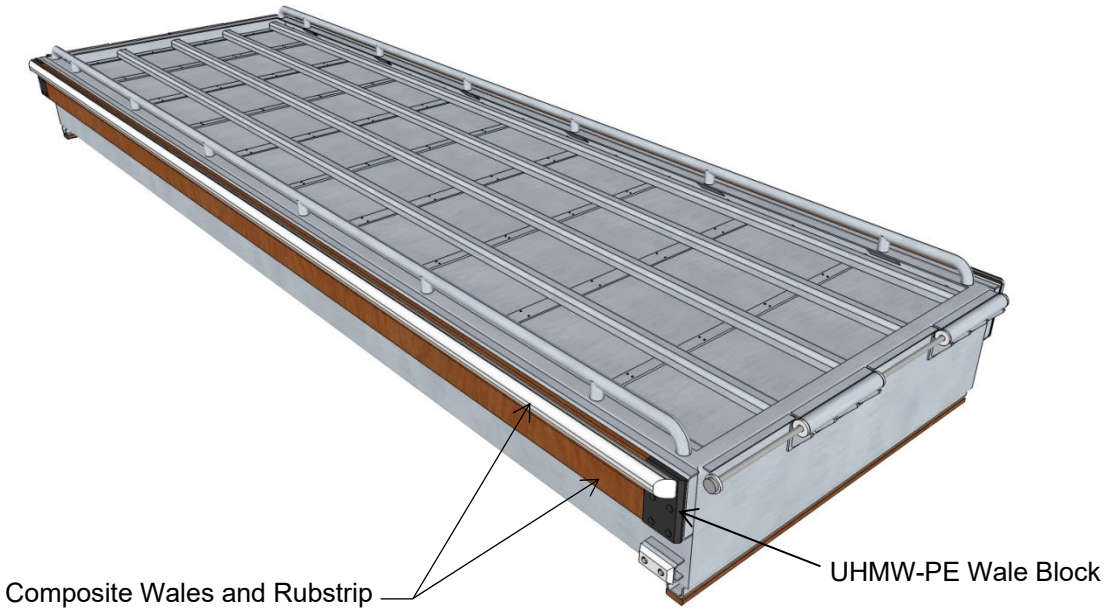
12 - ADD TOP COVERS



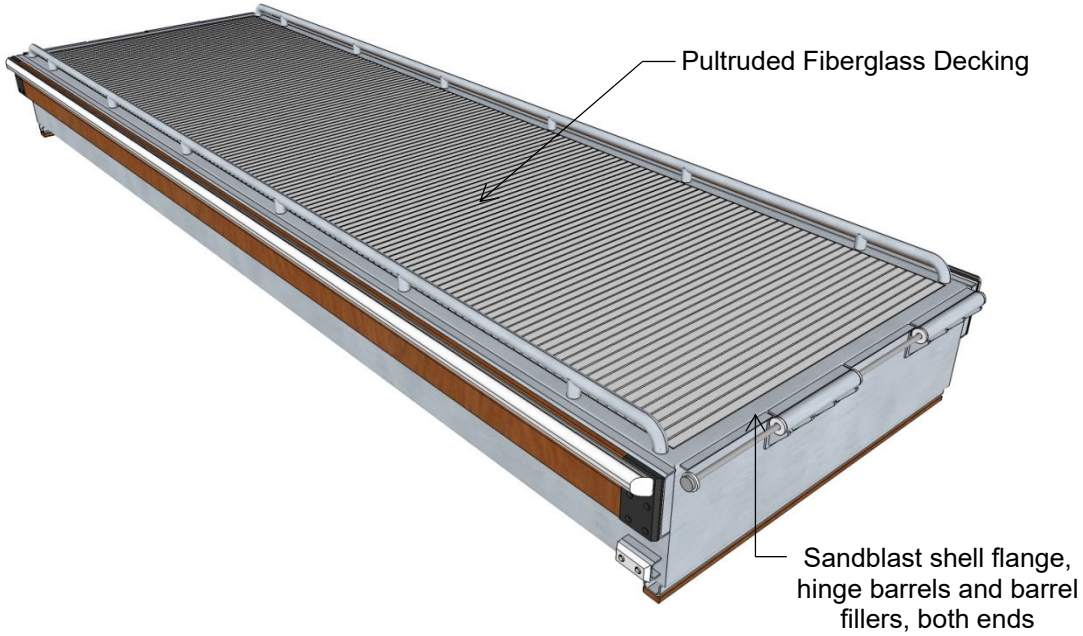
13 - ADD TOP COVER SPACERS



14 - ADD DECK SUPPORTS



15 - ADD WALES, WALE BLOCKS & RUBSTRIPS



16 - ADD DECKING & SANDBLAST (COMPLETE)

END OF SECTION 05150

City Commission Agenda Memo

Meeting Date: March 24, 2026
From: Kevin Gorman, Public Works Director
Subject: Request to Award Construction Contract- QRP Tennis Courts Demolition and Re-Construction Project

Summary:

Awarding the Quincy Robinson Park Tennis Court Demolition and Reconstruction Project contract will allow the demolition of the existing courts and reconstruction of new, durable playing surfaces, to ensure continued safe public use and extending the lifespan of this recreational facility.

A total number six bids were received from contractors, all of which were determined to be responsive. The City of Warrenton has considered all bids submitted for the above-described work in response to its Advertisement for bid and Instructions to Bidders for this project. The bid in the amount of **$139,681.00** submitted by Big River Construction, Inc, is the lowest responsive bid submitted by a responsible bidder.

Recommendation/Suggested Motion:

"I move to award the Quincy Robinson Park Tennis Court Demo & Re-Construction Project construction contract to Big River Construction, Inc in the amount of $139,681.00, with a 10% construction contingency."

Alternative:

None recommended

Fiscal Impact:

The Quincy Robinson Park Tennis Court Resurfacing Project budget of $209,300.00 is sufficient to cover the construction bid. (065-429-620078)

Attachments:

- Bid Tabulation
- Exhibit A – Big River Construction Quote
- Draft Big River Construction Contract

Approved by City Manager: _____

DRAFT

Quincy Robinson Tennis Courts Demo and Re-construction Bid Tabulation - Bid opened 2/12/26 closed 2/26/26

	Bid Items	QTY	Unit	Unit Price	Lee Contractors	QTY	Unit	Unit Price	TMC Construction LLC	QTY	Unit	Unit Price	Western United Civil Group LLC	QTY	Unit	Unit Price	Earthworx Excavation LLC	QTY	Unit	Unit Price	Koch Excavation Inc	QTY	Unit	Unit Price	Big River Construction Inc
1	MOB, General Conditions, Insurance & Bonds	1	LS	$ 35,000.00	$ 35,000.00	1	LS	$ 23,500.00	$ 23,500.00	1	LS	$ 20,000.00	$ 20,000.00	1	LS	$ 1,900.00	$ 1,900.00	1	LS	$ 5,000.00	$ 5,000.00	1	LS	$ 8,137.00	$ 8,137.00
2	Erosion and Sedimentation Control	1	LS	$ 10,000.00	$ 10,000.00	1	LS	$ 3,100.00	$ 3,100.00	1	LS	$ 4,000.00	$ 4,000.00	1	LS	$ 1,300.00	$ 1,300.00	1	LS	$ 3,000.00	$ 3,000.00	1	LS	$ 2,500.00	$ 2,500.00
3	Removal & Re-Install of Chain Link Fence Fabric	1	LS	$ 15,000.00	$ 15,000.00	1	LS	$ 12,000.00	$ 12,000.00	1	LS	$ 8,000.00	$ 8,000.00	1	LS	$ 3,270.00	$ 3,270.00	1	LS	$ 5,000.00	$ 5,000.00	1	LS	$ 1,723.00	$ 1,723.00
4	Layout (owner direction)	1	LS	$ 500.00	$ 500.00	1	LS	$ 1,000.00	$ 1,000.00	1	LS	$ 1,500.00	$ 1,500.00	1	LS	$ 8,160.00	$ 8,160.00	1	LS	$ 2,500.00	$ 2,500.00	1	LS	$ 130.00	$ 130.00
5	Saw Cutting	660	LF	$ 10.00	$ 6,600.00	660	LF	$ 3.80	$ 2,508.00	660	LF	$ 5.00	$ 3,300.00	660	LF	$ 3.00	$ 1,980.00	660	LF	$ 2.50	$ 1,650.00	660	LF	$ 2.15	$ 1,419.00
6	Removal of Existing Tennis Court net Foundations	1	LS	$ 250.00	$ 250.00	1	LS	$ 2,000.00	$ 2,000.00	1	LS	$ 2,000.00	$ 2,000.00	1	LS	$ 960.00	$ 960.00	1	LS	$ 500.00	$ 500.00	1	LS	$ 1,576.00	$ 1,576.00
7	Pulverize existing Asphalt Surface in Place	2800	SY	$ 10.00	$ 28,000.00	2800	SY	$ 0.90	$ 2,520.00	2800	SY	$ 5.00	$ 14,000.00	2800	SY	$ 1.22	$ 3,416.00	2800	SY	$ 2.50	$ 7,000.00	2800	SY	$ 3.68	$ 10,304.00
8	General Excavation & Disposal of deleterious Soils	100	CY	$ 250.00	$ 25,000.00	100	CY	$ 135.00	$ 13,500.00	100	CY	$ 80.00	$ 8,000.00	100	CY	$ 397.20	$ 39,720.00	100	CY	$ 65.00	$ 6,500.00	100	CY	$ 29.31	$ 2,931.00
9	Import & Grade 3" depth of ODOT 3/4" Crushed Rock	315	TON	$ 150.00	$ 47,250.00	315	TON	$ 89.00	$ 28,035.00	315	TON	$ 95.00	$ 29,925.00	315	TON	$ 33.05	$ 10,410.75	315	TON	$ 55.00	$ 17,325.00	315	TON	$ 46.00	$ 14,490.00
10	Compaction prior to new Asphalt	1	LS	$ 25,000.00	$ 25,000.00	1	LS	$ 4,300.00	$ 4,300.00	1	LS	$ 3,000.00	$ 3,000.00	1	LS	$ 5,000.00	$ 5,000.00	1	LS	$ 2,000.00	$ 2,000.00	1	LS	$ 5,000.00	$ 5,000.00
11	Installation of (4) Net Post Bases (owner supplied)	1	LS	$ 5,000.00	$ 5,000.00	1	LS	$ 2,500.00	$ 2,500.00	1	LS	$ 2,500.00	$ 2,500.00	1	LS	$ 320.00	$ 320.00	1	LS	$ 2,000.00	$ 2,000.00	1	LS	$ 3,356.00	$ 3,356.00
12	Asphalt Paving 3" Depth (tack all edges)	460	TON	$ 270.00	$ 124,200.00	460	TON	$ 326.00	$ 149,960.00	460	TON	$ 245.00	$ 112,700.00	460	TON	$ 174.03	$ 80,053.80	460	TON	$ 165.00	$ 75,900.00	460	TON	$ 180.00	$ 82,800.00
13	Paint Striping new courts (2)	1	LS	$ 30,000.00	$ 30,000.00	1	LS	$ 12,000.00	$ 12,000.00	1	LS	$ 4,000.00	$ 4,000.00	1	LS	$ 3,000.00	$ 3,000.00	1	LS	$ 2,900.00	$ 2,900.00	1	LS	$ 3,060.00	$ 3,060.00
14	Final Clean up and de-MOB	1	LS	$ 19,000.00	$ 19,000.00	1	LS	$ 2,500.00	$ 2,500.00	1	LS	$ 2,000.00	$ 2,000.00	1	LS	$ 1,900.00	$ 1,900.00	1	LS	$ 15,361.50	$ 15,361.50	1	LS	$ 2,255.00	$ 2,255.00
					$ 370,800.00				$ 259,423.00				$ 214,925.00				$ 161,390.55				$ 146,636.50				$ 139,681.00

*math error on line #6
they had sum as $25,000.00

*Math error on Line #12
they had sum as $76,240.00

BID FORM

The undersigned, having full knowledge of the quality and quantity of work and material required, hereby proposes to furnish all labor, material and equipment required to complete the work of:

Quincy Robinson Park Tennis Court Demolition and Re-construction Project

in accordance with the ODOT/APWA 2015 Oregon Standard Specifications for Construction and the Special Provisions, Plans and Specifications hereto, and at the following Bid Schedule prices by the following completion dates:

- Substantial Completion: September 4, 2026
- Final Completion: September 17, 2026

Enclosed herewith is a bid surety deposit in the amount of at least five percent (5%) of the bid.

The undersigned bidder hereby represents as follows: That this bid is made without connections with any person, firm or corporation making a bid for same, and is in all respects fair and without collusion or fraud.

Contractor agrees comply with ORS 279C.838 or ORS 279C.840 or 40 USC3141, et seq, if the contract is subject to state or federal prevailing wage laws.

The undersigned is X YES _____NO a resident bidder, as defined in ORS 279A.120. (PLEASE CHECK ONE)

Oregon Construction Contractor Board No. 147632.

The bidder acknowledges receiving and incorporating changes described in Addenda NO. 1 through 1.

Complete in black ink or by typewriter. If BIDDER is:

An Individual

Signature_____

_____

(Individual's Name, Typed or Printed)

doing business as_____

Business address_____

_____

Phone No._____

A Partnership

Firm Name_____

Signature_____

_____

(Name of Partner, Typed or Printed)

Business address_____

_____

Phone No._____

A Limited Liability Company (LLC)

LLC Name_____

By_____
(Signature of general partner – attach evidence of authority to sign)

Name (typed or printed)_____

Business Address_____

_____

State in which company was formed_____

Phone No._____

A Corporation

Corporation Name Big River Construction, Inc.

Signature_____

Phil Gaffney
(Officer's Name, Typed or Printed)

Vice President
(Title)

Oregon
(State of Incorporation)

Attest_____
(Secretary's Signature)

Business address 35064 HWY 101 Business

Astoria, OR 97103

Phone No. 503-338-3878

Date of Qualification to do business 4/17/2001

CERTIFICATION OF NONDISCRIMINATION

Pursuant to the requirements of ORS 279A.110, I certify that I have not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, woman or emerging small business enterprise certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

2/26/2026
DATE

Big River Construction;
BIDDER

NOTE: THIS STATEMENT MUST BE RETURNED WITH THE BID

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BID SCHEDULE
QUINCY ROBINSON PARK – TENNIS COURT DEMOLITION AND RE-CONSTRUCTION

Bid Item No.	Description	Quantity	Unit	Unit Price	Bid Amount
1	Mobilization, General Conditions, Insurance and Bonds	1	LS	8,137.00	8,137.00
2	Erosion and Sedimentation Control	1	LS	2,500.00	2,500.00
3	Removal and Re-installation of Chain link Fence Fabric	1	LS	1,723.00	1,723.00
4	Layout (owner direction)	1	LS	130.00	130.00
5	Saw cutting	660	LF	2.15	1,419.00
6	Removal of existing Tennis Court net foundations	1	LS	1,576.00	1,576.00
7	Pulverize existing Asphalt Surface in place	2800	SY	3.68	10,304.00
8	General Excavation and disposal of deleterious soils	100	CY	29.31	2,931.00
9	Import and Grade 3" depth of ODOT ¾" Crushed Rock	315	TON	46.00	14,490.00
10	Compaction prior to new Asphalt	1	LS	5,000.00	5,000.00
11	Installation of 4 Net Post Bases (owner supplied)	1	LS	3,356.00	3,356.00
12	Asphalt Paving 3" depth (tack all edges)	460	TON	180.00	82,800.00
13	Paint Striping new Courts (2)	1	LS	3,060.00	3,060.00
14	Final Clean up and De-Mobilization	1	LS	2,255.00	2,255.00

Total $139,681.00

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BID BOND
FOR
Quincy Robinson Park Tennis Court Demolition and Re-construction Project
FOR
THE CITY OF WARRENTON

KNOW ALL PEOPLE BY THESE PRESENTS:

That we, Big River Construction, Inc (Name of Contractor), hereinafter called the PRINCIPAL, as Principal, and Atlantic Specialty Insurance Company (Name of Surety),

a corporation and existing under and by virtue of the laws of the State of New York and authorized to transact a surety business in the State of Oregon, hereinafter called the SURETY, as Surety, are held and firmly bound unto the City of Warrenton, a Municipal Corporation of the State of Oregon, hereinafter called the OBLIGEE, in the penal sum of

Five Percent (5%) of Bid Amount Dollars ($ 5% of Bid Amount) for the payment of which sum well and truly to be made, the said PRINCIPAL and the said SURETY bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATIONS IS SUCH THAT:

WHEREAS the PRINCIPAL has submitted a Bid Proposal for the Quincy Robinson Park Tennis Courts Demolition and Re-construction Project.

NOW, THEREFORE, if the Bid Proposal submitted by the PRINCIPAL is accepted, and the Contract awarded to the PRINCIPAL, and if the PRINCIPAL shall execute the proposed Agreement and shall furnish such Performance and Payment Bonds as required by the Contract Documents within the time fixed by the Documents, then this obligation shall be void; if the PRINCIPAL shall fail to execute the proposed Agreement and furnish the bonds, the SURETY hereby agrees to pay the OBLIGEE the penal sum as liquidated damages, within ten (10) days of such failure.

Signed and sealed this 26th day of February, 2026.

CONTRACTOR AS PRINCIPAL:	SURETY:
(Corp. Seal)	(Corp. Seal)
Company: Big River Construction, Inc	Company: Atlantic Specialty Insurance Company
Signature:	Signature:
Name: Phil Gaffney	Name: Travis J. Robles
Title: Vice President	Title: Attorney-in-Fact (Attach Power of Attorney)

intact INSURANCE

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Aliceon A. Keltner, Alyssa J. Lopez, Amelia G Burrill, Annelies M. Richie, Brandon K. Bush, Carley Espiritu, Charla M. Boadle, Christopher Kinyon, Donald Percell Shanklin Jr., Eric A. Zimmerman, Holli Lagerquist, Jacob T. Haddock, James B. Binder, Jamie L. Marques, Julie A. Craker, Justin Dean Price, Kari Michelle Motley, Katharine J. Snider, Lindsey Elaine Jorgensen, Lois F. Weathers, Michael S. Mansfield, Sarah Whitaker, Sharree Sutherland, Tamara A. Ringeisen, Travis J. Robles**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

By _____
Sarah A. Kolar, Vice President and General Counsel

STATE OF MINNESOTA
HENNEPIN COUNTY

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.

ALISON D. NASH-TROUT
NOTARY PUBLIC - MINNESOTA
My Commission Expires
January 31, 2030

_____
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 26th day of February, 2026.

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

_____
Kara L.B. Barrow, Secretary

This Power of Attorney expires
January 31, 2030

Please direct bond verifications to surety@intactinsurance.com

FIRST TIER SUBCONTRACTOR'S DISCLOSURE FORM

PROJECT NAME: **Quincy Robinson Park Tennis Courts Demolition and Re-construction Project**

BID CLOSING: DATE: February 26, 2026 TIME: 2:00 PM Local Time

This form must be submitted at the location specified in the Call For Bids on the advertised bid closing date and within two working hours after the advertised bid closing time.

List below the name of each subcontractor who will be furnishing labor or materials and that is required to be disclosed, the category of work that the subcontractor will be performing and the dollar value of the subcontract. Enter "NONE" if there are no subcontractors that need to be disclosed.

(ATTACH ADDITIONAL SHEETS IF NEEDED.)

Name	Dollar Value	Category of Work
1) Bayview Asphalt	$ 76,240.00	Asphalt
2)	$	
3)	$	
4)	$	

Failure to submit this form by the disclosure deadline will result in a nonresponsive bid. A nonresponsive bid will not be considered for award.

Form Submitted by (Bidder Name): Big River Construction

Contact Name: Ryan Lampi

Phone no.: 503-338-3878

CCB License Summary:

BIG RIVER CONSTRUCTION INC

About this Business

License #:	147632 (See also : 190047 226759)
Status:	Active Verified
First Licensed:	5/1/2001

Learn more about this business

Unpaid Debt (Covers past 10 years)

Unpaid Claims	$0.00
Unpaid Civil Penalties	$0.00

Complaint History (Covers past 10 years)

Any complaints (claims) filed against this contractor?	**No**

Disciplinary History (Covers past 10 years)

Any civil penalties or other sanctions (license suspensions)?	**No**

Administrative Suspensions (Covers past 10 years)

Has the CCB ever suspended this contractor for lack of bond/insurance?	**No**

Find License Information from Other Agencies

Plumbing and Electrical Licenses	Building Codes Division
Landscape Businesses Licenses	Landscape Contractor Board
Workers' Compensation Insurance	Department of Consumer and Business Services

CITY OF WARRENTON
CONTRACT FOR GOODS AND SERVICES

CONTRACT:

This Contract, made and entered into this _____ day of March 2026, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY," and Big River Construction, Inc, 35064 Hwy 101 Business, Astoria, OR 97103, hereinafter called "CONTRACTOR", duly authorized to do business in Oregon.

W I T N E S S E T H

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

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

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

1. CONTRACTOR GOODS AND SERVICES: CIP Quincy Robinson Park Tennis Court Demolition & Re-Construction.

   A. CONTRACTOR shall provide goods and services for the CITY, as outlined in its attached quote, dated 02/12/2026, and is attached hereto as Exhibit A.

   B. CONTRACTOR'S obligations are defined solely by this Contract, the RFP, or solicitation document, (if any) and its attachment and not by any other contract or agreement that may be associated with this project.

2. COMPENSATION

   A. The CITY agrees to pay CONTRACTOR a total not-to-exceed price of $139,681.00 for providing goods and performance of those services provided herein;

   B. The CONTRACTOR will submit a final invoice for all goods provided or services rendered to: City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONTRACTOR may submit invoice via email to ap@warrentonoregon.us. City pays net 21 upon receipt of invoice.

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

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3. CONTRACTOR IDENTIFICATION

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

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be City Manager.

5. CONTRACTOR'S REPRESENTATIVE

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

6. CONTRACTOR IS INDEPENDENT CONTRACTOR

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

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

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

7. CANCELLATION FOR CAUSE

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

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appeal. CONTRACTOR may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

8. ACCESS TO RECORDS

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

9. FORCE MAJEURE

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

10. NONWAIVER

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

11. ATTORNEY'S FEES

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

12. APPLICABLE LAW

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

13. CONFLICT BETWEEN TERMS

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

14. INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless the CITY, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, contractor, or others resulting from or arising out of CONTRACTOR'S negligent acts, errors or omissions in the supply of goods or performance of services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if

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any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and The CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONTRACTOR.

15. INSURANCE

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

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

B. **Automobile Liability**. Contract shall obtain, at Contractor's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than $1,000,000, and annual aggregate not less than $2,000,000.

C. **Additional Insured.** The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, Contractor shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

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

16. WORKMEN'S COMPENSATION

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

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

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

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

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

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

18. PAYMENT OF MEDICAL CARE

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

19. STANDARD OF CARE

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

20. NO THIRD PARTY BENEFICIARIES

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

21. SEVERABILITY AND SURVIVAL

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

22. COMPLETE CONTRACT

This Contract and its referenced attachments constitute the complete contract between CITY and CONTRACTOR and supersedes all prior written or oral discussions or agreements. CONTRACTOR

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services are defined solely by this Contract and its attachments and not by any other contract or agreement that may be associated with this Contract.

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

City of Warrenton, a Municipal Corporation

BY: _____ _____
Henry Balensifer lll, Mayor Date

ATTEST:

_____ _____
Hanna Bentley, CMC, City Recorder Date

CONTRACTOR:

BY:_____ _____
Date

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City Commission Agenda Memo

Meeting Date: March 24, 2026
From: Hanna Bentley, City Recorder
Item Name: Consideration of Resolution No. 2725 Adopting Rules of Procedure 3rd Edition

Summary:
The commission unanimously adopted the Warrenton City Rules of Procedure 3rd edition at their March 10th meeting. If the commission is to adopt Resolution No 2725 it would be the formal adoption of the rules of procedure and repeal all other resolutions in conflict.

Recommendation/Suggested Motion:
"I move to adpot Resolution No. 2725; A Resolution of the City Commission of the City of Warrenton, Oregon, Adopting Rules of Procedure 3rd edition and repealing any other Resolutions in Conflict.

Alternative:
Other action as deemed appropriate by Commission.

Fiscal Impact:
NA

Attachments:
1. Resolution NO. 2725 Adopting Rules of Procedure 3rd edition
2. City of Warrenton Rules of Procedure Rev3 DRAFT AD-EG edits

RESOLUTION NO. 2725

Introduced by All Commissioners

A Resolution of the City Commission of the City of Warrenton, Oregon, Adopting Rules of Procedure 3rd edition and repealing any other Resolutions in Conflict.

Whereas, the City of Warrenton, Oregon, (hereinafter the "City") is committed to the principles of good governance; and

Whereas, the City recognizes the value of adopting rules to provide clear, transparent, and comprehensive rules of procedure for efficient administration of legislative matters:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WARRENTON:

Section 1: The Warrenton City Rules of Procedure, for the fair and efficient conduct of business by the City Commission and all its subsidiary boards, commissions, committees, and task forces, is hereby adopted as presented in Exhibit A.

Section 2: Any Resolution in Conflict with this resolution are hereby repealed.

Section 3: This Resolution is effective immediately upon its passage.

Adopted by the City Commission of the City of Warrenton this _____ day of March, 2026.

This resolution shall take effect immediately upon its passage.

APPROVED

_____
Henry A. Balensifer III, Mayor

ATTEST

_____
Hanna Bentley, City Recorder

Warrenton City Rules of Procedure

3rd Edition

Adopted _____

Resolution No.2725

Chapter 1 – General Principles

I. Purpose

The Purpose of this document is to provide a standardized manual for the fair and efficient conduct of business by the City Commission and all its subsidiary boards, commissions, committees and task forces.

II. Rationale

The City of Warrenton utilizes a council-manager form of government. This form of government utilizes residents who volunteer by election to serve on the City Commission. The City Commission in turn appoints additional volunteers to its subsidiary boards. Volunteers come to the city with varying degrees of time availability and knowledge of parliamentary procedure. Before this manual, the City of Warrenton had no official parliamentary manual but relied on a heavily modified form of Robert's Rules of Order which was carried down by observation and contained some idiosyncrasies based on the presiding officer's prior experience and traditions set forth by prior presiding officers. Since *Robert's Rules of Order Newly Revised 12th Edition* is over 700 pages and uses arcane language, it is necessary to ensure that the common citizen be able to quickly and easily read, comprehend, and become adept in parliamentary procedure. This manual provides navigability for already complex government rules for new members and transparency in how the commission operates for the public.

III. Procedures or Situations Not Covered/Controlling Rules

If the need or call for a specialty procedure not covered in this manual arises, *Robert's Rules of Order Newly Revised 12th Edition* shall control.

1. This manual is the primary procedural manual. Robert's Rules of Order may only be used when a situation not covered under this manual arises.
2. All members are discouraged from invoking the finer points of parliamentary procedure when such points will obscure the issues before the body and confuse members of the board or public.
    i. Any abuses may be ruled out of order by the presiding officer if a simpler procedure may be used to accomplish the same thing, or if procedure is being abused to stall or confuse an issue.

IV. Principles of this Manual

A. This manual should cover the vast majority of issues that will come before elected and appointed bodies in the City of Warrenton. For the purposes of this manual, any requirement or reference to a "board" is to mean any city board elected or appointed in general. If a specific board is noted, that procedure is solely for the named board.

B. Principles for all board members (which includes the chair)
    1. All members must vote unless barred by rule or law, or excused by the majority from doing so. Abstentions are allowed under state conflict of interest rules, or if the public's trust would be seriously harmed by a potential conflict of interest, or

if the member publicly announces they are too close to the issue and do not feel they can be impartial.

2. All members present shall be counted towards a quorum.
3. The majority must be allowed to rule.
4. The minority have rights that must be respected.
5. Members have a right to information needed to make decisions.[1]
    a. Members have a right to expect all members are prepared and have fully read the meeting packet and relevant materials.
6. Courtesy and respect are required.
7. Members have a right to an efficient meeting. Dilatory motions will not be entertained.
8. All members have a right to speak at least once before every vote of the board.

C. Principles for presiding officers
1. The presiding officer has the responsibility to be the most prepared and timely of all members.
2. The presiding officer must be strict on procedure to ensure fairness and consistency for the board, participants, and public.
3. The presiding officer is not solely responsible for the decision the governing or advisory body makes.
4. The presiding officer must balance the emotional and procedural aspects of each meeting.
    a. The presiding officer must keep their own ego and emotions in check to facilitate a fair meeting.
5. The presiding officer has wide latitude in deciding how to run a meeting and should balance that authority with respect for time, good order, and the rights of participants.

V. Official Parliamentarian

All elected and appointed boards comprise of citizen volunteers with varying degrees of experience with procedure. This manual accounts for certain enumerated local customs and practicalities that override normal parliamentary procedure. To ensure there is a person on each board responsible for being familiar with procedure, the official parliamentarian for each board shall first be the chairperson, and second (when the chair is unable to answer a question of or fails to follow proper procedure) the staff member assigned to the board. Ergo the policy of the city is to ensure all chairpersons and their supporting staff receive presiding officer training within the first 6 months of their appointment, or election.

[1] This is not unlimited; the right to information can be abused to intentionally delay commission action or satisfy personal interests beyond the scope or normal legislative duties. Staff have a right to request full commission direction before engaging in major deviations from day-to-day duties or workloads. See the Warrenton City Commission Rules for more.

VI. Staff Participation in Meetings

Staff provide professional support to boards in the City. They cannot make motions, nor vote during public meetings of the City Commission or its subsidiary boards unless authorized by law, but they have certain rights to participate as enumerated below. These rights may be expanded by authorizing law, resolution, or as allowed by the presiding officer or board policy, but shall not be less than the following:

A. City Commission Meetings
   1. The City Commission should not meet without staff.
      a. Staff is defined as any professional support person under contract or employment of the city.
      b. The only exception is:
         - During a catastrophic emergency that requires prompt action and staff is unavailable. This should be done per the adopted emergency operations plan.
   2. The City Manager and City Attorney have full rights to participate in meeting discussions as non-voting members of the Commission, as well as raise points of order.[2]
   3. The secretary or whomever is taking minutes may raise points of order related to procedure or to apprise the presiding officer of any legal requirements of a hearing or passage of an ordinance, or to clarify points for the record.

B. Planning Commission Meetings
   1. Due to the legal nature of most of its proceedings, the designated or invited planning staff and City Attorney may participate in discussions, andraise points of order.
      a. To ensure legal compliance during quasi-judicial decisions, the City Attorney may, if they determine a violation of law or process would occur[3], declare a motion improper and out of order, overriding any determination the chairperson makes on that particular point.
   2. The staff member taking minutes may raise points of order or request clarification for the record.
   3. Staff members presenting to the Planning Commission have a right to present their full report, to clarify items, and answer questions freely.

C. Budget Committee
   1. The City Manager, City Attorney, and Finance Director may participate in discussions as well as call other staff to participate as appropriate.

D. Advisory Committees
   1. The assigned department head or their designee to represent the department may participate as necessary and deemed appropriate per the bylaws or charter of the board, or as comfortable with the chairperson.

[2] Warrenton City Charter Chapter V, §20 d

[3] E.g. if the Planning Commission were to move to grant a variance to an applicant when no such application has been filed, nor has a variance been noticed.

2. The staff member taking minutes may raise points of order or request clarification for the record.
3. Staff should remain cognizant of their roles as administrators and not policymakers. Staff may raise concerns about a potential policy decision and explain best practices, but should not interfere with the board's decision-making process.

E. Task Forces
1. If the City Manager has assigned staff to a Task Force, specified staff may participate in whatever capacity the chairperson and/or Tasking Statement allow. If they are the Task Force recorder, they may make points of order or request clarifications.

F. Town Halls and Other Constituent Meetings
1. The Mayor may hold town halls on issues important to the City Commission from time to time and the City Manager may attend those in their official capacity. Staff participation in town halls, in their official capacities, not sanctioned by the City Commission shall be contingent upon the City Manager's approval.
2. The City Manager and other staff are not required to attend constituent meetings such as Mayor's Coffee or other informal gatherings at city hall meant to engage and educate the public unless otherwise required by the City Commission. The City Manager's presence is encouraged to attend as day-to-day operations allow.

VII. Appendix Updates

Appendices to these rules such as public hearings scripts or excerpts of state law may be updated by the Mayor or City Manager and take effect immediately provided they are approved by the City Attorney and sent to all presiding officers and the governing body. Any hardcopies kept in City facilities shall also be updated immediately after publishing.

VIII. Reading List

All elected and appointed board members shall be provided a copy of this manual as minimum required reading. However, for board chairpersons it is encouraged they read at least one, if not both of the following books on parliamentary procedure.

- *Mastering Council Meetings* by Ann G. Macfarlane and Andrew L. Esteb (151 pages)
- *Roberts Rules of Order Newly Revised (12th edition)* by Henry M. M Robert III, Daniel H. Honemann, and Thomas J. Balch (716 pages)

Chapter 2 – General Governance

I. Quorum

A. A quorum is required to conduct official city business. Unless otherwise stated in law, resolution, or tasking statement, a quorum shall be determined to exist when a simple majority of members are present.[4]

B. In the event a quorum is not present, the presiding officer, or the members present shall:
   a. Adjourn the meeting
   b. Attempt to call absent members to determine their ability to participate
   c. Compel the attendance of absent members[5]

II. Presiding Officer

A. After the annual election of the Mayor Pro-Tem, the Mayor shall provide a memo outlining the Line of Succession for presiding of officer of the City Commission.
   a. The Line of Succession shall be:
      i. Mayor
      ii. Mayor Pro Tem
      iii. Commissioners in descending order based on continuous elected service
         1. Commissioners who express a desire to be lower on the Line of Succession than their seniority allows shall inform the Mayor before the second regular meeting of the year, and the Mayor shall lower their position in the line of succession. This option does not apply to the Mayor Pro Tempore.
      iv. [6]

B. If the Mayor is attending virtually and the commission is meeting in person, the Mayor may delegate the role of presiding officer to the next commissioner in the line of succession who is present at the meeting in person. However, the Mayor retains the right to issue and resolve points of order and resume their duties as presiding officer.[7]

C. The presiding officer of any non-elected board shall be whomever is the chairperson or whomever is the vice-chairperson.

D. During meetings, the presiding officer shall have the authority to:
   a. Preserve order
   b. Enforce these rules of procedure
   c. Determine the order of business under these rules of procedure

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[4] Warrenton City Charter Chapter IV, § 14 & 18

[5] Warrenton City Charter Chapter IV, § 14 ***This option is solely available to the City Commission

[6] Warrenton City Charter Chapter IV, § 17

[7] The Mayor should not interfere or resume chairing the meeting when remote unless: requested to take over by the presiding commissioner, the resumption is pre-arranged and disclosed at the beginning of the meeting, or unless the presiding commissioner is straying so far and often from the rules of procedure as to present potential legal or procedural problems with actions the commission is taking.

d. Rule on matters such as points of order, questions of privilege, and whether or not items are in order
e. Question or request clarity regarding motions
f. Convene and adjourn the meeting

IV. Meetings

A. Members are individually responsible for being aware of Oregon public meetings laws and ethical requirements.[8]
B. The normal time for city commission meetings shall be set and amended by ordinance, but may be different for special or emergency meetings as needed or set by the Mayor or City Manager, or if the commission decides to change the meeting time.
C. Work sessions shall be scheduled by the City Manager independently or at the request of the Mayor or City Commission.
D. The standard meeting agenda for meetings shall be set through the adopted City of Warrenton Rules of Procedure.
E. Appointed boards shall have a regular meeting time set to be convenient to its members, and have the authority to change the times with adequate notice to the City Recorder.
F. Task Forces that develop reports for the City Commission shall follow Oregon public meetings laws and notice requirements. Task Forces that solely report to and advise the Mayor do not.
G. Special Meetings
    a. The Mayor may unilaterally, or at the request of three commissioners shall, by giving notice to all members of the city commission, call a special meeting provided it is compliant with public notice requirements.[9]
        i. During an exigent crisis where the Mayor is unreachable, the next commissioner in the line of succession[10] may call an emergency meeting on their own provided they consult with the City Manager and City Recorder, or as allowed by the City's adopted Emergency Operations Plan.'
H. Emergency Meetings
    a. The Mayor may declare an emergency exists and direct the city manager or their designee to address the problem and if needs be, call an emergency meeting of the Commission.
    b. If a crisis exists when the Mayor is unreachable, the next commissioner in the line of succession may call an emergency meeting on their own, provided they consult with the City Manager and City Recorder, or as allowed by the City's adopted Emergency Operations Plan.

[8] See https://www.oregon.gov/ogec for more information on Conflicts of Interest and Public Meetings Laws
[9] Warrenton City Charter Chapter IV, § 13 with section omitted to comply with ORS 192.640(3).
[10] City Commission Line of Succession is outlined in an annual Memo provided the Mayor

V. Agenda

A. The Agendas for regular meetings and work sessions shall be prepared by staff without board approval.
B. The Presiding Officer may add items to the agenda prior to its publishing, or have specific ones postponed, but may not postpone or remove items that are legal in nature or have legal timeframes required for disposition such as land use applications and emergency contracts..
    a. The Mayor has the right to receive the proposed agenda from staff prior to its publishing in order to rearrange or postpone items.
    b. Members wishing to add items prior to agenda publishing should consult the City Manager or Presiding Officer.
    c. Members wishing to add an item after an agenda is published should make a request to the Mayor.
C. All items requested for addition to the agenda after the agenda is published shall be added via unanimous consent at the beginning of the meeting.
D. The normal order of business for a regular commission meeting shall be through the adopted City of Warrenton Rules of Procedure. Currently it is as follows:
    a. Call to Order
    b. Pledge of Allegiance
        a. When multiple meetings occur (e.g. Work Session, Urban Renewal Agency, City Commission, Joint Sessions…), the regular city commission meeting need be the only meeting required to have the pledge on the agenda.
    c. Consent Calendar
        a. This is for items considered perfunctory. All items within this consent calendar may be collectively approved with one vote and without debate.
        b. Items on this can include correspondence submitted in writing, disclosures, City Commission and advisory board minutes, and anything similar.
        c. Board members are expected to have read and suggested corrections, if any, to the consent calendar prior to the meeting. Suggested corrections submitted prior to the meeting will be presented to the board by the secretary or responsible staff member immediately after the agenda item is announced.
            i. Correcting items on the consent calendar during the meeting that will not materially affect the veracity or usefulness of the information or record can be ruled out of order.
            ii. Members requesting a change in how their statements were worded may only do so prior to the meeting or the request shall be ruled out of order.
    d. Reports & Presentations

a. This is for reports that are for information only and require no action. They include finance reports, police reports, and other informational reports.
b. Members should report on their activities on internal or external bodies during this time on which they are appointed to represent the City.
c. Members may ask questions about the reports, but any report requiring extended discussion should be moved to an item under Discussion Items.
d. This is an appropriate time for commissioners to seek policy/position consensus or direction related to any item before the bodies they are appointed to.
e. This is the appropriate place for presentations by invited persons/entities to speak to the board.
    i. The presiding officer or responsible committee staff member may invite persons to speak/present to the board. Board members wishing to invite a presenter/speaker shall submit a request to the presiding officer. Refusal of the request may be appealed by a written request to the board to be included in the correspondence docket of the next board meeting.

e. Public Comment & Correspondence
    a. This shall have two subsections:
        i. Correspondence
            1. Correspondence of any type, including written petitions/requests shall be listed here. The board may move to lay a petition/request on the discussion agenda if they wish to take it up. The board is not required to discuss or act on any request. Failure of the board to take up an item or to schedule it for a meeting in the future shall be considered a denial of the request.
        ii. Public Comment
            1. This is for Verbal Public Comment via zoom or in person and is for general comments and not for comments related to public hearings.

f. Public Hearings
    a. This is for public hearings including formal appeals to the City Commission such as, but not limited to, nuisance determinations or land use decisions.
    b. Hearings have a separate public comment period described as public testimony.

g. Business Items
    a. For items that will be decided with finality, such as a resolution or ordinance that will require formal votes.

b. For items where formal votes must be taken or commission action is required beyond discussion.

h. Discussion Items
    a. For items that are not fully developed to be ready or organized for a vote.
    b. To discuss items that staff, commissioners or board members request.
    c. For providing direction to staff for the development of policies.
    d. Any other item the commission wishes to discuss but not take action on.

i. Good of the Order
    a. This is the time for commissioners to state whatever is on their mind but not on the agenda such as ideas or proposals to the commission, recognition of persons or events, opining on recent events as individual commissioners, or any general matter not on the agenda.
    b. Members should take no longer than 3 minutes, however this portion is customarily approximated by the presiding officer.

j. Executive Session
    a. For any and all reasons for which staff or the commission wish to meet, and which are legally valid under ORS 192.660
    b. No final decisions may be made in Executive Session.

k. Adjournment

E. All appointed boards should adapt the aforementioned order of business to meet their needs. At a minimum, all city board regular meetings shall have:
    a. Agenda
        - Call to Order
        - Approval of Minutes/Consent Calendar
        - Reports
        - Public Comment
        - Business Items
        - Discussion Items
        - Good of the Order
        - Adjournment
    b. This does not apply to work sessions or special meetings. Those meetings shall have agendas as appropriate to the subject and purpose of the meeting.
    c. Appointed boards should consider Good of the Order as a time to suggest topics for the next meeting, schedule or time changes, or anything else related to city business not discussed at the meeting.

F. The City Manager shall prepare an agenda for regular city commission meetings, and as necessary, for special meetings and work sessions of the city commission in consultation with the Mayor.
    a. The City Manager may place routine items and items referred by staff on the agenda.

b. The City Manager should take reasonable steps to ensure the agenda and informational material for regular commission meetings are distributed to the commission at least 5 full days prior to the meeting.
    i. Customarily meeting materials are made available by the end of day Wednesday prior to the regular meeting.
c. The City Manager is permitted to make additions, corrections, or adjustments to the agenda prior to the meeting, and with the presiding officer's consent—immediately after the meeting has been convened.
d. The City Manager may remove any items on the agenda at any time prior to the meeting by apprising the Mayor or presiding officer, who shall announce the change at the beginning of the meeting.

G. The presiding officer may, at the start of the meeting, change the order in which certain agenda items are considered with unanimous consent.
H. The City Manager designates specific staff to support appointed boards and reserves the right to withhold staff from non-statutory boards should there be a need to preserve day-to-day operations.
    a. Staff shall prepare the agenda for all statutory board meetings.
    b. Board chairpersons or the designated staff support shall prepare the agenda for all non-statutory boards to which they are assigned.
    c. Task force chairpersons are expected to prepare their own agendas and file them with the City Recorder's office to ensure compliance with public meetings law notice requirements. If the task force has designated support staff, the chairperson may delegate the agenda development to them. Chairpersons must consult staff on agenda development when staff are assigned to their task force

VI. Conduct

A. Technology
    a. All members of the board, staff and public shall silence or turn off their phones or any other technology which has the likelihood of disrupting the meeting.
        i. If a board or staff member anticipates the need to step out to take an unavoidable call, they shall apprise the presiding officer of this, and place their phone on vibrate or whatever mode that enables the member to be alerted without disruption to the meeting.
        ii. This does not apply to first responders who have pagers or radios which they must monitor.
B. Debate, Testimony and Comment
    a. Public Testimony & Comment

i. The public shall fill out a public comment card for general public comment and a public testimony card for public hearings in which they wish to have standing in the proceeding.[11]
ii. The presiding officer shall have the right to limit the length of testimony/comment. See Section 7 for more detail.
iii. Direct discussion, questions or any engagement between the audience or speakers and the board is generally discouraged and shall be at the discretion of the presiding officer.

b. Debate/Discussion
i. The presiding officer shall ensure persons recognized are able to speak/present uninterrupted as these rules allow.
ii. The presiding officer, or by a vote of the majority of members, may place a limit on the time each member has to speak on an issue.
1. Limits must be fairly applied to all members unless a member is the presenter/speaker on an agenda item.
2. It is customary for a speaker to not exceed 5 minutes in making statements or updates.

C. Presiding Officer
a. The presiding officer shall, at all times, be an example for decorum and behavior.
b. The presiding officer shall be the sole person to recognize members for speaking, preserve decorum, and decide all points of order—subject to appeal by the Commission or board.
c. The presiding officer may allow communications concerning items on the agenda or other commission business to be entered into the record of proceedings or hearing record.
d. The presiding officer shall have discretion in the application of these rules to ensure a smooth and efficient meeting unless the board votes for stricter application or suspension of the rules.

D. Legitimate Orders
a. A legitimate order is one that follows this manual of procedure.
b. An order that skips or bypasses proper procedure is illegitimate until proper procedure cures the breach of process, or otherwise is disposed of by the majority of the members of the board.

E. Members
a. Members of the board shall assist in preserving order during meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey legitimate orders of the presiding officer or City Commission adopted rules.

[11] It is local custom (not required) during quasi-judicial land use hearings to ask if any additional public members wish to speak for, against or neutral regardless if they have filled out a card in order to provide the maximum opportunity for public participation in such hearings. Those members must fill out a card after they speak.

b. Members shall, when addressing staff or the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, , and at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

F. Staff
   a. All city staff and officers shall observe the same rules of conduct as members of the board and shall address the presiding officer by their appropriate title (Mayor or Chair + last name).

G. Public
   a. Members of the public shall refrain from prolonged actions that cause an actual disruption of the conduct of the business of the board. This can include, but is not limited to: making phone calls, or conversing amongst themselves loudly and without stepping out.

VII. The Public

A. Public Comment at Public Meetings
   a. Public comment during public meetings is not an absolute right. Rather, public comment my be permitted only for the limited purposes of hearing from the public about matters directly related to the business of the City. Any public comment period is a limited public forum and comments are, therefore, appropriately limited to matters of concern, official action, or deliberation before the Commission or any City body.
   b. Please see Appendix G to these Rules for the City's public comment policy.

B. Concerns or Issues
   a. The city serves the public as a whole. The Commission sets policy and the staff executes those policies and delivers those services to the public. Outside of public meetings where an issue is taken up by the Commission, the chain of command shall be respected by City Commissioners at all times as it pertains to matters which staff are charged to execute.
   b. The Chain of Command for a complaint by constituents with administrative or operational concerns shall be:
      i. The supervisor or department head, unless that person was the one interacting with the complainant; then
      ii. The City Manager, then
      iii. The City Commission
   c. Per the Warrenton City Charter, City Commissioners shall, when approached by constituents about issues, administrative functions or decisions, or anything executed by staff, refer the matter first to the City Manager, unless the issue is about the City Manager directly—at which point refer it to the Mayor and/or City Attorney.
   d. The board reserves the right to not respond to the person making a comment or query at the meeting until such time as they can confer with staff or direct staff to answer the question after becoming fully informed on the matter.

i. This is to ensure the Commission is enabled to make fully informed decisions, to consult with legal, to determine if a decision would violate existing policy or city law, and/or to ensure the Commission does not expose itself to legal issues through uninformed statements or assumed guarantees.

C. Legal threats
    a. It is the policy of the City of Warrenton that whenever a party insinuates, threatens, or has filed a lawsuit, the commission, its appointees, and staff shall:
        i. Inform the party that due to pending litigation or litigation suggested as likely to be filed, they are not allowed to engage in any discussion on any subject that is or related to the issue potentially or actively being litigated. If there is a question, it may be referred to the City Attorney.
        ii. Refrain from unnecessary contact with that party until the issue is decided.
        iii. Inform the City Manager of any and all contacts by such parties.
    b. Staff may be in contact with potential or active plaintiffs in the discharge of their duties such as making payments, submitting records requests, and the issuance of permits. Due to this, staff may be exempted from subparagraph (i) as needed to carry out their duties.

VIII. Removal from Meetings/Boards

A. Removal is a serious action taken only when necessary
B. Removal must be specific to the meeting which the offense requiring removal occurs. Trespassing a person from a public meeting may not occur longer than for that meeting, or as limited or extended as the City Attorney determines is legal.
C. Any officer of the Warrenton Police Department is considered a Sergeant-At-Arms of the City Commission and shall enforce the lawful orders of the presiding officer, or votes of the City Commission.
D. Any person who actually impedes the orderly conduct of any meeting, , may be removed from a meeting at the direction of the presiding officer, or by vote of the board.
    a. Whenever possible, the presiding officer will provide a verbal warning to anyone disrupting a meeting that they must cease causing the disruption or they will be removed.
    b. When in doubt, consult the City Attorney.
    c. The offender(s) shall leave immediately upon being ordered.
    d. If the offender(s) does not leave, the Sergeant-At-Arms shall trespass the offending individual.

e. If the offender(s) does not leave, and no Sergeant-At-Arms[12] is available or nearby, the presiding officer shall either recess the meeting until such time as they can be removed or adjourn the meeting.

E. A warning is not necessary when it would not be effective under the circumstances or when the conduct of the person constitutes an immediate threat to any person's safety.

[12] The Sergeant-At-Arms is generally any WPD officer on duty during the meeting, the City Manager or their designee.

Chapter 3 – Parliamentary Procedure

I. Format

A. The format of this manual shall be to state the rule and, when applicable, the appropriate action or statement to invoke that rule or to provide an example of what could be said.
    a. An action/statement or examples are denoted in quotations.
B. When a "board" is mentioned it pertains to all elected and appointed board within the City of Warrenton's jurisdiction.

II. Formal Rules and Informal Rules

A. Formal Rules
    a. The City Commission's standard operating rules of procedure may be informal.
    b. Formal rules shall be the standard operating rules for public hearings or any time the meeting requires more structure or order.
    c. The rules of procedure strictly followed outlined in this manual are considered formal rules.
    d. When meeting under informal rules, formal rules may be re-instituted at any time by the presiding officer announcing "We shall now be under formal rules."
        i. If a particular member requests formal rules to be invoked, it is customary for the presiding officer to grant that request.
        ii. The Commission may impose formal rules on any portion or all of the meeting by voting on a motion to invoke formal rules. "Mr. Mayor (or presiding officer), I move the commission conducts the remainder (or item x) under formal rules."
        iii. A decision to invoke formal rules by the presiding officer is not appealable and informal rules may only be returned to by the presiding officer.
B. Informal Rules
    a. Informal rules relax the requirement for recognition before speaking and rigid control of debate or discussion by the presiding officer.
    b. It also allows board members and staff to speak freely without rigid regulation of time and frequency by the presiding officer.
    c. The presiding officer remains in control of the meeting and may interject to ensure a member or staff is heard, and curb repetitive statements or bad behavior.
    d. The presiding officer alone has the discretion to invoke informal rules of procedure for the meeting.
    e. Informal rules are assumed to be the rules unless formal rules are invoked. "I call this meeting to order under informal rules."
        i. If not invoked at the call to order, it may be invoked at a different time, such as during the discussion portion of the agenda or an executive session.
    f. Informal rules do not abrogate any rights or privileges granted by this manual to anyone.

III. Presiding Officer Role

A. It is the presiding officer's role to:
    a. Open the meeting
    b. Announce the next activity/item
    c. Recognize members and speakers
    d. State questions and put them to a vote
    e. Refuse to recognize dilatory or out of order motions
    f. Enforce order and decorum
    g. Expedite business
    h. Decide all questions of order
    i. Respond to inquiries
    j. Authenticate documents of the board by signing them
    k. Close the meeting

IV. Presiding Officer Scripts

The presiding officer should conduct the meeting by stating the following during the following portions of the meeting:

A. CALL TO ORDER: Tap the gavel and announce: "I will call this meeting to order"
B. PLEDGE OF ALLEGIANCE: Call to members and attendees to the pledge by stating: "All Rise for the Pledge of Allegiance," stand and begin the pledge.
    a. The presiding officer shall take their seat after the pledge concludes, and if any persons continue to stand, should state "you may be seated."
C. CONSENT CALENDAR: Announce "Consent Calendar. Is there a motion to amend or approve?"
    a. This is the appropriate place to request amendments to the agenda orask questions related to issues on the calendar.
D. REPORTS & PRESENTATIONS: Announce "Are there any reports from the members? Staff?" If multiple members begin to speak, recognize them in order you heard them "Commissioner Smith, then CMSR Johns, please begin" If a person is invited to present to the commission, announce: "Executive Director Leahy is here to provide a year end report from CEDR, Mr. Leahy please come forward."
E. PUBLIC COMMENT: Announce: "This is the time for public comment, anyone wishing to address the City Commission may do so provided they have submitted a public comment card to the secretary. Please confine all remarks to the whole City Commission and limit your testimony to 3 minutes per person. Persons wishing to provide longer expositions may submit written comments at any time to the secretary. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter."
    a. Prior to announcing this portion of the meeting, the presiding officer should sort the comment cards by category of purpose and call the persons to the lectern.
F. PUBLIC HEARINGS: Announce: "We will now begin with public hearings." Or "There are no public hearings today, so we shall move on to our first business item, Item 7 A…."

a. Read the script provided by staff for the public hearing, or refer to Appendix C or F of this manual.

G. BUSINESS ITEMS: Announce: "We will now move on to Business Items." If there were no public hearings, the next item will have been already announced and there is no need to restate this.
   a. State the first business item at which time the responsible presenterwill come forward and be recognized by the presiding officer to introduce the item.
      i. If a board member is introducing it, the presiding officer shall recognize the respective member (unless it is the presiding officer's item).

H. DISCUSSION ITEMS: Announce: "We will now move on to Discussion Items, Item 8.A….."
   a. All the same guidance for Business Items applies

I. GOOD OF THE ORDER: Announce: "Good of the Order" and ask the board members if they have any good of the order. Start with a member at one end of the dais and move across in one direction until the end of the dais. The presiding officer should speak last.

J. EXECUTIVE SESSION: Announce: "We will now move into Executive Session, will the public, visitors, and non-invited staff please clear the chambers."
   a. Hammer the gavel and read the specific script provided by staff (see Appendix D)
   b. After the executive session concludes, announce: "We will now move out of executive session and resume the regular meeting. Staff shall open the chamber."

K. ADJOURNMENT: Announce: "There be no further business, we stand adjourned."
   a. After announcing the adjournment, it is customary to tap the gavel to give finality to the order.

V. Gavel Use

A. The gavel represents the presiding officer's authority and as such deserves the highest respect by the person who yields it.

B. At a minimum it is used to:
   a. Open and close the meeting
   b. Recess the meeting, or order the members to stand at ease.
   c. To maintain order and restore it when breached during the meeting.

C. Inappropriate use:
   a. The gavel shall not be used in a flippant or abusive manner such as:
      i. A toy during the meeting
      ii. To threaten
      iii. Continuous hammering
         1. When a person is out of order, the gavel should be rapped once or twice, and the issue stated by the presiding officer. If the offender continues to be out of order, the chair shall repeat the process.
         2. While the chair has discretion to use the gavel as they see fit to maintain order, it is considered poor form to bang away with the gavel continuously. If the offender is so out of control, they should be removed from the meeting or the meeting recessed (see section VIII above for procedure).

VI. Participation/Recognition

A. The right for staff members to participate in meetings is provided for in Chapter 1 of this manual. Any staff member empowered as aforementioned or member wishing to speak, ask a question, suggest a motion, among other things shall first request to be recognized.
B. The presiding officer shall recognize members in a manner to ensure all members have an opportunity to speak at least once on every item.
C. No person shall speak until recognized by the presiding officer, unless a parliamentary inquiry or point of order is interjected.
D. Informal Rules relax the requirement for members to seek recognition before speaking and interruptions may occur provided they remain collegial and do not hinder the productivity of the matter at hand.
    a. All other requirements relating to recognition apply to formal rules of procedure.

VII. Motions

A. Only board members may make motions. Staff may interject points of order to ensure the motion is correct or suggest a motion.
B. When a member is recognized and in the process of making a motion, no one may interrupt that member unless it is to raise a privileged motion, a point of order, or question of privilege.
    a. The presiding officer has every right to interrupt a person if they are out of order, or to exercise the privilege of the chair (such as, but not limited to making a question of privilege).
C. After a motion is made, the presiding officer may request a rationale or clarification on the motion to ensure the language is aligned to the intent of the maker of the motion.
    a. If a motion is seconded before the presiding officer can inquire or clarify the motion, the presiding officer may explain the effect of the motion as stated and if that is not the intent of the motion maker, the presiding officer shall ask for the motion to be withdrawn or call for the vote.
        i. A motion may be withdrawn if not seconded.
        ii. Withdrawal of seconded motions is allowed under informal rules, but not under formal rules. Under formal rules or any item that is required to be held under formal rules seconded motions must always be voted on unless declared out of order.
D. The presiding officer has the right to separate a motion into separate votes in order to facilitate a decision or when separating items would bring clarity to the members and/or decision.
E. Types of motions
    a. Primary/Main Motions
        i. An original motion on any topic/subject on the agenda
        ii. Does not take precedence over any other motion
        iii. Cannot be made while any other motion is being considered
        iv. Cannot conflict with the board's rules, charter or the law.
    b. Subsidiary/Secondary Motions

i. Any motion applied to another motion
ii. Take precedence over primary motions, but not privileged or incidental motions
iii. Examples include motions to: table, close debate, postpone, refer to committee, amend, or postpone indefinitely

c. Incidental Motions
i. Arise out of, and take precedence over all other motions except privileged ones.
ii. Cannot be amended and nor debated (except appeal to the chair)
iii. Examples include motions to: appeal the ruling of the chair, object to consideration, withdraw a motion, suspend the rules

d. Privileged Motions
i. Unrelated to a motion being considered
ii. Take precedence over all other motions
iii. Are not debatable
iv. Examples include motions to: set adjournment time, adjourn, make a question of privilege, follow the agenda.

F. See Appendix A for a table of common motions.
G. See Appendix B for a complete list of motions and descriptions.

VIII. Voting

A. Who may vote
a. Only elected or appointed members of the board may make official votes.
b. Guests, staff, and onlookers do not vote, nor do they have any rights during a meeting other than what are granted by these rules, the City Charter, or state or federal law.

B. Majority Vote
a. A majority vote means more than half of the votes cast must be in favor to win.
i. A tie vote is a failed motion.
b. This is required for most motions.

C. Taking the Vote
a. Before a vote can occur, a motion must be made and seconded.
b. The presiding officer must state the motion before a vote can be taken. “It has been moved and seconded to (restate the motion).”
i. The presiding officer may summarize the motion’s content if the original motion is lengthy or confusing, unless there is a legal requirement for precise language.
1. The presiding officer shall provide an opportunity for the member making the motion to clarify the motion if it is summarized/truncated.
ii. The presiding officer has a right to require a motion be written and submitted in order to meet legal requirements or to ensure clear language for the vote and record.

c. The presiding officer shall then call the vote by stating “It has been moved and seconded by (state mover and seconders last names) to (state motion). All those in favor say aye. All those opposed say no.”
d. Upon the result of the vote, the presiding officer shall announce if the motion passed or failed.

D. A member has a right to change their vote up until the presiding officer announces the result. After that time, a member can only change their vote with unanimous consent of the board.
   a. The decision to grant this privilege cannot be debated, but if a member objects to unanimous consent, it shall go straight to a vote.

E. Unanimous Consent
   a. The presiding officer, in order to expedite the meeting, may use unanimous consent to approve items that are considered non-controversial. An example is: Presiding officer- “I there any objection to the approval of the minutes [pause], hearing none the minutes are approved.”
      i. Presiding officers have a responsibility to ensure members have a clear opportunity to object.
   b. Members have a right to object to unanimous consent and have an item considered just like any other motion. In order to do so, a member need only to interject with “I object” before the presiding officer finishes stating the consented action.
      i. Objections must be made prior to the conclusion of the statement of action, or it is out of order.

F. Voting methods

Method	**Language to Use**	
	In Favor	***Opposed***
Unanimous Consent	“I request unanimous consent for (x) Is there any objection …?” (if passed, state “hearing no objections, so ordered.”)	“Objection”
Voice Vote	All those in favor say “aye”	All those opposed say “no”
Show of Hands	All those in favor raise one hand and keep it up. [pause] Thank you, hands down.	All those opposed raise one hand and keep it up. [pause] Thank you, hands down.
Roll Call Vote	May the clerk call the roll. [The clerk will call each member individually who will state their aye or no]	
Ballot	The members shall now vote by ballot. Please fill out your ballot and pass them to the clerk. [after the clerk receives all ballots] The clerk will now announce the votes.	

IX. Debate/Discussion

A. The purpose of debate and discussion is to ensure a full vetting of policies and proposals in public. That said, members shall have read and prepared for the meeting in advance, and as such their arguments are expected to be formed and ready for the debate which should keep debate relatively succinct and to the point.
B. Threshold for debate
    a. Items on the agenda are considered already on the table for voting. They do not require a motion to begin discussion or debate. They still require a motion to decide.
    b. New items not on the published agenda may be added or removed by unanimous consent or moved, seconded, and debated to be considered, then the actual deciding of the item/proposal must be also be moved, seconded, and debated. This is the same for any amendments.
C. No member shall speak other than as allowed by these rules, and until recognized by the presiding officer.
    a. This does not apply to motions that allow interrupting to seek recognition.
    b. Informal rules enable members to speak without seeking recognition unless it is necessary for the presiding officer to decide who may speak first.
D. Ideally, the presiding officer should refrain from commenting on each member's speech, should introduce the subject, speak last on the subject, and summarize the discussion before calling a vote.
E. Members should confine themselves to the question under debate.
F. Neutral language should be used to avoid inflammatory remarks.
G. Members should not explain their votes while voting. This is to save time and because explaining a position is the same as debate.
H. Members should refrain from dwelling on prior decisions of the body unless they are a proposing or debating an alternative.
I. In bodies 7 persons and smaller, there is no limit to the number of speeches (unless the board imposes one), however the presiding officer or the board may set time limits to the length of each speech.
    a. Members should strive to keep their statements to 5 minutes or less each time they are recognized.
    b. Members should not speak more than once until all members have had an opportunity to speak on a matter.
    c. There is no requirement to alternate speakers for/against.
    d. The presiding officer is always allowed to participate in debate unless rules specific to that board prohibit it.
J. Members have a right to not speak.
K. Members have a right to yield their time to another member speaking, but a member speaking may not ask for someone else's time.

X. Decorum

A. It is the role of the members to police themselves in decorum first, then the presiding officer.

B. The board should recognize that the presiding officer's role is not to "nanny" the board, and should support the presiding officer's role to maintain decorum.
C. If the board disagrees with the presiding officer's ruling on decorum they have a right to appeal the ruling.
D. Remarks must be relevant to the topic at hand.
    a. It is the duty of the presiding officer to determine what is and isn't germane, subject to appeal to the greater board.
E. Members should not speak about the motives of other members.
    a. In ordinary discussion and debate, members should not attack or speak about the motives of their colleagues.
    b. Members may speak about their own motives and those of nonmembers.
    c. This does not pertain to points of order or challenges to conflict of interest.
F. Debate behavior
    a. Members shall avoid arguments and confine conduct to debate and discussion.
    b. For the purposes of these rules, debate is defined as an exchange of ideas and opinions necessary and relevant to the development of policy, making of decisions, and deciding controversies before the board and that are within the power of the board to do so. Arguing is defined as fighting a member's ideas on a personal level or the needless quibbling over things outside of the board's responsibilities or weaponizing procedure in such a manner as it no longer contributes, but harms the board from reaching a decision
    c. The line between heated debate and bitter argument can be fine and discretion is given to the presiding officer to delineate this.
    d. When an argument is particularly heated, the presiding officer may order the board to "stand at ease" for a short period of time not to exceed 5 minutes. Longer periods should be accomplished through a recess.
        i. At the end of standing at ease or the recess, the presiding officer shall bring the meeting back "to order."
G. Neutral language is to be used/No inflammatory language
    a. The types of inflammatory language are many and a presiding officer shall gavel and cut off any members using inflammatory language. Members have a responsibility to be alert and interject points of order as necessary when the presiding officer fails to police members.
        i. E.g. Robert's Rules states a good example:
            1. "If a member disagrees with a statement by another in regard to an event that both witnessed, she cannot state in debate that the other's statement 'is false.' But she might say, 'I believe there is strong evidence that the member is mistaken' or 'The statistics before us does not support that claim.' The moment the chair hears such words as 'fraud,' 'liar,' or 'lie' used about a member in debate, (s)he must act immediately and decisively to correct the matter and prevent its repetition."
H. Members should not speak against their own motion

a. This is to avoid wasting time. If a member feels their motion is incorrect or changes their mind about its usefulness, they should move to amend or withdraw it.

I. Members may not explain their vote while voting
   a. Debate of an item is sufficient to explain the reasons for voting.
   b. Appointed board members may submit to the City Commission their reasons for opposing a measure in writing as outlined in the Boards Policy Manual.

J. Dead Horse Rule
   a. If a member is not going to take steps to change a situation by motion or a proposal, it is not worthwhile to dwell past decisions or problems outside of good of the order.
   b. If a member has moved to change a situation, but was on the losing side of that, they should avoid "beating a dead horse," accept the current decision as the policy of the board and move on.
   c. A member who makes a failed motion, or who did not prevail in a vote may not move to reconsider the same issue during the meeting or in subsequent meetings. Only a member on the prevailing side of a motion may move to reconsider the matter.
      i. This rule applies to the meetings only. Outside of privileged/confidential information, members are free to remark on decisions on their own behalf.

Appendix A: Written Motions

Items are listed in order of precedence. All motions should be preceded by "Mister or Madame Mayor or Chair…"

Privileged Motions:

Set Adjournment Time: "I move to set the time of adjournment to…"

- Sets a time for the end of the meeting/limits the time of the meeting
- Debatable when presented as it's own motion. Non-debatable when another motion is currently being debated.

Recess: "I move to recess the meeting for… [or] until…"

- Temporarily adjourns the meeting for a specific period of time. Typically this is used to give everyone a break, or to confer with staff over the development of a complex motion or a legal matter.

Adjourn: "I move to adjourn"

- Closes the meeting immediately if the presiding officer has not adjourned the meeting already.
- Non-debatable

Question of Privilege: "Question of Privilege"

- Enables a person to inquire about immediate needs extraneous to the business before the board. This includes: turn the heat up, open a window or door, eject rowdy persons attending the meeting, or to ask the presiding officer to remind people to turn off their cell phones.

- The presiding officer must rule whether the question is in order to interrupt the business ongoing.
- Informal rules allow for the members to simply just state the issue.

Call for Orders of the Day: "I Demand Regular Order"

- If a speaker is going completely off the topic or making a motion outside the scope of the issue currently being considered a member may interject and demand regular order. This is only for blatant violations.
- The presiding officer will consider the demand and determine if order has been violated and rule accordingly.

Subsidiary Motions:

Table: "I move to table … for/until/to…."

- Tabling an agenda item, or a motion is to postpone it for a definite period of time.
- Non-debatable.

Call the Question: "I call the question and move that we stop debate."

- This ends debate and moves to vote on the question (aka motion) before the board.
- This does not automatically mean a vote can occur, it requires a second and a vote.
- This motion is not debatable.

Limit or Extend Debate: "I move to limit/extend debate to…[x statements per member/x time per speaker/x time/x amount of time at which a vote shall be taken]."

- This can be a primary motion to apply to any agenda item or all items. It can also be a subsidiary motion while something is under consideration.
    - If a primary motion, it can be subject to amendments.
    - If a subsidiary motion to business already under consideration it can only apply to the item currently on the table and cannot be amended.
    - Once debate/discussion is limited, it cannot be tabled, referred to committee, nor the question be called. Once the limited debate is finished, those questions can be moved, but are not debatable.
- A motion to extend debate after debate is limited can only be done once the limitation has been concluded.
- The chair has the privilege of extending or limiting debate to members provided a motion has not been made to pre-empt that privilege.

Postpone to a Definite Time: "I move to postpone…for/until…."

- This does not kill a motion, it only moves it to a defined time in the future.
- Under these rules, a definite time should not be more than 9 months, preferably to another point in the meeting, or a meeting in the near future.

Refer to Committee: "I move to refer the matter to …committee."

- If the commission feels a matter could be better developed it may create a committee to which it refers the matter or it can refer the matter to one of its appointed advisory boards.
- If the advisory board feels a subcommittee ought to be formed, it can do so by moving to create a subcommittee and then referring the matter to such a committee.

- It is HIGHLY recommended that either the referring board set a date for when the referred matter should be returned to the referring board, or submit with the referral a request to the referred board for an estimated time for the matter to be returned.

Amendment: "I move to amend the…" / "I move to amend….and add/strike …" / "I move to strike… and replace with…"

- This is to change or edit something before the board. It can be minutes, reports, motions, etc.
- An amendment to the primary motion has less precedence than an amendment to a subsidiary motion.

Postpone Indefinitely: "I move to postpone… indefinitely."

- Used to kill the main motion for the duration of the meeting and avoids a direct vote on the item.
- Useful for disposing of badly chosen main motions that cannot be either adopted or expressly rejected without possibly undesirable consequences.
- Can only be applied to the primary motion, and only made while a primary motion is immediately being considered (i.e. all the amendments or other modifications must be disposed of).
- Is fully debatable including on the merits of the issue to be postponed.
- A negative vote precludes this motion from being reconsidered on the same issue.

Primary & Associated Motions:

Main/Primary Motion: "I move to approve/deny..."

- Used to introduce business or items to the board
- Used to dispose of items on the agenda
- The start of parliamentary procedure and lowest in precedence/rank.

Unanimous Consent: "I would like to request unanimous consent…" or "Are they any objections to (decision)"

- Used to approve changes to the agenda, or approve decisions that seem perfunctory or not likely to draw opposition.
- If no objections issued, the decision is rendered when the presiding officer states "hearing no objections, so ordered."

Withdraw: "I move to withdraw my motion..."

- Used to withdraw a motion to prevent it from being defeated or because a cleaner motion would do better than a multitude of amendments (which can be confusing).
- Only the member who made the motion can move to withdraw.
- Withdrawal is usually handled by unanimous consent, but if any member objects, a vote must be taken.

Reconsider: "I move to reconsider…"

- This is to take up an item entirely again as if it had never been decided. Whatever is decided countermands the previous decision.
- Generally is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

- Can be made over any motion and yields to no motions. It can be made after a motion to adjourn has passed, but the chair has not formally adjourned the meeting by gavel. However, in precedence of consideration, it has only the same as the motion that is being reconsidered.
- This motion can only be moved on the same day or next day (preferably the same meeting)
- Must be moved by someone who voted with the prevailing side.

Incidental & Other Motions:

Request for Information: "I would like to make a request for information."

- Could be called "point of information", and is simply any request for information that is relevant to the debate and somewhat urgent. (i.e. cannot be used to stall an issue if the information is not urgent).
- For receiving information only—not stating an opinion on the information provided (which is debate). It is out of order for a member to use this to provide information or ask a question to which information has already been provided during the meeting or in the packet.
- The presiding officer is not required to respond to hypothetical questions, nor to require staff (if the question is inexorably to be presented to them) to respond to hypothetical queries either.

Point of Order: "Point of Order"

- Is a quick way to point out a mistake in parliamentary procedure, or a violation of rules such as decorum.
- Once recognized the presiding officer will ask the person to state their point.
- The presiding officer will weigh the point and potentially consult this manual or staff to make a ruling.
    - The ruling can either be "The point is well taken" and the presiding officer remediates the issue, or "The point is not well taken" at which the presiding officer will continue with whatever business is before the board.
        - Points of Order are subject to appeal.

Appeal: "I move to appeal the ruling of the Mayor/Chair"

- Normally used when members disagree with the presider's ruling on a point of order.
- Can be used when members disagree with any ruling or decision of the presiding officer.
    - The ability to appeal is a core foundation of parliamentary procedure and a reminder to presiding officers are the servants of the board and that the board is the final authority.
- Requires a second.
- Appeals related to decorum or other issues not related to the business before the board, are not debatable.
- Process is as follows in descending order after an appeal is moved and seconded:
    - Presiding officer speaks first and explains the reason for their ruling.
    - (If appeal is debatable) Members debate the matter, each member speaking solely once—with no yield privileges.

- Presiding officer summarizes the arguments for/against.
- Members Vote
  - Voting in favor is to uphold the presiding officer's ruling.
  - A negative vote is to agree with the appeal and not uphold the presiding officer's ruling.
  - A tie defaults to uphold the presiding officer's ruling.

Suspend the Rules: "I move to suspend the rules and…"

- Used to do something during a meeting that would otherwise violate rules of order.
- Can be made when no other question is pending.
- Can only supersede other motions if it is for a purpose connected to a pending motion.
- Cannot be reconsidered, debated, or amended.
- Requires a vote if moved by a member, or the presiding officer can suspend the rules through unanimous consent.
- Cannot be used to suspend federal, state or local law—only for procedural or board rules.

Bring Back Motions:

These motions take precedence over nothing and are out of order when another motion is on the table. They can only be amended to the matter upfront, and not to expand the matter being brough back. If these motions fail they can be brought back. If they pass, they cannot be reconsidered in the same meeting.

Rescind: "I move to rescind..."

- This is to void or cancel something already passed in the same and/or the last meeting.
- Cannot be used to void anything that has been validated by signature by the presiding officer.
- Cannot be moved on something that is legally impossible to do such as the adoption of certain quasi-judicial land use decisions.

Take from the Table: "I move to take… from the table."

- This is used to bring forward something that was previously tabled.
- Cannot be reconsidered during the same meeting.

Amend Something Previously Adopted: "I move to amend the previously adopted…"

- Amendments may not be beyond the scope of the original notice.
  - Notice is defined as the original motion, or in the case of a rules change, without full notice to the membership before it .

Appendix B: Motions Chart

Ranking of Motions: Greater numbers have precedence over lower.

Privileged Motions					
	Rank	**Second**	**Debate**	**Amend**	**Vote**
Set Adjournment Time	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Question of Privilege	10	No	No	No	Chair rules
Call for Orders of the Day	9	No	No	No	No

Subsidiary Motions					
	Rank	**Second**	**Debate**	**Amend**	**Vote**
Table	8	Yes	No	No	Majority
Call the Question	7	Yes	No	No	2/3
Limit or Extend Debate	6	Yes	No	Yes	2/3
Postpone to a Certain Time	5	Yes	Yes	Yes	Majority
Refer to Committee	4	Yes	Yes	yes	Majority
Amendment		Yes	Yes	No	Majority
Secondary Amendment	3.5	Yes	Yes	Yes	Majority
Primary Amendment	3	Yes	Yes	Yes	Majority
Postpone Indefinitely	2	Yes	Yes	No	Majority

Amendment & Call the Question may be applied to higher rank motions

Main Motion & Associated Motions					
	Rank	**Second**	**Debate**	**Amend**	**Vote**
Primary/Main Motion	1	Yes	Yes	Yes	Majority
Withdraw		No	No	No	Yes

Incidental Motions & Other Motions				
	Second	**Debate**	**Amend**	**Vote**
Request for Information	No	No	No	Chair rules
Point of Order	No	No	No	Chair rules
Appeal	Yes	Depends	No	Yes
Suspend the Rules	Yes	No	No	2/3

Bring-Back Motions				
Reconsider	Yes	Yes	No	Majority
Rescind	Yes	Yes	Yes	**
Take from the Table	Yes	No	No	**
Amend something previously adopted	Yes	No	No	Majority

** Majority w/ previous notice, 2/3 w/out notice, or majority of full membership

Appendix C: Public Hearings Script

Announcement of the Matter
This is the time set for a public hearing on _____.

Opening the hearing/record
"At this time I will open the hearing." (tap the gavel)

Ethics Disclosure
Are there any conflicts of interest or ex parte contacts to report?

Staff Report
"Will staff please present their report?" (Staff reads report into the record)

Public Testimony
"Public Testimony will now be allowed. Persons wishing to speak shall fill out a blue public comment card and submit it to the secretary in order to be recognized. Once recognized, they shall come to the lectern and begin speaking. Persons speaking shall address their comments to the Commission as a whole and shall keep their comments to no more than ___ minutes.

- "Is there anyone present wishing to speak in favor of _____?"
- "Is there anyone present who wishes to speak but is neutral to the matter?
- "Is there anyone present wishing to speak in opposition?"

"If there is no further speakers, I will close the public comment session."

Final Commission Discussions
"Do any members of the board have any additional questions about this matter for the staff?"

Hearing Closure
"If there is no further discussion, I'll close the public hearing at this time." (tap the gavel)

Commission motion.

Appendix D: Executive Session Script

Items in yellow are subject to change and will be amended by staff. A specific version is included for reference. See Appendix E for the full law on executive sessions.

(tap the gavel)
The Warrenton City Commission will now meet in executive session under the authority of ORS 192.660(2)(e); *to conduct deliberations with persons designated by the governing body to conduct real property transactions.*
Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.
No decision may be made in executive session. The Commission is (is not)[13] expected to return to regular session to take action on items considered in the executive session.
(after the session has ended tap the gavel, open the chambers and adjourn.

Appendix E: ORS 192.660 "Executive Sessions Permitted on Certain Matters"

This is not the full law, only those parts that are potentially to be used by the city are included. The other portions are deleted for brevity

(2) The governing body of a public body may hold an executive session:

a) To consider the employment of a public officer, employee, staff member or individual agent.
b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
c) n/a
d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
f) To consider information or records that are exempt by law from public inspection.
g) n/a
h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

[13] Amend as required by circumstances. The board may return to regular session to decide a matter, or it may not.

j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

k) To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

l) n/a

m) n/a

n) To discuss information about review or approval of programs relating to the security of any of the following:

(A) A nuclear-powered thermal power plant or nuclear installation.

(B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.

(C) Generation, storage or conveyance of:

(i) Electricity;

(ii) Gas in liquefied or gaseous form;

(iii) Hazardous substances as defined in ORS 453.005 (Definitions for ORS 453.005 to 453.135) (7)(a), (b) and (d);

(iv) Petroleum products;

(v) Sewage; or

(vi) Water.

(D) Telecommunication systems, including cellular, wireless or radio systems.

(E) Data transmissions by whatever means provided.

(3) Labor negotiations shall be conducted in open meetings unless negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640 (Public notice required).

(4) Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (Hearing to expel minor students or to examine confidential records) (2) but the governing body may require that specified information be undisclosed.

(5) When a governing body convenes an executive session under subsection (2)(h) of this section relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

(6) No executive session may be held for the purpose of taking any final action or making any final decision.

(7) The exception granted by subsection (2)(a) of this section does not apply to:

(a)The filling of a vacancy in an elective office.

(b)The filling of a vacancy on any public committee, commission or other advisory group.

(c)The consideration of general employment policies.

(d)The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:

(A) The public body has advertised the vacancy;

(B) The public body has adopted regular hiring procedures;

(C) In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and

(D) In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

(8) A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

Appendix F: Quasi-Judicial/Land Use Public Hearings Script

**This script will be altered by staff to align to the issue but is included here for reference. Items highlighted are alterable.*

This is the time for a public hearing in the matter of an appeal for an application for a 15-lot subdivision at the terminus of SW Kalmia Avenue, Clear Lake Subdivision Application SUB 19-1, Wetland Hardship Variance WHV 19-1 & Variance VAR 19-1.

(Open Hearing)

At this time I will open the public hearing. (tap the gavel)

If you wish to speak, please fill out the blue colored comment card. As the presiding officer, I will recognize you from the form, or if I ask if anyone else wishes to speak. We need to determine how many people are here to testify and may limit individual speaking time to ensure that everyone has the opportunity to speak.

This hearing is being recorded. Please speak clearly. Once recognized, please step up to the lectern and begin your comments by stating your name and mailing address for the record. Please make your testimony to the point, focusing on the relevant issues. To avoid repetitive or redundant testimony – if someone has already testified and made your point but you still wish to be on the record, please simply state that the previous speaker has raised your issue or state the written comments submitted on your card suffice.

The applicable substantive criteria pertaining to the application are as follows:

Chapters 16.112; 16.120; 16.124; 16.136; 16.140; 16.144; 16.152; 16.156; 16.272; 16.192; 16.216; and Section 16.208.050.

Testimony, arguments and evidence in this hearing must be directed toward the applicable criteria or standards identified in the staff report, or to other criteria in the development code or comprehensive plan that you believe applies to this decision. The application before the City this evening must be decided based on these criteria. Despite the importance of other issues

that may be raised during the public hearing, the authority of the City is limited only to those issues that address compliance with the applicable criteria.
Failure to raise an issue with sufficient specificity to afford the Commission and the parties an opportunity to respond to the issues precludes an appeal to the Land Use Board of Appeals based on that issue.
Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City to respond to the issue precludes an action for damages in circuit court.
We will conduct this hearing as follows:

- Commission ethics disclosures.
- Presentation of the staff report.
- Commission questions of staff.
- Presentation by the applicant.
- Commission questions of the applicant.
- Public Testimony:
- Testimony in support of the application and neutral testimony.
- Testimony in opposition to the application.
- Rebuttal by the applicant.
- Close of public testimony.
- Deliberation among City Commission members with questions of staff as necessary.
- Motion to approve, approve with conditions, or deny the application.
- City Commission vote on the application.

A decision may be made by the City Commission at the close of the hearing, or the matter may be continued to a time and date certain in the future. If the matter is reset to a date certain in the future, this will be the only notice of that date you receive.
We shall now commence.

(Disclosure by members of the City Commission.)
Do any Commissioners wish to disclose any ex parte contacts, bias or conflicts of interest. Please indicate the nature and extent of the ex parte contact, bias or conflict of interest and indicate whether you intend to participate in or abstain from the hearing.
Do any members of the City Commission have conflicts of interest with the application?
Have any members had any ex parte contacts regarding the application?
Have any members visited the subject site?
If you have a conflict or have had such contact of bias, do you believe you can still make a fair and impartial decision?
Does any member of the audience wish to challenge any Commission member's impartiality for the record?

(*If an Appeal—De Novo)*
Under the City's Development Code, the appeal of a quasi-judicial decision to the City Commission is limited to the specific issues raised during the written comment period or at the public hearing for the appealed decision, unless the

Commission decides to hold a de novo hearing which allows additional evidence or testimony concerning any other relevant issue. Under the adopted City Commission Rules, all land use appeals shall be held de novo so that the public is afforded the maximum opportunity to weigh in. Is there any objection to holding this hearing de novo? Hearing no objection—so ordered. (if a member wishes to not hold the hearing de novo, they may object and move to suspend the rules to solely hear the appeal on the issue[s] appealed).

(Presentation of the Staff Report.)
Mr./Mrs./Ms. _____, would you please present your report.
Do any members of the Commission have any questions of staff about this application?
(Testimony from the Applicant of Applicant's Representative.)
Would the applicant like to make a presentation?
Do any members of the Commission have any questions about this application for the applicant?

(Public Testimony.)
I will now open the public testimony portion of the public hearing. Please hand me the sign-up sheets for the speakers.
OPTIONAL – If there are numerous people wishing to speak, individual testimony will be limited to _____ minutes per person, both pro and con, as well as neutral testimony.
(Testimony in Support of the Application.)
"We will now hear from those wishing to speak in support of the application. Please direct all testimony to the City Commission.
(Presider **calls the first name on the support list, and so on.)**
That is all of the names on the support list. Is there anyone else who has not testified who wishes to speak in favor of the application?
Is there anyone who has not testified who wishes to speak as neutral to the application?
(Testimony in Opposition to the Application.)
We will now hear from those wishing to speak in opposition to the application. Again, please direct all testimony to the City Commission.
(Presider **call the first name on the opposition list, and so on.)**
That is all of the names on the opposition list. Is there anyone else who has not testified who wishes to speak in opposition to the application?

(Applicant Rebuttal.)
The applicant now has the opportunity to offer a rebuttal or closing statement. Do you wish to speak?

(Close the Public Testimony Portion of the Hearing.)
I will now close the public testimony portion of this public hearing, and open the City Commission deliberations on the application.

(City Commission Deliberations.)

(City Commision members deliberate among themselves and may ask staff questions as needed.)
MOTION IS MADE
VOTE ON THE MOTION

Appendix G: Public Comment Policy

Purpose:
To promote public engagement, transparency, and accessibility for all members of the public wishing to provide comments to the City of Warrenton's governing and advisory boards.

Scope:
This policy applies only to public comments made during regular meetings of the governing and advisory bodies. It does not apply to public hearings, which are conducted according to procedures set forth in Oregon state law and Warrenton Municipal Code. For more information about the rights and processes of public hearings, see applicable statutes and city codes.

Intent and Limits of Public Comment
Oregon law provides the public the right to attend and observe public meetings. Oregon law does not give a general right to the public to provide comment at public meetings. Instead, the public comment period is an opportunity for members of the public to address the city's governing and advisory boards. Its purpose is for the board to receive comments, *not to engage in dialogue or debate.* For this reason, the City has the right to regulate public comment at public meetings and limit the content of public comment to the business of the City that is within the governing body's or advisory boards' jurisdiction.

Board members and staff will generally not respond to comments during this time. The presiding officer may, at their discretion, invite a brief factual clarification from staff or a board member solely to correct a misunderstanding or inaccurate statement. If a clarification is not invited, staff or the member has the right to bring it up during their good of the order. Any substantive discussion or policy response will occur at a later meeting if appropriate.

Speakers are encouraged to use the comment period to share information, opinions, or requests for consideration, with the understanding that questions or issues raised may be addressed through staff, or a specific member, or by the board at a future meeting after proper notice.

After any individual's public comment, members may seek recognition from the presiding officer to ask follow up questions for the purpose of clarifying details presented. The intent is not to engage in dialogue, but to enable clarity regarding the comment.

At the conclusion of comments, the presiding officer may request staff provide clarifications or brief responses if it is in the interest of communicating missing information, correcting

misunderstandings, or is a simple answer (e.g. yes, no, or a date). This is not for discussion, but to ensure accurate information is available to the board and public. The presiding officer may also direct staff to follow up with the speaker.

The presiding officer may also ask if any board members wish to provide an initial response. This must be a brief response solely to clarify misunderstandings or correct inaccurate statements. It is not appropriate to engage in long diatribes, debate the commenter, nor for members to express support or opposition to any issue raised. Essentially, if it doesn't quickly clarify a statement made, it may only be stated during that member or staff's good of the order.

Conduct During Public Comment

- All remarks and questions must be addressed to the board as a whole.
- Individuals must be recognized by the presiding officer before making comments during the meeting.
- Direct discussion between members of the public and board members or staff is permitted only at the discretion of the presiding officer.

Methods of Public Comment

1. In-Person Public Comment
    a. **Speaker Registration:** Speakers must fill out a public comment registration card and submit it to the board secretary in order to be eligible to be recognized by the presiding officer to speak.
    b. **Process:** Individuals may offer comments during the designated public comment period(s).
    c. **Time Limit:** Public Comments at regular meetings are limited to 3 minutes per person. If there are many people wishing to make comment, the time limit may be reduced and will be uniformly enforced.
    d. **Flexibility:** The presiding officer retains discretion to permit additional public comment or adjust time limits as appropriate (e.g. to wrap up a comment after time is expired, or limit comments due to a large roster of registered speakers)[14]
    e. **Record:** In-person public comments delivered during regular meetings shall be documented in the official meeting minutes by listing the name of each individual who provided comment and the topic in which they spoke.
2. Written Public Comment
    a. **Preferred Method:** Written comments are the preferred way for boards to receive public comments of any length or nuance because there is no limits to how much can be submitted.
    b. In-Person Submittal
        i. A person attending the meeting may register to make verbal comment and submit written testimony/materials to the board secretary at the same time they submit their comment registration card, or by submitting

[14] While there is inherent flexibility allowed, it is noted such flexibility should be exercised on non-content based grounds.

their written materials to the secretary no less than 3 hours prior to the start of the meeting clearly marking that it is public comment and the date of the meeting it is submitted for.

ii. A person attending the meeting and submitting written comment but not verbal comment does not need to submit a registration card provided the same information is already listed on the cover or back of the document.

c. Non-Present Submittal

i. Comments and testimony from persons not present at the meeting must be received no less than 3 hours prior to the meeting.

d. **Record:**

i. Requests for comments to be "read into the record" will be denied. Any comments submitted in writing are automatically entered into the public record.

ii. All comments and material submitted as public comment is entered into the public record upon acceptance of the documents. Comments and documents are not appended to the meeting minutes, but are retained and available as public records per Oregon public records laws.

3. Virtual Public Comment

a. Pre-Registration: Individuals wishing to provide virtual public comments must register by the time window noted on the published meeting agenda available online or at City Hall.

b. Instructions for Participants:

i. Virtual participants must wait until called upon by the presiding officer before speaking.

ii. Virtual participants are under the same time limits as participants speaking in-person.

c. Technical Requirements:

i. Virtual participants should have their microphones tested to ensure they work, their time will begin as soon as they are recognized to speak.

ii. Virtual participants are required to have their screen name match their registration name in order to be recognized.

d. Record: All comments delivered virtually are documented the same way as in-person verbal comments.

Accessibility & Accommodations

- Individuals who need alternative methods of submitting public comments should contact the secretary for assistance.

Anonymous or Vulgar Comments

- Anonymous comments will be disregarded. Submitters must provide all required information; the City will not attempt to verify or track down missing details.

City Commission Agenda Memo

Meeting Date: March 24, 2026
From: Esther Moberg, City Manager
Item Name: Consideration of Middle Housing Code Second Reading and Adoption

Summary:
Second Reading and Adoption of the updated middle housing code. The City Commission had a public hearing at the last City Commission in which they heard the staff recommendation to update the middle housing code to reflect the updated state requirements. This review is to bring the city code into compliance with state laws on density and development requirements.

Recommendation/Suggested Motion:
I move to conduct the second reading by title only of Ordinance No. 1285; AN ORDINANCE AMENDING CHAPTERS 16.12, 16.24, 16.28, 16.32, 16.36, 16.112, 16.114, 16.120, 16.128, 16.168, 16.180, 16.184, 16.188, 16.202, AND 16.224 OF THE WARRENTON MUNICIPAL CODE AND ARTICLES 3 AND 5 OF THE WARRENTON COMPREHENSIVE PLAN TO MODIFY REGULATIONS REGARDING MIDDLE HOUSING IN COMPLIANCE WITH OREGON HB 2001 (2019).

I move to adopt Ordinance No. 1285; AN ORDINANCE AMENDING CHAPTERS 16.12, 16.24, 16.28, 16.32, 16.36, 16.112, 16.114, 16.120, 16.128, 16.168, 16.180, 16.184, 16.188, 16.202, AND 16.224 OF THE WARRENTON MUNICIPAL CODE AND ARTICLES 3 AND 5 OF THE WARRENTON COMPREHENSIVE PLAN TO MODIFY REGULATIONS REGARDING MIDDLE HOUSING IN COMPLIANCE WITH OREGON HB 2001 (2019).

Alternative:

Fiscal Impact:
No additional fiscal impact is projected with approval of this middle housing code update. This was originally a grant to start the process and the city has paid a contracted planner to wrap up the process.

Attachments:
1. Warrenton Housing Code Updates Staff Report to City Commission
2. Ordinance 1285 Middle Housing Code

City of Warrenton

Planning Department

225 S Main Avenue ■ P.O. Box 250 ■ Warrenton. OR 97146

Phone: 503.861.0920 Fax: 503.861.2351

STAFF REPORT

TO: The Warrenton City Commission
FROM: Scott Fregonese, Consulting Planner
DATE: March 10, 2026
SUBJECT: Comprehensive Plan Text Amendment (DCR-24-6)

BACKGROUND

The city of Warrenton received a grant from the State of Oregon Department of Land Conservation and Development (DLCD) to update its development code to comply with and exceed housing-related statutes and facilitate housing production, affordability, and choice. Amendments include allowing duplexes on all single-family detached lots in accordance with House Bill 2001. Other amendments include revisions to single-family housing (accessory dwelling units, manufactured homes) and the other middle housing types (tri/quadplex, townhomes, cottage clusters).

The Warrenton Planning Commission recommended approval of the proposed amendments after conducting a public hearing at their meeting on February 12, 2026.

PUBLIC PROCESS, PROCEDURES & PUBLIC NOTICE

Notice of the proposed amendments was submitted to DLCD on February 3, 2025 and updated on February 3, 2026. Notice of the public hearing was published in The Astorian on January 29, 2026 and February 26, 2026.

DEVELOPMENT CODE, COMPREHENSIVE PLAN, STATE LAW AND FINDINGS

The applicable Warrenton Municipal Code (WMC) chapters for review of this application are:

- 16.208.060 Type IV Procedure (Legislative and Map Amendments)
- 16.232 Amendments to Comprehensive Plan Text and Map, Rezone, and Development Code

Development Code Chapters updated include:

- 16.12 Definitions
- 16.25 Low Density Residential (R-40) District

- 16.28 Intermediate Density Residential (R-10) District
- 16.32 Medium Density Residential (R-M) District
- 16.36 High Density Residential (R-H) District
- 16.92 Airport Operations Overlay District
- 16.112 Growth Management (GM) Zone Standards
- 16.114 Neighborhood Master Plans
- 16.120 Access and Circulation
- 16.128 Vehicle and Bicycle Parking
- 16.168 Manufactured Home Design Standards
- 16.180 Accessory Structure, Accessory Dwelling, Garage, and Carport Design Standards
- 16.184 Townhouse, Triplex and Quadplex Design Standards
- 16.188 Multifamily Housing Design Standards
- 16.202 Cottage Cluster Housing
- 16.224 Planned Unit Developments

Comprehensive Plan Articles updated include:

- 3- Land and Water Use
- 5- Columbia River Estuaries and Estuary Shorelands

The proposed amendments must also result in the continued compliance of the Warrenton Comprehensive Plan with the 19 Oregon statewide planning goals.

Findings addressing each of the specific Warrenton Municipal Code provisions and the 19 statewide planning goals are identified below.

Unless discussed below, the proposal has met the requirements of the applicable review criteria fully, and/or the Code's criteria are not applicable to this proposal and therefore do not warrant discussion. Where conditions are necessary for the proposal to meet the provisions of the Warrenton Municipal Code or Statewide Planning Goals, the provisions are included beneath the findings for the applicable section. Subsections of specific criteria not applicable to the proposal are omitted from this report and indicated with a triple asterisk (***).

Chapter 16.208 Types of Applications and Review Procedures
16.208.060 Type IV Procedure (Legislative and Map Amendments)

***

C. Notice of Hearing.
1. Required Hearings. A minimum of two hearings, one before the Planning Commission and one before the City Commission, are required for all Type IV applications.
2. Notification Requirements. Notice of public hearings for the request shall be given by the Community Development Director in the following manner:

a. At least 20 days, but not more than 40 days, before the date of the first hearing on an ordinance that proposes to amend the Comprehensive Plan or any element thereof, or to adopt an ordinance that proposes to rezone property, a notice shall be prepared in conformance with ORS 227.175 and mailed to:

***

ii. Any affected governmental agency.
iii. Recognized neighborhood groups or associations affected by the ordinance.
iv. Any person who requests notice in writing.

***

b. At least 10 days before the scheduled Planning Commission public hearing date, and 10 days before the City Commission hearing date, notice shall be published in a newspaper of general circulation in the City.

***

d. The Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed Comprehensive Plan and development code amendments pursuant to ORS 197.610, as amended.

***

STAFF FINDING: This criterion is met. This proposed Type IV application is scheduled before the Warrenton Planning Commission on February 12, 2026. The Planning Commission will make a recommendation to the City Commission who will make the final decision on this application. Public notice has been sent in accordance with this section.

F. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Commission shall be based on consideration of the following factors:

1. The Statewide Planning Goals and Guidelines adopted under Oregon Revised Statutes Chapter 197 (for Comprehensive Plan amendments only);
2. Comments from any applicable federal or state agencies regarding applicable statutes or regulations;
3. Any applicable intergovernmental agreements; and
4. Any applicable Comprehensive Plan policies and provisions of this Code that implement the Comprehensive Plan. Compliance with Chapter 16.232 shall be required for Comprehensive Plan amendments, and land use district map and text amendments.

STAFF FINDING: This criterion is met. Specific findings regarding the 19 Oregon Statewide Planning Goals and WMC 16.232 are found further in this report.

***

Chapter 16.232 Amendments to Comprehensive Plan Text and Map, Rezone, and Development Code
16.232.020 Legislative Amendments

Legislative amendments are policy decisions made by the City Commission. They are reviewed using the Type IV procedure in Section 16.208.060 and shall conform to Section 16.232.060, as applicable.

STAFF FINDING: This criterion is met. This proposal is being reviewed using the Type IV procedure and conformance to Section 16.232.060 is addressed below.

16.232.060 Transportation Planning Rule Compliance

A. When a development application includes a proposed Comprehensive Plan amendment, rezone, or land use regulation change, the proposal shall demonstrate it is consistent with the adopted transportation system plan and the planned function, capacity, and performance standards of the impacted facility or facilities. The proposal shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. See also Chapter 16.256, Traffic Impact Study. Where it is found that a proposed amendment would have a significant effect on a transportation facility, the City will work with the applicant and, where applicable, with the roadway authority to modify the request or mitigate the impacts in accordance with the TPR and applicable law.
1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal causes future traffic to exceed the capacity of a "collector" street classification, requiring a change in the classification to an "arterial" street, as identified by the Transportation System Plan; or
2. Change the standards implementing a functional classification system; or
3. Allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or
4. Reduce the level of service of the facility below the minimum acceptable level identified in the Transportation System Plan.

STAFF FINDING: The proposed amendments to the Warrenton Development Code and Comprehensive Plan will not significantly affect a transportation facility in the city. Addition of middle housing as permitted outright in residential zones is expected to increase housing production within the city by no more than 3% over what could be expected to develop if the proposed amendments were not adopted. This modest increase in housing, as a maximum impact of the proposed amendments, would not result in a reduction in the level of service of any transportation facilities below the minimum acceptable level identified in the adopted TSP. This standard is met.

B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or
2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the transportation planning rule; or
3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

STAFF FINDING: As stated above, the amendments will not significantly affect a transportation facility and, therefore, the city's standards remain consistent with the function, capacity and level of service for all transportation facilities as identified in the TSP. This standard is met.

CONSISTENCY WITH STATEWIDE PLANNING GOALS

1. ***Goal 1 – Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.***

STAFF FINDING: Goal 1 requires the City to incorporate six key components in its public involvement program:

- Citizen Involvement: An officially recognized committee for public involvement broadly representative of geographic areas and interests related to land use and land-use decisions to provide for widespread public involvement;
- Communication: Mechanisms for effective two-way communication between the public and elected/appointed officials;
- Influence: Opportunities for the public to be involved in all phases of the planning and decision-making process including developing, evaluating, and amending plans;
- Technical Information: Access to technical information used in the decision-making process, provided in an accessible and understandable format;
- Feedback Mechanisms: Programs to ensure that members of the public receive responses from policymakers and that a written record for land-use decisions is created and made accessible; and,
- Financial Support: Adequate resources allocated for the public involvement program as an integral component of the planning budget.

The City conducted a Planning Commission Work Session on March 13, 2025 to discuss the proposed code updates. This work session was duly noticed and open to the public.

The Planning Commission is now conducting a public hearing with opportunities for the public to review draft code amendments and discuss key aspects related to the proposed amendments. The City publicized these public meetings on their website and social media, as well as in newspaper print. The amendments were publicized through the DLCD PAPA website and noticed to the interested agencies and the public.

Based on the findings above, the code amendments are consistent with Statewide Planning Goal 1.

Goal 2 – Land Use Planning: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

STAFF FINDING: Statewide Planning Goal 2 requires each local government in Oregon to have and follow a comprehensive land use plan and implementing regulations. Cities and counties must build their comprehensive plans on a factual basis and follow their plan when making decisions on appropriate zoning. City and county plans must be consistent with one another. Special district and state agency plans and programs must be coordinated with comprehensive plans.

The proposed amendments to the Warrenton Development Code and Comprehensive Plan are consistent with the current Comprehensive Plan. *Article 3 "Land and Water Use", Section 3.310 "Residential Lands [Policies]"* states*, "(1) It is the City's policy to encourage the development of housing needed to accommodate desired growth, and to provide every Warrenton household with the opportunity to obtain a decent home in a suitable neighborhood. (2) Residential densities in each zone will vary with the type of development and the characteristics of the site and surrounding area. (3) New housing developments with four or more dwelling units which carry out particular functions considered beneficial to the community may be allowed to have higher residential densities than permitted for otherwise comparable developments. Functions which qualify include those which the City believes will cluster development in a sound manner or promote energy conservation.*

Updating the Development Code and Comprehensive Plan to specifically identify outright permitted middle housing types in all zoning districts (duplexes) and in intermediate and higher density districts (other plexes, townhouses, cottage clusters) complies directly with the city's Comprehensive Plan policy to encourage the development of needed housing for "*every Warrenton household"*, including at various densities, occupancy types (owner and long-term renter) and price points.

Therefore, the amendments, as proposed, are consistent with Statewide Planning Goal 2.

Goals 3 -4 – Agricultural and Forest Lands:

STAFF FINDING: These goals are not applicable because the proposed amendments do not change the City of Warrenton policies required to meet these goals that are directed at rural areas and counties.

Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources: To protect natural resources and conserve scenic and historic areas and open spaces.

STAFF FINDING: Goal 5 aims to protect natural resources and conserve scenic and historic areas and open spaces. Particularly in urban areas, the emphasis of Goal 5 is on the inventory and conservation of wetlands, riparian zones, and wildlife habitats.

The proposed amendments do not modify the portions of the Warrenton Development Code and Comprehensive Plan that address measures to protect natural resources or conserve scenic areas, historic areas or open spaces. The proposed amendments do not propose any changes to the adopted inventories, the Comprehensive Plan Map, or the natural resource overlay districts in the Warrenton Development Code. Goal 5 does not directly apply to the amendments because no new Goal 5 program is advanced by this amendment and no existing Goal 5 program is changed by this amendment.

Based on the findings above, the proposed amendments are consistent with Statewide Planning Goal 5.

Goal 6 – Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

STAFF FINDING: Goal 6 instructs local governments to consider protection of air, water and land resources from pollution and pollutants when developing comprehensive plans. The pollutants addressed in Goal 6 include solid waste, water waste, noise and thermal pollution, air pollution, and industry-related contaminants. Comprehensive Plans must demonstrate consistency with the administrative rules related to air, water, and land quality established by the Environmental Quality Commission (EQC).

Under the oversight of the EQC, the Oregon Department of Environmental Quality (DEQ) regulates air, water, and land through its permitting actions under the federal Clean Water Act and Clean Air Act. The Department of State Lands and the Army Corps of Engineers regulate jurisdictional wetlands and waters of the state and the country, respectively. The City of Warrenton regulates impervious surface and stormwater runoff throughout the City through design standards applied to development. While air quality is largely regulated by DEQ, the City can impose conditions of approval on land use approvals that require minimizing air pollution and carbon emission impacts through actions such as vegetative plantings and conservation.

The Federal Transit Administration and Federal Highway Administration enforce noise standards for federally-funded rail and highway projects. The Oregon Noise Control Act authorizes cities and counties to adopt and enforce noise ordinances and standards of their own.

The proposed amendment package does not modify the existing water resource zoning overlay districts or the noise ordinance. The adoption of the proposed amendments

does not propose any changes to the adopted inventories, the Comprehensive Plan Map, or the water resource zoning districts in the Warrenton Development Code. Goal 6 does not directly apply to the proposed amendments, or comprehensive plan amendment because no new Goal 6 program is advanced by this amendment and no existing Goal 6 program is changed by this amendment.

Therefore, Goal 6 is not directly applicable to the proposed amendments as the amendments do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 6.

Based on the findings above, the proposed amendments are consistent with Statewide Planning Goal 6.

Goal 7 – Areas Subject to Natural Disasters and Hazards: To protect people and property from natural hazards.

STAFF FINDING: Goal 7 requires local comprehensive plans to address Oregon's natural hazards. Protecting people and property from natural hazards requires knowledge, planning, coordination, and education. Natural hazards applicable to Warrenton include floods, landslides, coastal erosion, weak foundation soils, earthquakes, and wildfires. Goal 7 calls for local governments to respond to new hazard inventory information provided by federal and state agencies by adopting or amending plan policies and implementing measures as needed. For riverine flood hazards, local governments must adopt and implement local floodplain regulations that meet the minimum National Flood Insurance Program (NFIP) requirements. In implementing natural hazard plans and policies, the State goal urges local governments to do the following: coordinate plans with emergency preparedness and recovery programs; consider stormwater management as a means to address flood and landslide hazards; consider nonregulatory approaches to implementing hazard plans; and to require technical reports when reviewing development requests in hazard areas.

The City of Warrenton complies with Goal 7 by regulating development in hazard-prone areas through the standards of the Warrenton Fire Department and Public Works Department standards as well as the following chapters of the development code:

- 16.76 Aquatic Conservation
- 16.80 Aquatic Natural
- 16.84 Coastal Lake and Freshwater Wetlands
- 16.88 Flood Hazard Overlay
- 16.96 Soils Hazard overlay
- 16.100 Beaches and Dunes Overlay
- 16.156 Wetland and Riparian Corridor Development Standards
- 16.160 Columbia River Estuary Shoreland and Aquatic Area Development Standards
- 16.164 Impact Assessment and Resource Capability Determination

The proposed amendments do not modify existing code or design standards related to protecting development from hazards. The adoption of the amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the overlay zoning districts in the Warrenton Development Code. Goal 7 does not directly apply to the proposed amendments because no new Goal 7 program is advanced by these amendments and no existing Goal 7 program is changed by this amendment package.

Therefore, Goal 7 is not applicable to the proposed amendments because the amendments do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 7.

Based on the findings above, adoption of the proposed amendments is consistent with Statewide Planning Goal 7.

Goal 8 – Recreational Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

STAFF FINDING: Goal 8 requires local governments to plan for the recreation needs of their residents and visitors. The goal places priority on non-motorized forms of recreation, and recreation areas that serve high-density populations with limited transportation options and limited financial resources. It also places priority on recreation areas that are free or available at a low cost to the public.

The City of Warrenton has a robust system of parks, recreation facilities and trails, including 13 parks and over 10 miles of trails. All of Warrenton’s parks, trails, community gardens and open spaces are owned and managed by the city. The city completed a Parks Master Plan in 2020 identifying management and planning for parks facilities.

The proposed amendments do not modify existing facilities or any part of the Parks Master Plan, adopted inventories, the Comprehensive Plan Map, or the overlay zoning districts. Goal 8 does not directly apply to the proposed amendments because no new Goal 8 program is advanced by this amendment and no existing Goal 8 program is changed by this amendment.

Therefore, Goal 8 is not applicable to the proposed amendments because the amendments do not propose to change comprehensive land use plan policies or implementing regulations regarding recreational opportunities in Warrenton.

Based on the findings above, adopting the DCR-24-6 amendments is consistent with Statewide Planning Goal 8.

Goal 9 – Economy of the State: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

STAFF FINDING: Goal 9 ensures cities and counties have enough land available to realize economic growth and development opportunities. Commercial and industrial development takes a variety of shapes and leads to economic activities that are vital to the health, welfare and prosperity of Oregon's citizens. To be ready for these opportunities, local governments perform Economic Opportunity Analyses based on a 20-year forecast of population and job growth.
The proposed amendments are related to the development of residential land and therefore do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 9.

Based on the findings above, adopting the proposed amendments is consistent with Statewide Planning Goal 9.

Goal 10 – Housing: To provide for the housing needs of citizens of the state.

STAFF FINDING: Goal 10 concerns urban lands designated for residential use. Goal 10 requires the City to maintain and plan for an adequate land supply to accommodate at least 20 years of future growth, providing flexibility in housing location, type, and density (specifically at an overall density of 10 or more units/acre with the opportunity for 50 percent of new units to be attached single family or multifamily) to ensure the availability and prices of housing units are commensurate with the needs and financial capabilities of Oregon households.

Comprehensive plans are required to include an analysis of community housing needs by type and affordability, the recent housing needs assessment of housing development potential, and an inventory of residential land; contain policies for residential development and supportive services based on that analysis that increase the likelihood that needed housing types will be developed; and provide for an adequate supply of a variety of housing types consistent with identified policies and meeting minimum density and housing mix requirements (established by OAR 660, Division 007).

House Bill 2001 requires local governments to consider ways to increase the affordability of middle housing, including considerations related to SDCs, property tax exemptions, and construction taxes. Other measures to consider include the provision and finance of public facilities, incentives for regulated affordable housing supply, and incentives and barriers within the development code.

Warrenton staff have had conversations with city decision makers about the provisions described above. Due to the constrained city budget, no clear path has been identified for financial support from the city, such as SDC waivers, property or construction tax exemptions or the direct provision of public facilities. The city, therefore, has considered incentives and reduced barriers within the development code, such as allowing more housing types outright in more zones, limiting design and dimensional standards and limiting required off-street parking. These development code provisions go above and beyond the provisions of HB 2001’s direct applicability in Warrenton as only duplexes

and ADUs are required to be permitted outright (with limited parking requirements) in this city of approximately 6,250 residents. All additional provisions for all other middle housing types are additional incentives and reduced barriers within the development code.

The adopted Warrenton Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) identified a surplus of land within the city limits to accommodate housing. However, a lack of housing options is identified with the vast majority of housing (over 70%) in single-family detached and the remaining 30% split amongst multi-family housing, manufactured housing and middle housing. The adoption of the proposed amendments will increase the availability of buildable lands accommodate middle housing types, addressing the lack of workforce housing specifically identified in the BLI and HNA. ORS 197.296(6)(b) allows Warrenton to assume up to a 3% increase in zoned capacity for housing. Given that Warrenton has a surplus of land available for housing, this “upzoning” will have the greatest impact in increasing the *types* of housing permitted on more land within the city. The overall *amount* of land needed to provide needed housing in Warrenton is sufficient with today’s boundaries. In addition, Warrenton will further consider the impacts of middle housing ordinances on land capacity in the next Housing Needs Analysis, as required on a regular schedule by House Bill 2003.

Based on the findings above the DCR-24-6 amendments are consistent with Statewide Planning Goal 10.

Goal 11 – Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

STAFF FINDING: The City completed a Wastewater Facilities Plan in 2002, a Stormwater Master Plan in 2008, a Water System Master Plan in 2018, a Transportation System Plan in 2019 and a Parks Master Plan in 2020. The proposed amendments do not propose any changes to the adopted master plans, the Comprehensive Plan Map, or the Warrenton Municipal Code. The amendments do not propose to change the comprehensive land use plan policies or implementing regulations regarding public facilities and services for compliance with Statewide Planning Goal 11.

Based on the findings above, the adoption of the proposed amendments is consistent with Statewide Planning Goal 11.

Goal 12 – Transportation: To provide and encourage a safe, convenient and economic transportation system.

STAFF FINDING: Goal 12 is implemented by Oregon Administrative Rules (OAR) Chapter 660, Division 12. Local governments are required to adopt a transportation system plan (TSP) and land use regulations to implement the TSP. OAR 660-012-0060 requires any comprehensive plan amendment to be evaluated according to the terms

outlined in that OAR to demonstrate whether they will have a significant impact on the transportation system. The City of Warrenton completed a Transportation System Plan in 2019. The proposed amendments do not propose any changes to the adopted Transportation System Plan, the Comprehensive Plan Map, or the Warrenton Zoning Map with regard to transportation. The proposed amendments propose no new Goal 12 program and no existing Goal 12 program, or standard, is changed by this amendment package. The amendments do not propose to change the comprehensive land use plan policies or implementing regulations regarding transportation and compliance with Statewide Planning Goal 12.

Based on the findings above, the proposed amendments are consistent with Statewide Planning Goal 12.

Goal 13 – Energy Conservation: To conserve energy.

STAFF FINDING: Goal 13 requires that land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles. The proposed amendments package does not modify existing design standards or land use regulations related to energy conservation. The adoption of the proposed amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the Warrenton Development Code. Goal 13 does not directly apply to the proposed amendments because no new Goal 13 program is advanced by this amendment and no existing Goal 13 program is changed by this amendment. Therefore, Goal 13 is not applicable to the amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 13.

Based on the findings above, adoption of the proposed amendments is consistent with Statewide Planning Goal 13.

Goal 14 – Urbanization: To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

STAFF FINDING: The entirety of the city is located within the Warrenton Urban Growth Boundary (UGB). As such, this text amendment will not result in the transition of any land from rural to urban uses, or result in population or employment growth outside of the UGB. The proposed amendments do not modify the Warrenton Urban Growth Management Area, the UGB, or existing zoning requirements related to urbanization. The adoption of the proposed amendments does not propose any changes to the adopted inventories, the Comprehensive Plan Map, or the Zoning Map. Goal 14 does not directly apply to the amendments because no new Goal 14 program is advanced by this amendment and no existing Goal 14 program is changed by this amendment.

Therefore, Goal 14 is not applicable to the proposed amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 14.

Based on the findings above, adopting the amendments is consistent with Statewide Planning Goal 14.

Goal 15 – Willamette River Greenway: To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.

STAFF FINDING: The city of Warrenton is not subject to the Willamette River Greenway goal.

Goals 16 – Estuarine Resources: To recognize and protect the unique environmental, economic, and social values of each estuary and associated wetlands; and To protect, maintain, where appropriate develop, and where appropriate restore the long-term environmental, economic, and social values, diversity and benefits of Oregon's estuaries.

STAFF FINDING: The city of Warrenton is subject to the Estuarine Resources goal. The adoption of the proposed amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the Warrenton Development Code. Goal 16 does not directly apply to the proposed amendments because no new Goal 16 program is advanced by this amendment and no existing Goal 16 program is changed by this amendment. Therefore, Goal 16 is not applicable to the amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 16.

Based on the findings above, adoption of the proposed amendments is consistent with Statewide Planning Goal 16.

Goal 17 – Coastal Shore Lands: To conserve, protect, where appropriate, develop and where appropriate restore the resources and benefits of all coastal shorelands, recognizing their value for protection and maintenance of water quality, fish and wildlife habitat, water-dependent uses, economic resources and recreation and aesthetics. The management of these shoreland areas shall be compatible with the characteristics of the adjacent coastal waters; and To reduce the hazard to human life and property, and the adverse effects upon water quality and fish and wildlife habitat, resulting from the use and enjoyment of Oregon's coastal shorelands.

STAFF FINDING: The city of Warrenton is subject to the Coastal Shore Lands goal. The adoption of the proposed amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the Warrenton Development

Code. Goal 17 does not directly apply to the proposed amendments because no new Goal 17 program is advanced by this amendment and no existing Goal 17 program is changed by this amendment. Therefore, Goal 17 is not applicable to the amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 17.

Based on the findings above, adoption of the proposed amendments is consistent with Statewide Planning Goal 17.

Goal 18 – Beaches and Dunes: To conserve, protect, where appropriate develop, and where appropriate restore the resources and benefits of coastal beach and dune areas; and To reduce the hazard to human life and property from natural or man-induced actions associated with these areas.

STAFF FINDING: The city of Warrenton is subject to the Beaches and Dunes goal. The adoption of the proposed amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the Warrenton Development Code. Goal 18 does not directly apply to the proposed amendments because no new Goal 18 program is advanced by this amendment and no existing Goal 18 program is changed by this amendment. Therefore, Goal 18 is not applicable to the amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 18.

Based on the findings above, adoption of the proposed amendments is consistent with Statewide Planning Goal 18.

Goal 19 – Ocean Resources: To conserve marine resources and ecological functions for the purpose of providing long-term ecological, economic, and social value and benefits to future generations.

STAFF FINDING: The city of Warrenton is subject to the Ocean Resources goal. The adoption of the proposed amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the Warrenton Development Code. Goal 19 does not directly apply to the proposed amendments because no new Goal 19 program is advanced by this amendment and no existing Goal 19 program is changed by this amendment. Therefore, Goal 19 is not applicable to the amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 19.

Based on the findings above, adoption of the proposed amendments is consistent with Statewide Planning Goal 19.

CONCLUSION AND RECOMMENDATION

The city has demonstrated that the proposed Warrenton Development Code and Comprehensive Plan updates meet the standards of Comprehensive Plan Text Amendment. Staff and Planning Commission recommend approval to the City Commission.

RECOMMENDED MOTION

“Based on the findings and conclusions of the February 2, 2026 staff report, I move to approve DCR-24-6.”

ATTACHMENT

1. Proposed Warrenton Development Code Update
2. Proposed Warrenton Comprehensive Plan Update

Ordinance No. 1285

Introduced by All Commissioners

AN ORDINANCE AMENDING CHAPTERS 16.12, 16.24, 16.28, 16.32, 16.36, 16.112, 16.114, 16.120, 16.128, 16.168, 16.180, 16.184, 16.188, 16.202, AND 16.224 OF THE WARRENTON MUNICIPAL CODE AND ARTICLES 3 AND 5 OF THE WARRENTON COMPREHENSIVE PLAN TO MODIFY REGULATIONS REGARDING MIDDLE HOUSING IN COMPLIANCE WITH OREGON HB 2001 (2019).

WHEREAS, the City Commission recognizes the need to apply reasonable regulations for the development of middle housing opportunities within Warrenton;

WHEREAS, the current City code does not include provisions for inclusion of middle housing types (duplex, triplex, quadplex, townhouses and cottage clusters) where required by state law and to provide housing opportunity to current and future residents of Warrenton;

NOW, THEREFORE, the City of Warrenton ordains as follows: (Key: **new** ~~deleted~~)

Section 1. Section 16.12 of the Warrenton Municipal Code is hereby amended as follows:

16.12.010. Definitions.

Abutment. A substructure composed of stone, concrete, brick or timber supporting the end of a single-span bridge or the ends of a multi-span superstructure and, in general, retaining or supporting the approach embankment placed in contact therewith.

Abutting. Contiguous or adjoining. It shall include the terms adjacent, adjoining and contiguous.

Access. The right to cross between public and private property allowing pedestrians and vehicles to enter and leave property.

Access Easement. An easement recorded for the purpose of providing vehicle, bicycle, and/ or pedestrian access from a public street to a parcel across intervening property under separate ownership from the parcel being provided access.

Accessible. Approachable and useable by people with disabilities. Complies with the Americans With Disabilities Act.

Access Management. The control of street (or highway) access for the purpose of improving the efficiency, safety and/or operation of the roadway for vehicles; may include prohibiting, closing, or limiting direct vehicle access to a roadway from abutting properties, either with physical barriers (curbs, medians, etc.) or by land dedication or easement. See also Section 16.120.020.

Accessory Dwelling. A small, secondary housing unit, usually the size of a studio apartment, located on the same lot as an established detached single-family residence. The accessory dwelling can be a detached cottage, a unit attached to a garage, or in a portion of an existing house. An accessory dwelling is an accessory structure and shall comply with the accessory structure standards of Chapter 16.180 and more particularly Section 16.180.040, Accessory Dwelling Standards.

Accessory Structure. A structure incidental and subordinate to the primary structure on the property and located on the same lot (i.e., a detached garage used for storage of personal is an accessory structure to a residence). All accessory structures shall comply with the standards of Chapter 16.180, Accessory Structures, Garages, and Carports, and other applicable sections of this Code.

Access/Road Approach Permit. The authorization to connect the edge of a driveway or road approach to a public right-of-way in accordance with applicable City, county, state, or federal access permit requirements.

Accessory Use. A use incidental and subordinate to the primary use of the property and located on the same lot.

Accretion. The buildup of land along a beach or shore by the deposition of waterborne or airborne sand, sediment, or other material.

Adjacent. Abutting or located directly across a street right-of-way.

Administrative. A discretionary action or permit decision made without a public hearing, but requiring public notification and an opportunity for appeal. See also Section 16.208.040.

Adult Foster Home. A family home or facility in which 24-hour care is provided for five or fewer adults who are not related to the provider by blood or marriage.

Advance Maintenance Dredging. Dredging with the aim of providing year-round channel availability and to allow for an annual dredging cycle. Will not deepen the facility beyond its previously authorized depth.

Adverse Impact. Negative effect of development that can be measured (e.g., noise, air pollution, vibration, dust, etc.).

Affordable. Means housing affordable to a certain percentage of the population earning a specified level of income and spending no more than 30% of their income on housing expenses. For more information, refer to the Federal Department of Housing and Urban Development and the Oregon Department of Housing and Community Services.

Agitation Dredging. A sand by-passer dredge uses a prop-wash to stir up sediments. The current will then carry the sediments downstream away from the shoal area.

Agriculture. As used in this Code, "agriculture" is the same as "farm use" as defined by ORS 215.203(2)(a). See also Chapter 16.196, Agriculture, Horticulture, and Livestock.

Airport.

1. Approach Surface. A surface longitudinally centered on the extended runway centerline and extending outward and upward from each end of the primary surface. The inner edge of the approach surface is the same width as the primary surface and extends to a width of 1,510 feet for Runway 8; 4,000 feet for Runway 26; 1,000 feet for Runway 13; and 700 feet for Runway 31. The approach surface extends outward a distance of 8,500 feet at a slope of 34:1 for Runway 13; 1,000 at a slope of 20:1 for Runway 31; 10,000 feet at a slope of 50:1 for Runway 26; and 1,700 feet at a slope of 34:1 for Runway 8.

2. Clear Surface. Extends from the primary surface to a point where the approach surface is 50 feet above the runway end elevation.

3. Conical Surface. A surface extending outward and upward from the periphery of the horizontal surface at a slope of 20 to 1 for a horizontal distance of 4,000 feet.

4. Hazard. Any structures, trees or other objects of natural growth from penetrating airport imaginary surfaces.

5. Horizontal Surface. A horizontal plane 150 feet above the established airport elevation, the perimeter of which is constructed by swinging arcs of 5,000 feet from the center of each end of the primary surface of each visual or utility runway and 10,000 feet from the center of each end of the primary surface of all other runways and connecting the adjacent arcs by lines tangent to those arcs.

6. Imaginary Surfaces. Those imaginary areas in space which are defined by the approach surface, transitional surface, horizontal surface, clear surface and conical surface.

7. Noise Sensitive Areas. Within 1,500 feet of an airport or within established noise contour boundaries exceeding 55 Ldn.

8. Place of Public Assembly. Structure or place, which the public may enter for such purposes as deliberation, education, worship, shopping, entertainment, amusement, awaiting transportation or similar activity.

A. Primary Surface. A surface longitudinally centered on a runway. The primary surface extends 200 feet beyond each end of that runway. The width of the primary surface is 500 feet for Runway 31-13, and 1,000 feet for Runway 8-26.

B. Sponsor. The owner, manager, other person, or entity designated to represent the interests of an airport [OAR 660-013-0020(6)].

C. Transitional Surface. These surfaces extend seven feet outward for each one foot upward (7:1) beginning on each side of the primary surface which point is the same elevation as the runway surface, and from the sides of the approach surfaces thence extending upward to a height of 150 feet above the airport elevation (horizontal surface).

D. Utility Runway. A runway that is constructed and intended to be used by propeller driven aircraft of 12,500 pounds maximum gross weight or less.

Alley. A street that affords only a secondary means of access to the property. See Section 16.120.020(F).

Ambient. Something that surrounds, as in the level of light, dust or noise.

Apartment. A portion of a building which is occupied or which is intended or designed to be occupied as an independent dwelling unit and contains separate housekeeping facilities for living, sleeping, cooking, and eating. As used in this Code, apartment refers to a secondary and accessory use of a portion of an otherwise nonresidential building; although apartment, as it is commonly used, may refer to an individual unit within a multifamily dwelling.

Appeal. A request for a review of the interpretation of any provision of this ordinance or a request for a variance.

Aquaculture. The raising, feeding, planting and harvesting of fish, shellfish, aquatic plants, or other aquatic organisms, including associated facilities necessary to engage in the use.

Aquatic Area. The tidal waters and wetlands, and the land underlying these waters. The upper limit of aquatic areas is the upper limit of aquatic vegetation or, where such a line cannot be accurately determined, mean higher high water.

Arcade. An arched or covered passageway; often along building fronts or between streets.

Area of Shallow Flooding. A designated AO, or AH zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly-defined channel does not exist; the path of flooding is unpredictable and indeterminate; and, velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.

Area of Special Flood Hazard. The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. Areas so designated on Flood Insurance Rate Maps (FIRMs) always include the letters A or V.

Arterial. A street or road of considerable continuity, which is primarily a traffic artery for intercommunication among large areas. See Chapter 16.136.

Articulate/Articulation. The jointing and interrelating of building spaces through offsets, projections, overhangs, extensions and similar features.

Arts and Crafts Establishment. The sales, teaching, practice, production, and repair of articles in the arts and crafts field, providing that such establishments shall be limited to those requiring special artistic skills or manual skills of a handicraft nature.

Automobile.

1. Oriented Uses. "Automobile-oriented uses" means automobiles and/or other motor vehicles which are an integral part of the use; includes drive-up, drive-through, vehicle sales, service, or repair, and similar uses. These uses may be restricted when they detract from the pedestrian-friendly, storefront character of the district and can consume large amounts of land relative to other permitted uses.

2. Repair. A business which repairs all aspects of a vehicle, including painting.

3. Sales or Service Establishment. A business engaged in the storage, sales or servicing of automobiles, trucks, recreation vehicles, or other vehicles. Gasoline service stations are not included in this definition.

4. Service Station. A business primarily engaged in the retail sale and dispensing of internal combustion fuels and lubricating oils for use in automobiles, light trucks, and recreation vehicles. A gasoline service station may also service vehicles (tune-up, brake work, lubrication, engine repair, electrical system work, etc.) if such work is conducted in an enclosed structure built especially for that purpose.

Avulsion. A tearing away or separation by the force of water. Land, which is separated from uplands or adjacent properties by the action of a stream or river cutting through the land to form a new stream bed.

Bankline Alteration. Realignment of a stream bank or the entire stream, either within or outside of its normal high water boundaries.

Base Flood. The flood having a one percent chance of being equaled or exceeded in any given year. Also referred to as the "100-year flood." Designation on Flood Insurance Rate Maps (FIRMs) always includes the letters A or V.

Basement. Any area of the building having its floor subgrade (below ground level) on all sides.

Base Zone. The underlying (or base) zoning district for a particular lot or land area. Chapters 16.24 through 16.88 list all of the City's base zones. Not included in this definition are overlay zones, which are listed in Chapters 16.92 through 16.112.

Beach. Gently sloping areas of loose material (e.g., sand, gravel, and cobbles) that extend landward from the low-water line to a point where there is a definite change in the material type or landform, or to the line of vegetation.

Beach Nourishment. Placement of sand material on actively eroding beach sites as a means of preventing further erosion of the bankline and to maintain the historic beach profile. Beach nourishment does not include creation of new land area or beaches and must provide for the protection of estuarine resources (including habitat, nutrient, fish, wildlife, and aesthetic resources). Dredged material may be used for beach nourishment.

Bed and Breakfast Inn. An owner- or operator-occupied dwelling where no more than five rooms are available for transient lodging and where a morning meal is provided.

Below-Grade Crawl Space. An enclosed area below the base flood elevation in which the interior grade is not more than two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the top of the crawlspace foundation, does not exceed four feet at any point.

Beneficial Use. Placement or use of dredged material for some productive purpose. These uses may involve either the dredged material or the placement site as the integral component of the beneficial use.

Berm. A sloped wall or embankment used to prevent inflow or outflow of material and/or water into or from an area.

Beveled Building Corner. A rounded or flat edge on a building, usually at a street corner; may include an entrance, windows, pillars, or other architectural details and ornamentation.

Block. A parcel of land or group of lots bounded by intersecting streets. See also Chapter 16.120.

Boarding, Lodging or Rooming House. A residential type of building or portion thereof, other than a hotel or motel, where lodging with or without meals is provided for not less than two persons nor more than 10 persons, not including members of the owner- or tenant-occupied family.

Boat House. A floating or pile-supported structure used for the protection and storage of a boat or boats.

Boat Ramp. An improved sloped surface extending from a shoreland area into an aquatic area suitable for removing a boat from the water and launching a boat into the water from a trailer.

Bollard. A post of metal, wood or masonry that is used to separate or direct traffic (vehicles, pedestrians and/or bicycles). Bollards are usually decorative, and may contain sidewalk or pathway lighting.

Boulevard. A major landscaped street (arterial) that carries moderate to heavy volumes of traffic at moderate to high speeds with broad open space areas; typically with planted medians. See Chapter 16.132.

Break-a-Way Wall. A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Bridge Crossing. The portion of a bridge spanning a waterway, not including supporting structures or fill located in the waterway or adjacent wetlands.

Bridge Crossing Support Structure. Piers, piling, abutments, and similar structures necessary to support a bridge span, but not including fill for causeways or approaches.

Buildable Lot. A legal lot which is proposed for use in compliance with this Code and has received approval of the water supply and sewerage disposal method as appropriate to such use.

Building. Any structure used or intended for supporting or sheltering any use or occupancy. Recreational vehicles and fences are not included in this definition.

Building Footprint. The outline of a building, as measured around its foundation.

Building Height. The vertical distance above a reference datum measured to the highest point of the coping of a flat roof, to the deck line of a mansard roof, or to the average height (the center height between the highest and lowest point) of the highest gable of a pitched or hipped roof. The height of a stepped or terraced building is the maximum height of any segment of that building. The reference datum shall be whichever of the following two measurements results in the greater building height:

1. The reference datum is the lowest grade when the highest ground surface within a five-foot horizontal distance of the exterior wall of the building is not more than 10 feet above that lowest grade (see also definition of "Grade");

2. The reference datum is 10 feet higher than the lowest grade when the ground surface described in paragraph (1) above is 10 feet of more above that lowest grade (see also definition of "Grade").

Building Mass. The aggregate size of a building, or the total height, width, and depth of all its parts.

Building Scale. The dimensional relationship of a building and its component parts to other buildings.

Bulkhead. A vertical wall of steel, timber or concrete used for erosion protection or as a retaining wall.

Business Service Establishment. Businesses primarily engaged in rendering services to other business establishments. These services include, but are not limited to, employment services, advertising services, consumer credit and reporting services, collection services, mailing services, and building maintenance services. Not included in this definition are repair, professional, educational or contract construction services.

Capacity. Maximum holding or service ability, as used for transportation, utilities, parks and other public facilities.

Care Facility. See "Residential Facility."

Cellular Tower. See "Wireless Communication Facility."

Centerline Radius. The radius of a centerline of a street right-of-way.

Child Care Center. Provides care and supervision of four or more, not to exceed 12 minor children for periods of less than 24 hours. See also ORS 657A for certification requirements.

Clamshell Dredge. A mechanical cable excavator dredge that uses a single bucket attached to the dredge crane with cables. The dredge operates by lifting the bucket (the clamshell), dropping it into the bottom sediments, lifting the bucket and dredged material to the surface, and emptying the dredged material into a nearby disposal facility or barges for transportation to either an upland or in-water site disposal facility.

Clear and Objective. Relates to decision criteria and standards that do not involve substantial discretion or individual judgment in their application.

Coastal High Hazard Area. An area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on the FIRM as Zone

Coastal Shorelands. Those areas immediately adjacent to the ocean, estuaries, associated wetlands, and coastal lakes. Coastal shorelands are limited in landward extent by the coastal shorelands boundary, described in the Comprehensive Plan.

Collector. A street or road supplementary to the arterial street system and a means of interconnection between this system and smaller areas used to some extent for through traffic and to some extent for access to abutting properties. See Section 16.136.010.

Commercial. Land use involving buying/selling of goods or services as the primary activity.

Commercial Timber Harvesting. The harvesting of timber for commercial purposes on tracts of land larger than one acre.

Common Area. Land commonly owned to include open space, landscaping or recreation facilities (e.g., typically owned by homeowners associations).

Communication Facility. Power and communication lines and towers, antennas, microwave receivers and transmitters, and wireless communication facilities.

Communication Service Establishment. Businesses primarily engaged in communication activities, including newspaper and printing services, television and radio services, and telephone and telegraphy services.

Community Garden. A piece of land cultivated and planted with fruits and vegetables by members of a community. May also include structures for storage of garden equipment and cleaning of fruits and vegetables (i.e., garden shed, gazebo, etc.).

Comprehensive Plan. The comprehensive development plan for the City of Warrenton, comprising plans, maps and reports or any combination thereof, relating to the City's economy, physical growth, development, and redevelopment.

Conditional Use. A use, which requires a conditional use permit. See Chapter 16.220.

Condominium. A building, or group of buildings, in which dwelling units, offices, or floor area are owned individually, and the structure, common areas, and facilities are owned by all the owners on a proportional, undivided basis. Condominium means unit ownership pursuant to Oregon Revised Statutes, including multiple-unit buildings or single-unit buildings, or any combination thereof. See also "Multifamily Housing Development."

Confined Aquatic Disposal (CAD). An in-water disposal location where dredged material is contained (see "Confined Disposal Facility"). Contaminated and capping material is placed in a natural or man-made bottom depression providing lateral support to the capped mound.

Confined Disposal Facility (CDF). Include any disposal location where dredged material is contained, upland, in-water, or near-shore. Such disposal involves the controlled placement of the dredged material at a designated dredged material disposal site. Such a process may involve the construction of levees or other holding facilities as a means of containing the material.

Consensus. Agreement or consent among participants.

Conservation Easement. An easement that protects identified conservation values of the land, such as wetlands, woodlands, significant trees, floodplains, wildlife habitat, and similar resources.

Corner Radius. The radius of a street corner, as measured around the curb or edge of pavement.

Cornice. The projecting horizontal element that tops a wall or flat roof.

Cottage Manufacturing. A small-scale, decentralized manufacturing business often operated out of a home rather than a purpose-built facility.

Courtyard. A court or enclosure adjacent to a building, which usually provides amenities such as gardens, planters, seating, or art.

~~Courtyard Cottages.~~ **Cottage Clusters. Consist of Four or more cottages that are built or placed around a shared open space and shared parking. Cottages are subject to Chapter 16.202.** ~~Four or more cottages that are 1,200 square feet or less built or placed around a shared open space and shared side yard parking. Cottages can be on fee simple lots or one lot in common ownership.~~

Critical Facility. A facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency response installations, installations which produce, use or store hazardous materials or hazardous waste.

Curb Cut. A driveway opening where a curb is provided along a street.

Day Care. The residence of the day care provider which receives no more than three children for the purpose of providing care (excludes children's relatives).

Deciduous. Tree or shrub that sheds its leaves seasonally.

Dedication. The designation of land by its owner for any public use as shown on a subdivision plat or deed. The term may also be used for dedications to a private homeowners association.

Density. A measurement of the number of dwelling units in relationship to a specified amount of land. As used in this Code, density does not include land devoted to street right-of-way. Density is a measurement used generally for residential uses but is also applied to mixed use developments. Density calculations resulting in fractions of more than one-half can be rounded up.

1. Maximum. The maximum amount of dwelling units on a given lot that is larger than one acre.

2. Minimum. The amount of dwelling units that are the minimum necessary to develop a one acre or larger lot.

3. Net. The amount of density allowed when non-buildable land (wetlands, riparian, floodplain) is subtracted from the gross acres.

Department Store. A store that carries several lines of merchandise and is organized into separate departments for the purpose of promotion, service, accounting and control.

Designated Water-Dependent Shoreland Site. An estuarine shoreland area designated in a comprehensive plan and land use regulation to comply with Coastal Shoreland Uses Requirement 2 of Goal 17, Coastal Shorelands [OAR 660-015-0010(2)].

Development. Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

Dike.

1. Dredged Material Disposal. A structure consisting of sediments, rock, or other material designed to contain the dredged material and allow for settling of solids in a specific area while it is being deposited and after deposition has occurred.
2. Flood Protection. A structure designed and built to prevent inundation of a parcel of land by water.

Discontinued. With regard to residential structures in the general commercial (C-1) zoning district, a discontinued building is one that can be classified as a dangerous building and/or can no longer be used for habitation purposes, as determined by the building official. For general regulatory purposes, "discontinue" means to interrupt the continuance of; to put an end to; to cause to cease; to cease using, to stop; to leave off. See Sections 16.44.020 and 16.48.020. See also Chapter 16.276, Nonconforming Uses and Development.

Discretionary. Describes a permit action or decision that involves substantial judgment or discretion.

Dividing Land. The process of separating a parcel of land or a lot into a number of lots or parcels by partitioning or subdividing. The dividing has occurred when an approved plat or map has been filed. See Chapter 16.216, Land Divisions and Lot Line Adjustments.

Dock. A pier or secured float for vessel moorage, fishing, or other water use.

Dolphin. A structure consisting of two or more wood, concrete or steel pilings, usually fastened together by means of cable, and driven into the bottom of an aquatic area.

Double Frontage Lot. A lot having frontage on two parallel (or near parallel) streets other than alleys. See "Through Lot."

Dredged Material. Sediments, sand, gravel, and other solids removed from an aquatic area.

Dredged Material Disposal. The deposition of dredged materials in aquatic or upland areas.

Dredged Material Evaluation Framework (DMEF). The DMEF provides a consistent technical framework to follow in identifying environmentally acceptable alternatives for the management of dredged material. This document represents the best available knowledge regarding dredged material assessment. As new information and technologies become available the document will be updated. The DMEF was prepared by a working group of the following agencies: ACOE, EPA, and DEQ.

Dredging. The removal of sediment or other material from an aquatic area for the purpose of deepening the area, obtaining fill material, or maintaining existing structures.

Dredging Project Proponent. The entity that is undertaking the dredging and dredged material disposal project.

Drift Right. A specific area or section of river bottom that has been cleared of snags and sunken debris and is shared and actively maintained by a group of fishermen as their fishing grounds.

Drip-Line. The distance around a tree or shrub from the trunk to the canopy (leaf and branch) spread.

Drive Lane/Travel Lane. An improved (e.g., paved) driving surface for one lane of vehicles.

Drive-Through/Drive-Up Facility. A facility or structure that is designed to allow drivers to remain in their vehicles before and during an activity on the site. Drive-through facilities may serve the primary use of the site or may serve accessory uses. Examples are drive-up windows; automatic teller machines; coffee kiosks and similar vendors; menu boards; order boards or boxes; gas pump islands; car wash facilities; auto service facilities, such as air compressor, water, and windshield washing stations; quick-lube or quick-oil change facilities; and drive-in theaters. All driveways queuing and waiting areas associated with a drive-through/drive-up facility are similarly regulated as part of such facility.

Driveway. Areas that provide vehicular access to a site, except for public and private streets. A driveway begins at the property line and extends into the site. Driveways do not include parking, maneuvering, or circulation areas in parking space areas. See Chapter 16.120, Access and Circulation.

Driveway Apron/Approach. The edge of a driveway where it abuts a public way; usually constructed of concrete. See Section 16.120.020.

Drought-Tolerant/Drought-Resistant Plants. Refer to Sunset Western Garden Book (latest edition).

Dune. A hill or ridge of sand built up by wind along sandy coasts.

1. Active. A dune that migrates, grows and diminishes from the force of wind and supply of sand. Active dunes include all open sand dunes, active hummocks and active foredunes.

2. Conditionally Stable. A dune presently in a stable condition, but vulnerable to becoming active due to fragile vegetative cover.

3. Older Stabilized. A dune that is stable from wind erosion and that has significant soil development and that may include diverse forest cover. May include older foredunes.

4. Open Sand. A collective term for active unvegetated dune land forms.

5. Recently Stabilized. A dune with sufficient vegetation to be stabilized from wind erosion, but with little, if any, development of soil or cohesion of sand under the vegetation. Recently stabilized dunes include conditionally stable foredunes, conditionally stable dunes, dune complexes, and younger stabilized dunes.

6. Younger Stabilized. A wind stable dune with weakly developed soils and vegetation.

Duplex. A detached building located on a single legal lot that contains two attached dwelling units designed for occupancy by two families.

Dwelling.

1. ~~Accessory. A small, secondary housing unit, usually the size of a studio apartment, located on the same legal lot as a detached single-family residence. The accessory dwelling can be a detached cottage, a unit attached to a garage, or in a portion of an existing house. For purposes of this Code, an accessory dwelling is an accessory structure and shall comply with the accessory structure standards of Chapter 16.180 and more particularly Section 16.180.040, Accessory Dwelling Standards.~~

2. ~~Multifamily. A building located on a single legal lot designed and used for occupancy by four or more families, all living independently of each other, and having separate housekeeping facilities for each family.~~

3. ~~Single-Family. An attached or detached building located on a single legal lot designed and used for occupancy by one family.~~

4. ~~Single-Family Attached (Duplex, Townhome, Triplex, Rowhouse). Two (duplex, townhome) or more (triplex, rowhouse) single-family dwellings with common end walls. See Chapter 16.184, Single-Family Attached, Duplex, and Triplex Design Standards.~~

1. **Single-family detached: One dwelling unit located on a lot or parcel.**

2. **Accessory dwelling: A small, secondary housing unit, usually the size of a studio apartment, located on the same legal lot as a single-family detached unit. The accessory dwelling can be a detached cottage, a unit attached to a garage, or in a portion of an existing house. For purposes of this Code, an accessory dwelling is an accessory structure and shall comply with the accessory structure standards of Chapter 16.180 and more particularly Section 16.180.040, Accessory Dwelling Standards.**

3. **Townhouse (single-family attached/rowhouse): A dwelling unit constructed in a row of two or more attached units, where each dwelling unit is located on an individual lot or parcel and shares at least one common wall with an adjacent unit.**

4. **Duplex: Two ~~attached~~ dwelling units on a lot or parcel in any configuration.**

5. **Triplex: Three dwelling units on a lot or parcel in any configuration.**

6. **Quadplex: Four dwelling units on a lot or parcel in any configuration.**

7. **Multifamily: Five or more dwelling units located on a lot or parcel subject to the provisions of Chapter 16.188.**

Dwelling Unit. A living facility that includes provisions for sleeping, eating, cooking and sanitation, as required by the Uniform Building Code, for not more than one family, or a congregate residence for 10 or less persons. (UBC 205) Recreational vehicles or temporary structures are not included in this definition.

Easement. A right of usage of real property granted by an owner to the public or to specific persons, firms, and corporations.

Educational Service Establishment. Businesses primarily engaged in education, including vocational and trade schools, business and stenographic schools, art and music schools, dancing schools, and correspondence schools.

Effluent.

1. With respect to water quality in general, treated or untreated liquid discharged from a point source.

2. With respect to dredging, water, including dissolved and suspended materials, which flows from a dredged material disposal site.

Elevated Building. For insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

Elevation. Refers to a building face, or scaled drawing of the same, from grade to roof ridgeline.

Emergency. With respect to permit requirements in the Columbia River Estuary, emergency conditions are limited to: (1) severe bankline or dike erosion during a storm event or a high tide that threatens property or public safety; or (2) oil or hazardous waste spills subject to U.S. Coast Guard Captain of the Port (COTP) authority; or (3) a 100-year (or more severe) flood event; or (4) flooding caused by a tsunami; or (5) extreme sedimentation, such as that caused by the eruption of Mt. St. Helens.

Environmentally Sensitive Areas. See "Sensitive Lands."

Estuarine Enhancement. An action which results in a long-term improvement of existing estuarine functional characteristics and processes that is not the result of a creation or restoration action.

Estuarine Open Water Dredged Material Disposal. All types of in-water dredged material disposal within the estuary which do not fall into the classifications of flow-lane disposal, beach nourishment, sump disposal, and disposal to provide fill material for an approved aquatic area fill project.

Estuary. A body of water semi-enclosed by land, connected with the open ocean, and within which salt water is usually diluted by freshwater derived from the land. The estuary includes: estuarine water, inter-tidal areas, and submerged lands.

Evidence. Application materials, plans, data, testimony and other factual information used to demonstrate compliance or noncompliance with a code standard or criterion.

Existing Manufactured Home Park or Subdivision. See "Manufactured Home Park."

Expansion to an Existing Manufactured Home Park or Subdivision. See "Manufactured Home Park."

Family. One person or two or more persons related by blood, marriage, legal adoption, or guardianship; or a group of not more than five persons (excluding employees) all or part of whom are not related by blood, marriage, legal adoption or guardianship, living together as a single housekeeping unit in a dwelling unit. For purposes of accessory dwellings, family members shall include only those persons related by blood, marriage, legal adoption, or guardianship. "Household" may be used interchangeably with "family."

Family Day Care. See "Child Care Center."

Fence. An accessory structure designed and intended to serve as a barrier or as a means of enclosing a yard or other area or other structure; or to serve as a boundary feature separating two or more properties.

1. Sight-Obscuring. A fence designed to obstruct vision.

Fill. The placement by man of sand, sediment, or other material to create new uplands or raise the elevation of land.

Fire Apparatus Lane. Shall be as defined in the Uniform Fire Code, as amended.

Flag Lot. A lot or parcel which has access to a road, street or easement, by means of a narrow strip of lot or easement.

Flood or Flooding. A general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland or tidal waters; and/or (2) the unusual and rapid accumulation or runoff of surface waters from any source.

Flood Insurance Rate Map (FIRM). The official map on which the Federal Insurance Administrator has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study. The official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Hazard Boundary-Floodway map, and the water surface elevation of the base flood.

Floodway. The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

Floor Area. The area of the building, exclusive of porches and exterior stairs which shall extend to the exterior faces of all walls. Floor area shall include all levels within a structure, including mezzanines and additional stories above the first floor.

Flow-Lane Disposal. In-water deposition of dredged material in or adjacent to the maintained navigation channel. Flow-lane disposal is allowed only in development management units between 20 and 65 feet below MLLW.

Food Cart. A vehicle from which foodstuffs and/or refreshments are sold or offered for sale for human consumption, primarily operating from a single location for more than a month;

Food Pod. A site containing two or more food carts and associated amenities on private or public property.

Foredune.

1. Active. An unstable barrier ridge of sand paralleling the beach and subject to wind erosion, water erosion, and growth from new sand deposits. Active foredunes may include areas with beach grass and occur on sandspits and at river-mouths as well as elsewhere.

2. Conditionally Stable. An active foredune that has ceased growing in height and that has become conditionally stable with regard to wind erosion.

3. Older. A conditionally stable foredune that has become wind stabilized by diverse vegetation and soil development.

Frontage. The dimension of a property line abutting a public or private street.

Frontage Street or Road. A minor street which parallels an arterial street in order to provide access to abutting properties and minimize direct access onto the arterial.

Functional Classification. The classification given to streets (e.g., "local/collector/arterial") by the City's Comprehensive Plan, Transportation System Plan, adopted county plans, and Oregon Department of Transportation.

Grade, Ground Level. The average elevation of the finished ground elevation at the centers of all walls of a building, except that if a wall is parallel to and within five feet of a sidewalk, the sidewalk elevation nearest the center of the wall shall constitute the ground elevation.

Groundcover. A plant material or non-plant landscape material (e.g., mulch, bark chips/dust, hardscape materials) that is used to cover bare ground. See also Chapter 16.124, Landscaping, Street Trees, Fences and Walls.

Habitable Floor. Any floor usable for living purposes, which includes working, sleeping, eating, cooking or recreation, or a combination thereof. A floor used only for storage purposes is not a habitable floor.

Hammerhead Turnaround. A "T" or "L" shaped dead-end street that allows for vehicles to turn around. See also Section 16.136.020.

Hardscape. Non-plant landscape materials, including pathways, decorative pavers, benches, drinking fountains, arbors, pergolas, playgrounds, plazas, and similar amenities.

Hazardous Soils. Soils which may be hazardous to facilities on the parcel or to nearby property due to the soil's load bearing capacity, the potential for wind or water erosion, or the soil's wetness or slope characteristics.

Hearings Body. Land use decision-making bodies, which consists of the Planning Commission, hearings officer, or City Commission when conducting public hearings on land use applications.

Hearings Officer. An independent land use consultant or attorney hired to conduct public hearings and make final decisions, subject to Section 16.208.020(C)(3) on Type III land use applications.

Height of Building. The vertical distance from the grade to the highest point of the coping of a flat roof, to the deck line of a mansard roof, or to the center height between the highest and lowest point of other types of roofs. See "Building Height."

Historic Structure. Any structure that is: (1) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (2) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (3) individually listed on a State inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (4) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified

either: (a) by an approved state program as determined by the Secretary of the Interior, or (b) directly by the Secretary of the Interior in states without approved programs.

Home Occupation. Any lawful business, profession, occupation, or trade conducted for gain or support entirely within a dwelling unit (or a structural accessory thereto) by its inhabitants only, which use is accessory, incidental, and secondary to the use of the building for dwelling purposes and does not change the essential residential character or appearance of such building. Home occupations are permitted in all residential zones when authorized by the Community Development Director and determined to be consistent with the provisions of Section 16.240.020. Not included in this definition is "Home Office."

Home Office. That portion of a primary residence (not accessory structure) that is used for client meetings, bookkeeping, Internet-only businesses, telecommuting, or other similar activity that is accessory, incidental, and secondary to the primary business use that is conducted off-site or in cyberspace. Home offices are differentiated from home occupations by having no measurable effect on the traffic, noise, and appearance of the residence and surrounding area. Home offices are permitted uses in all residential zones. Compliance with the minimum standards of Section 16.240.030, Home Office Permits, is required.

Homestay Lodging. A short-term rental in an owner-occupied, single-family detached dwelling unit using up to five bedrooms, including bedrooms in accessory dwellings.

Hopper Dredge. A hopper dredge is a type of hydraulic dredging consisting of a propelled floating plant, capable of dredging material, storing it onboard, transporting it to the disposal area, and dumping it. Material from hopper dredges is disposed of in deep water in or alongside the navigation channel.

Hotel. A building in which lodging is provided for guests for compensation. Also includes motel, youth hostel and dormitory.

Household. See "Family."

Human-Scale Design/Development. Site and building design elements that are dimensionally related to pedestrians, such as: small building spaces with individual entrances (e.g., as is typical of downtowns and main street developments); larger buildings which have articulation and detailing to break up large masses; narrower streets with tree canopies; smaller parking areas or parking areas broken up into small components with landscaping; and pedestrian amenities, such as sidewalks, plazas, outdoor seating, lighting, weather protection (e.g., awnings or canopies), and similar features. These features are all generally smaller in scale than those which are primarily intended to accommodate automobile traffic.

Impervious Surface. Development which does not allow for water infiltration (e.g., pavement, roofs, compacted gravel (as in a gravel driveway or roadway), etc.).

Incidental and Subordinate to. A use or portion of a development that is secondary to, and less apparent, than the primary use or other portion of the development.

Incidental Use. A use that is in conjunction with, and smaller than, the main part of the facility or use.

Infill. The development of vacant, bypassed lands located in an area that is mainly developed.

Intertidal. Between extreme low tide and the landward limit of aquatic vegetation or, where vegetation is absent, mean higher high water.

In-Water Disposal. Deposition of dredged materials in a body of water. Methods include beach nourishment, flow-lane disposal, estuarine open-water disposal, in-water sump disposal, agitation dredging and ocean disposal.

Junk Yard. Old metal, paper, rags, scrap, etc. to throw away or sell as junk. This type of use is not allowed in any of the zoning districts within the City limits of Warrenton.

Land Disposal. Deposition of dredged material on uplands or shorelands, including on the top or landward sides of flood control dikes.

Land Division. The process of dividing land to create parcels or lots.

Landing. A level part of a staircase, as at the end of a flight of stairs.

Landscaping. Any combination of living plants such as trees, shrubs, plants, vegetative ground cover or turf grasses, and may include structural features such as walkways, fences, benches, plazas, works of art, reflective pools, fountains or the like. Landscaping also includes irrigation systems, mulches, topsoil, and revegetation or the preservation, protection and replacement of existing trees.

Land Transportation Facility. Highways, railroads, bridges and associated structures and signs which provide for land transportation of motorized and non-motorized vehicles. Logging roads are not included in this definition.

Land Use. The main activity that occurs on a piece of land, or the structure in which the activity occurs (e.g., residential, commercial, mixed use, industrial, open space, recreation, street rights-of-way, vacant, etc.).

Land Use District. As used in this Code, a land use district is the same as a zone district.

Lane, Mid-Block Lane. A narrow, limited use roadway facility usually used to access a limited number of dwelling units, similar to an alley in design.

Large Scale Development. A development which is: (1) a planned unit development, manufactured dwelling park, recreational vehicle park, or campground; or (2) a multifamily housing development or row house/townhouse (single-family attached) development which

within two calendar years will have 10 or more dwelling units; or (3) a commercial, industrial, public or institutional development which within two calendar years will use two or more acres of land or will have buildings with 10,000 square feet or more of floor area; or (4) dependent on the expansion of City utility system(s) to service the development, including, but not limited to, development (or improvement) of transportation facilities or water and/or sewer mainline extensions.

Legal Lot. A unit of land that meets the minimum requirements of the zone in which it is situated. See Chapter 16.236, Code Interpretations, for additional information on legal lot determination procedures.

Legislative. A legislative action or decision is the making of law, as opposed to the application of existing law to a particular use (e.g., adoption of, or amendment to, a comprehensive plan or development regulation). See Section 16.208.060.

Levee.

1. A man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding; or

2. With regard to dredged material disposal, a structure consisting of sediments, rock, or other material designed to contain the dredged material and allow for settling of solids in a specific area while it is being deposited and after deposition has occurred. Flood control levees are sometimes repaired or reinforced with dredged material.

Levee System. A flood protection system which consists of a levee or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Level of Service. For transportation, a standard of a street's carrying capacity, based upon prevailing roadway, traffic and traffic control conditions during a given time period. The Level of Service range, from LOS A (free flow) to LOS F (forced flow), describes operational conditions within a traffic stream and their perception by motorists/passengers. Level of Service is normally measured for the peak traffic hour, at intersections (signalized or unsignalized) or street segments (between signalized intersections).

Livestock. Domestic animal types customarily raised or kept on farms.

Local Improvement District (LID). A small public district formed for the purpose of carrying out local improvements (paving of streets, construction of storm sewers, development of a park, etc.). Property owners within the LID are assessed for the cost of the improvements in accordance with ORS 223.387-223.485. See also Division 3.

Log Dump or Sort Area. The use of an area to transfer logs between land and water, normally associated with log storage/sort yards, log booming or processing/shipping facilities where rafts are built or dismantled.

Log Storage (In-Water). The use of water surface area to store commercial logs in rafts until ready for market.

Lot. A single unit of land that is created by a subdivision of land.

1. Buildable. A legal lot which is proposed for use in compliance with this Code and has received approval of the water supply and sewerage disposal method as appropriate to such use.

2. Corner. A lot abutting on two or more streets, other than an alley, at their intersection.

3. Legal. A unit of land that meets the minimum requirements of the zone in which it is situated.

4. Of Record. Any lot or parcel lawfully created by subdivision or partition plat of record in the County Clerk's Office or lawfully created by deed or land sales contract prior to land use partitioning requirements, and of record in the Deed Records of Clatsop County. Development of a "lot of record" is contingent on compliance with all applicable development standards of this Code, state and federal statutes, and administrative rules. See Chapter 16.236, Code Interpretations, for additional information about lot of record determination procedures.

5. Through. A lot with frontage on two parallel streets, other than alleys.

Lot Area. The total surface area (measured horizontally) within the lot lines of a lot exclusive of streets and easements of access to other property.

Lot Coverage. The area of a lot covered by a building or buildings expressed as a percentage of the total lot area.

Lot Line. The property line bounding a lot.

1. Front. The lot line separating the lot from the street, other than an alley. In the case of a corner lot, the front lot line is the shortest lot line along a street other than an alley. In the case of a through lot, each street has a front lot line.

2. Rear. The lot line which is opposite and most distant from the front lot line. In the case of an irregular, triangular or other shaped lot, a line 10 feet in length within the lot parallel to and at a maximum distance from the front lot line.

3. Side. Any lot line not a front or rear lot line.

Lot Line Adjustment. The adjustment of a property line by the relocation of a common line between lots or parcels, where no additional lots are created. See Section 16.216.210.

Lot Width. The average horizontal distance between the side lot lines, ordinarily measured parallel to the front lot line.

Lowest Floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered the building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Code.

Main/Primary Entry/Entrance. A main entrance is the entrance, or entrances, to a building that most pedestrians are expected to use. Generally, smaller buildings have one main entrance. Main entrances may also be the widest entrance of those provided for use by pedestrians. In multi-tenant buildings, main entrances open directly into the building's lobby or principal interior ground level circulation space. When a multi-tenant building does not have a lobby or common interior circulation space, each tenant's outside entrance is a main entrance. Buildings may also have main entrances opening directly into a reception or sales area, a courtyard, or plaza.

Maintenance and Repair. Routine upkeep of an existing structure or remedial restoration of a damaged structure. Maintenance and repair may involve changes in the structure's location, configuration, orientation, or alignment if these changes are limited to the minimum amount necessary to retain or restore its operation or function or to meet current building, engineering or safety standards.

Maintenance Dredging. Dredging of a channel, basin, or other water-dependent facility, which has been dredged before and is currently in use, or operation, or has been in use or operation sometime during the past five years, provided that the dredging does not deepen the facility beyond its previously authorized or approved depth plus customary advanced maintenance dredging.

Major Utility. Towers, facilities and lines for communication or power transmission; wastewater treatment plants; stormwater and treated wastewater outfalls, both municipal and industrial; and major water, sewer and gas lines.

Maneuvering Area/Aisle. Refers to the driving area in a parking lot where motor vehicles are able to turn around and access parking spaces.

Manufactured Dwelling.

1. Manufactured Home. A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed in accordance with federal manufactured housing construction and safety standards and regulations in effect at the time of construction.

2. Mobile Home. A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed between January 1, 1962, and June 15, 1976, and met the construction requirements of Oregon mobile home law in effect at the time of construction.

3. Residential Trailer. A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed before January 1, 1962.

"Manufactured dwelling" does not mean any building or structure constructed to conform to the State of Oregon Structural Specialty Code or the One and Two Family Dwelling Code adopted pursuant to ORS 455.100 to 455.450 and 455.610 to 455.630 or any unit identified as a recreational vehicle by the manufacturer.

Manufactured Dwelling Park. As defined by ORS 446.003(27): Any place where four or more manufactured dwellings are located within 500 feet of one another on a lot, tract or parcel of land under the same ownership, the primary purpose of which is to rent or lease space or keep space for rent or lease to any person for a charge or fee paid or to be paid for the rental or lease or use of facilities or to offer space free in connection with securing the trade or patronage of such person. "Manufactured dwelling park" does not include a lot or lots located within a subdivision being rented or leased for occupancy by no more than one manufactured dwelling per lot if the subdivision was approved by the local government unit having jurisdiction under an ordinance adopted pursuant to ORS 92.010 to 92.190. See Chapter 16.172.

Manufactured Home. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

Manufactured Home Park or Subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

1. Existing. A manufactured home park subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of

streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the adopted floodplain management regulations.

2. Expansion. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

3. New. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations.

Marina. A facility which provides moorage, launching, storage, supplies and a variety of services for recreational, commercial, and fishing vessels. They are differentiated from individual docks and moorages by their larger scale, the provision of significant landside services or the use of a solid breakwater (rock, bulkheading, etc.).

Mean Sea Level (MSL). The average height of the sea for all stages of the tide.

Mining and Mineral Extraction. The removal for economic use of minerals, petroleum resources, sands, gravel or other naturally occurring materials from shorelands or submerged lands.

Ministerial. A routine governmental action or decision that involves little or no discretion. The issuance of a building permit is such an action. See also Section 16.208.040.

Minor Navigation Improvements. Alterations necessary to provide water access to existing or permitted uses including dredging for access channels and for maintaining existing navigation but excluding fill and in-water navigational structures other than floating breakwaters or similar permeable wave barriers.

Mitigation. To avoid, rectify, repair, or compensate for negative impacts which result from other actions (e.g., improvements to a street may be required to mitigate for transportation impacts resulting from development).

1. In Kind. Any actions that duplicate the full array of wetland and aquatic area characteristics that are lost or impaired by a development action.
2. Off-Site. An area separated from the impact area by a significant distance and that offers little or no opportunity for reestablishing lost values and functions to organisms which originally benefited from the lost habitat.
3. On Site. An area adjacent to or near the impact area that offers a reasonable opportunity for reestablishing lost values and functions to organisms which originally benefited from the lost habitat.
4. Out-of-Kind. Any action that replaces wetland or aquatic area characteristics that have been impaired or lost due to a development action with a different set of characteristics that are judged to be of equal resource value.
5. Wetland. The reduction of adverse effects of a proposed development project in wetlands by considering, in the following order: (1) avoiding the impact altogether by not

taking a certain action or parts of an action; (2) minimizing impacts by limiting the degree or magnitude of an action and its implementation; (3) rectifying the impact by repairing, rehabilitating or restoring the affected environment; (4) reducing or eliminating the impact over time by preservation and maintenance operations; and (5) compensating for the impact by creation, restoration, or enhancement of wetlands and aquatic areas to maintain their functional processes, such as natural biological productivity, habitat and species diversity, unique features and water quality. Any mitigation action or combination of actions may involve monitoring and remedial follow up measures.

Mixed Use. Commercial and residential space built on the same lot in vertical or horizontal format.

Modular Home. A dwelling unit manufactured off-site, built to be used for permanent residential occupancy, to be set on a permanent foundation, and conforming to the Uniform Building Code.

Moorage. Piling, a dock, or buoys or some combination of these used to secure a boat, ship or barge.

~~Multifamily Housing Development. A building or grouping of related buildings that contain four or more dwelling units (total) located on a single legal lot and sharing common walls, floor/ceilings, courtyard, playground, parking area, or other communal amenity. Included in this definition is "condominium." Unless otherwise permitted by this Code (i.e., master planned developments), single-family dwellings are not permitted in multifamily housing developments. See Chapter 16.188 for multifamily housing design standards.~~

Multi-Use Pathway. See Section 16.120.030.

Municipal Support Structure. City-owned buildings used for the purpose of fire protection, police, administration, municipal court, public works, recycling, and similar uses.

Natural Hazard. Natural areas that can cause dangerous or difficult development situations. For example, natural hazard areas include steep slopes, unstable soils, landslides, flood areas.

Navigation Aid. Beacons, buoys, lights, range markers and other objects providing directional assistance for air or water navigation.

Navigational Structures. Jetties, groins, pile dikes, breakwaters and other in-water structures designed to change or moderate hydraulic characteristics for the purpose of improving navigation.

Neighborhood. A geographic area lived in by neighbors and usually having distinguishing character.

Neighborhood-Scale Design. Site and building design elements that are dimensionally related to housing and pedestrians, such as narrower streets with tree canopies, smaller parking areas, lower building heights (as compared to downtown areas) and similar neighborhood characteristics. These features are generally smaller in scale than those which are primarily intended to accommodate automobile traffic.

New Construction. Structures for which the "start of construction" commenced on or after the effective date of this Development Code.

New Manufactured Home Park or Subdivision. See "Manufactured Home Park or Subdivision."

New Work Dredging. Dredging a channel, basin, or other water-dependent facility that has not been dredged before; deepening an existing dredged channel, basin, or other water-dependent facility beyond its previously authorized or approved depth; dredging a channel, basin, or other water-dependent facility that has not been in use or operation in the past five years.

Nonconforming Structure or Use. A lawful, existing structure or use at the time this Development Code or any amendment thereto becomes effective, which does not conform to the requirements of the zone in which it is located. See Chapter 16.276.

Non-Native Invasive Plants. See Oregon State University Extension Service Bulletin for Warrenton.

Nursing or Convalescent Home. A facility providing one, some or all of the following services:

1. Alzheimer's Care Unit. A special care unit in a designated, separate area for individuals with Alzheimer's disease or other dementia that is locked, segregated, or secured to prevent or limit access by a resident outside the designated or separated area. An Alzheimer's care unit is referred to as a memory care community.

2. Assisted Living Facility (ALF). A building, complex, or distinct part thereof, consisting of fully self-contained, individual living units where six or more seniors and adult individuals with disabilities may reside in homelike surroundings. The assisted living facility offers and coordinates a range of supportive services available on a 24-hour basis to meet the activities of daily living, health, and social needs of the residents as described in these rules. A program approach is used to promote resident self-direction and participation in decisions that emphasize choice, dignity, privacy, individuality, and independence.

3. Residential Care Facility (RCF). A building, complex, or distinct part thereof, consisting of shared or individual living units in a homelike surrounding where six or more seniors and adult individuals with disabilities may reside. The residential care facility offers and coordinates a range of supportive services available on a 24-hour basis to meet the activities of daily living, health, and social needs of the residents as described in these rules. A program approach is used to promote resident self-direction and participation in decisions that emphasize choice, dignity, individuality, and independence.

4. Nursing Facility. An establishment with permanent facilities including inpatient beds, that provide medical services, including nursing services, but excluding surgical procedures, and that provide care and treatment for two or more unrelated residents. In this definition, "treatment" means complex nursing tasks that cannot be delegated to an unlicensed individual. "Nursing Facility" shall only include facilities licensed and operated pursuant to ORS 441.020(2).

Ocean Disposal. The deposition of dredged material in approved ocean disposal sites.

Ocean Flooding. The flooding of lowland areas by salt water owing to tidal action, storm surge, or tsunamis (seismic sea waves). Land forms subject to ocean flooding include beaches, marshes, coastal lowlands, and low lying interdune areas. Areas of ocean flooding are mapped by the Federal Emergency Management Agency (FEMA). Ocean flooding includes areas of velocity flooding and associated shallow marine flooding.

Open Space. Lands, excluding streets, which remain substantially undeveloped for one or more of the following reasons: (1) public or private outdoor recreation (passive or active); (2) a buffer or separation between uses (excluding private yards and setbacks); or (3) managed resource preservation (such as freshwater wetlands).

Open Space Buffer. That area between two otherwise conflicting land uses which is designated to remain in open space in order to absorb sound, screen visual clutter and reduce other potential nuisances of the more intensive land use.

Orientation. To face toward a particular point of reference (e.g., a building oriented to the street).

Oriented to a Street. See "Orientation."

Outdoor Commercial Use. A use supporting a commercial activity which provides goods or services, either wholesale or retail, where the amount of site area used for outdoor storage of materials or display of merchandise exceeds the total floor area of all buildings on the site. Examples of outdoor commercial uses include automobile sales or services, nurseries, lumber yards and equipment rental businesses.

Overlay Zone/District. Overlay zones provide regulations that address specific subjects that may be applicable in more than one land use district. See also Chapters 16.92 through 16.112.

Owner. One who possesses title in property, or to whom property belongs with the requisite intent to own. This definition includes an authorized agent of the owner.

Parcel. A parcel is a single unit of land that is created by a partitioning of land.

Park Host. An approved RV site for a "park host" in a designated area of the City's dedicated parks, and the Hammond and Warrenton Marinas. A "park host" structure may be a RV or a park model approved by the City Manager.

Parking.

1. Lot Perimeter. The boundary of a parking lot area which usually contains a landscaped buffer area.

2. Off-Street. All off-street areas designed, used, required or intended to be used for the parking of motor vehicles. Off-street parking areas shall conform to the requirements of Chapter 16.128.

3. On-Street. Parking in the street right-of-way, typically in parking lanes or bays. Parking may be "parallel" or "angled" in relation to the edge of the right-of-way or curb. See also Chapter 16.128.

4. Space. An enclosed or unenclosed surfaced area, exclusive of maneuvering and access area, permanently reserved for the temporary storage of one motor vehicle, and connected with a street, driveway or alley which affords ingress and egress for motor vehicles. **Motor vehicle parking spaces shall meet the dimensional requirements of Section 16.128.030.C.**

Parking vs. Storage. "Parking" is the area used for leaving motor vehicles for a temporary time. "Storage" is to place or leave in a location for maintenance, repair, sale, rental, or future use.

Park Model. A structure designed for temporary use as a dwelling; less than 400 square feet in size and having a state license as a "recreational vehicle."

Partition Land. To divide land into two or three parcels within a calendar year, but does not include:

1. A division of land resulting from a lien foreclosure, foreclosure of a recorded contract for the sale of real property or the creation of cemetery lots;

2. Any adjustment of a property line by the relocation of a common boundary where an additional unit of land is not created and where the existing unit of land reduced in size by the adjustment complies with any applicable provision of this Code;

3. The division of land resulting from the recording of a subdivision or condominium plat;

4. A sale or grant by a person to a public agency or public body for state highway, county road, City street or other right-of-way purposes provided that such road or right-of-way complies with the applicable comprehensive plan and ORS 215.213(2)(p) to (r) and 215.283(2)(q) to (s). However, any property divided by the sale or grant of property for state highway, county road, City street or other right-of-way purposes shall continue to be considered a single unit of land until such time as the property is further subdivided or partitioned; or

5. A sale or grant by a public agency or public body of excess property resulting from the acquisition of land by the state, a political subdivision or special district for highways, county roads, City streets or other right-of-way purposes when the sale or grant is part of a property line adjustment incorporating the excess right-of-way into adjacent property. The property line adjustment shall be approved or disapproved by the applicable local government. If the property line adjustment is approved, it shall be recorded in the deed records of the county where the property is located.

Pathway/Walkway/Access Way. See Figure 16.120.030(A). As defined in this Code, a pathway or multi-use pathway may be used to satisfy the requirements for "access ways" in the Transportation Planning Rule. (OAR 660-012-045).

Permit. To consent to; to allow; permission, especially in written form; a document or certificate giving permission to do something; a license or warrant. The Warrenton Development Code provides for (1) development for which a permit is granted as of right on compliance with the terms of the Code; (2) development for which a permit is granted discretionarily in accordance and consistent with the requirements of the Code and ORS 227.173; (3) development which need

not be under a development permit but shall comply with the Code; and (4) development which is exempt from the Code.

Person. A natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate receiver, syndicate, branch of government, or any group or combination acting as a unit.

Personal Service Establishment. Businesses primarily engaged in providing services involving apparel or the care of a person, including laundering and dry cleaning services, beauty and barber services, garment alterations, and funeral homes.

Pier. Exterior vertical building elements that frame each side of a building or its ground-floor windows (usually decorative).

Piling. Wood, concrete or steel posts driven into the bottom in aquatic areas either as mooring devices, or to support a dock, float, range marker, or other structure.

Pipeline Dredge. Pipeline dredges usually consist of a large centrifugal pump mounted on a non-propelled, specially designed barge. The bottom materials are then pumped up through a large diameter suction pipe to the barge, and then to the disposal area through a pipeline. The dredging end of the suction pipe is equipped with a revolving cutter-head that breaks up the bottom for easier transport.

Planter Strip, Tree Cut-Out, Bulb-Out. A landscape area for street trees and other plantings within the public right-of-way, usually between the street and a sidewalk.

Plat. A final subdivision plat, replat or partition plat, prepared as specified in ORS 92.080, and recorded with the Clatsop County Assessor's Office. All plats shall also conform to Chapter 16.216, Land Divisions and Lot Line Adjustments.

Plaza. A public square or extra-wide sidewalk (e.g., as on a street corner) that allows for special events, outdoor seating, sidewalk sales, and similar pedestrian activity.

Pocket Park. A small park, usually less than one-half acre.

Primary. The largest or most substantial element on the property, as allowed in the zoning district: use, residence, entrance, etc. All other similar elements are secondary (see definition of "Secondary") in size or importance.

Professional Office. A room, rooms or building used for administrative, recordkeeping, consulting, management or related purposes by administrative, technical, managerial, executive or clerical staff.

Professional Service Establishment. Businesses primarily engaged in providing services such as medical and other health services, engineering and other architectural services, and accounting and bookkeeping services.

Public Facilities. See Chapter 16.136.

Public Improvements. Development of public facilities. See Chapter 16.136.

Public Use. A structure or use intended or used for a public purpose by a city, school district, county, state, or by any other public agency or by a public utility.

Public Utility. A private business or organization such as a public service corporation, performing some public service and subject to governmental regulation; or a governmental agency performing

similar public services. Such services shall include, but are not limited to, electricity, gas, and telephone.

Quasi-Judicial. Refers to an action or decision that requires substantial discretion or judgment in applying the standards or criteria of this Code, and usually involves a public hearing. See Section 16.208.050.

Recreation. Any experience voluntarily engaged in largely during leisure time from which the individual derives satisfaction.

1. Coastal. Recreation occurring in offshore ocean waters, estuaries and streams; along beaches and bluffs; and in adjacent shorelands. It includes a variety of activities, from

swimming, SCUBA diving, boating, fishing, hunting, use of dune buggies, shell collecting, painting, wildlife observation, and sightseeing; to coastal resorts and water-oriented restaurants.

2. High-Intensity. Recreation using specially built facilities, or occurring in such density or form that it requires or results in a modification of the area or resource. Campgrounds, golf courses, public beaches, and marinas are examples of high-intensity recreation.

3. Low-Intensity. Recreation not requiring developed facilities and accommodated without change to the area or resource. For example, boating, hunting, hiking, wildlife photography, and beach or shore activities can be low-intensity recreation. Facilities included as low-intensity recreation include picnic tables, trail signs, unpaved trails and portable restrooms.

4. Vehicle. A vehicle which is (1) built on a single chassis; (2) 400 square feet or less when measured at the largest horizontal projection; (3) designed to be self-propelled or permanently towable by a light duty truck; and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

5. Vehicle Park. A plot of land upon which two or more recreational vehicle sites are located, established or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreational or vacation purposes.

Regulatory Floodway. The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Repair Service Establishment. Businesses engaged primarily in repairing items and which undertake no more than a minimal amount of manufacturing.

Residence. Same as "Dwelling Unit."

Residential.

1. Care Facility. A facility licensed by or under the authority of the Department of Human Resources under ORS 443.400 to 443.460 which provides residential care alone or in conjunction with training or treatment or a combination thereof for six to 15 individuals who need not be related. Staff persons required to meet Department of Human Resources licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential facility.

2. Home. A home licensed by or under the authority of the Department of Human Resources under ORS 443.400 to 443.825 which provides residential care alone or in conjunction with training or treatment or a combination thereof for five or fewer individuals who need not be related. Staff persons required to meet Department of Human Resources licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential home.

Restoration. Revitalizing, returning, or replacing original attributes and amenities, such as natural biological productivity, aesthetic and cultural resources, which have been diminished or lost by past alterations, activities, or catastrophic events. For the purpose of Oregon Statewide

Planning Goal 16, estuarine restoration means to revitalize or reestablish functional characteristics and processes of the estuary diminished or lost by past alterations, activities, or catastrophic events. A restored area must be a shallow subtidal or an intertidal or tidal marsh area after alteration work is performed, and may not have been a functioning part of the estuarine system when alteration work began.

1. Active. Active restoration involves the use of specific remedial actions, such as removing fills, installing water treatment facilities, rebuilding deteriorated urban waterfront areas, or returning diked areas to tidal influence.

2. Passive. Passive restoration is the use of natural processes, sequences, and timing which occurs after the removal or reduction of adverse stresses without other specific positive remedial action.

Restoration as Mitigation. For the purposes of Statewide Planning Goal 16, "estuarine restoration" means to revitalize or reestablish functional characteristics and processes of the estuary diminished or lost by past alterations, activities, or catastrophic events. A restored area must be a shallow subtidal or an intertidal or tidal marsh area after alteration work is performed, and may not have been a functioning part of the estuarine system when alteration work began.

Retail Sales Establishment. Businesses, including restaurants or bars, which are primarily engaged in selling merchandise to customers for personal, household or farm use.

Retail Store. A store or place of business engaged in the sale of commodities or goods to final consumers.

Ridge Line (Building). The top of a roof at its highest elevation.

Right-of-Way. Land that is owned in fee simple by the public, usually for transportation facilities.

Riparian. Of, pertaining to, or situated on the edge of the bank of a river or other body of water, such as a lake or stream.

1. Area. The area adjacent to a river, lake, or stream consisting of the area of transition from an aquatic ecosystem to a terrestrial ecosystem.

2. Corridor. A Goal 5 resource that includes the water areas, fish habitat, adjacent riparian areas, and wetlands within the riparian area boundary.

3. Vegetation. Grasses, shrubs and trees growing in riparian areas.

Riprap. A layer, facing, or protective mound of stones selectively placed to prevent erosion, scour or sloughing of a structure or embankment; also, the stone so used. In local usage, the similar use

of other hard material, such as concrete rubble, is also frequently included as riprap.

Roadway. That part of a road or street that actually carries traffic. This term distinguishes the paved surface of a road or street from the broader term "right-of-way."

Roof Pitch. The slope of a roof, usually described as ratio (e.g., one foot of rise per two feet of horizontal distance).

Roof-Top Garden. A garden on a building terrace, or at top of a building with a flat roof (usually on a portion of a roof).

Sand Dunes. Naturally occurring accumulations of sand in ridges or mounds landward of the beach.

Secondary. Not primary as allowed in the zoning district (see definition of "Primary"); minor or lesser use.

Semi-Public Use. A structure or use intended or used for a semi-public purpose by a church, lodge, club or any other non-profit organization.

Senior Housing. Housing designated and/or managed for persons over the age of 55. (Specific age restrictions vary.)

Sensitive Lands. Wetlands, riparian areas, significant trees, steep slopes, floodplains and other natural resource areas designated for protection or conservation by the Warrenton Comprehensive Plan.

Setback. The distance between a building (or other feature of development) and a property line.

Shared Driveway. When land uses on two or more lots or parcels share one driveway. An easement or tract (owned in common) may be created for this purpose.

Shared Parking. See Chapter 16.128.

Shopping Center. A group of stores sharing a common off-street parking facility and leasing or sharing common property ownership.

Shoreland Resources, Significant. Significant shoreland resources are described in subarea plans, and are included in the coastal shorelands boundaries. Significant shoreland resources include significant non-tidal wetlands, significant shoreland fish and wildlife habitat, significant riparian vegetation, exceptional aesthetic resources and coastal headlands.

Shoreline. The boundary line between a body of water and the land, measured on tidal waters at the landward limit of aquatic vegetation or, where aquatic vegetation is absent, mean higher high water; and on non-tidal waterways at the ordinary high water mark.

1. Stabilization. The protection from erosion and sloughing of ocean and estuary shorelines and the banks of tidal and non-tidal streams, rivers or lakes by vegetative or structural means.

2. Stabilization, Structural. Use of riprap, bulkheads, seawalls or other non-vegetative material to prevent shoreline erosion.

3. Stabilization, Vegetative. Use of plants that anchor the soil to prevent shoreline erosion and sloughing.

Sign. An identification, description, illustration or device which is affixed to, or represented directly or indirectly upon, a building, structure or land and which directs attention to a product, place, activity, person, institution or business. See Chapter 16.144.

Significant Trees, Significant Vegetation. Individual trees with a trunk diameter of 18 inches or greater, as measured four feet above the ground (DBH), and all plants within the drip line of such trees and shrubs, shall be protected. See Section 16.124.020. See also Chapter 16.156,

Wetland and Riparian Corridor Development Standards, for additional protection measures for riparian and wetland vegetation.

Single-Family Attached (Duplex, Townhome, Triplex, Rowhouse). Two (duplex, townhome) or more (triplex, rowhouse) single-family dwellings with common end walls. Townhouses are distinct in architectural features and color. Rowhouses use similar architectural features. See Chapter 16.184, Single-Family Attached, Duplex, and Triplex Design Standards.

Site. A property (or group of adjacent parcels or lots under the same ownership) that is subject to a permit application under this Code.

Site Design Review, Development Review. See Chapter 16.212.

Specific Area Plan. See Section 16.40.050.

Standards and Criteria. Standards are code requirements. Criteria are the elements required to comply with a particular standard.

Start of Construction. Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation.

Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State Building Codes. The combined specialty codes.

Steep Slopes. Slopes of greater than 25%.

Storefront Character. The character expressed by buildings placed close to the street with ground-floor display windows, weather protection (e.g., awnings or canopies), corner building entrances or recessed entries, and similar features.

Stormwater Facility. A detention and/or retention pond, swale, or other surface water feature that provides storage during high-rainfall events and/or water quality treatment.

Story. That portion of a building included between the upper surface of any floor and the upper floor next above, except that the top story shall be that portion of a building included between the upper surface of the top floor and the ceiling above. If the finished floor level directly above a basement or cellar is more than six feet above grade, each basement or cellar shall be considered a story.

Street/Road. A public or private way for travel by vehicles, bicycles, and pedestrians that meets the City design standards and fire and emergency protection standards of this Code, and

complies with the Uniform Fire Code, as amended, and combined ODOT/APWA construction standards, as amended.

1. Access. See Section 16.120.020.

2. Arterial. Primary function of an arterial is to provide mobility; therefore, arterials typically carry higher traffic volumes and allow higher travel speeds while providing limited or no access to adjacent properties.

3. Collector. Collects traffic from local streets and provides connections to arterial streets; generally operates with moderate speeds and provides more access in comparison to arterials.

4. Connectivity. The number of street connections within a specific geographic area. Higher levels of connectivity provide for more direct transportation routes and better dispersion of traffic, resulting in less traffic on individual streets and potentially slower speeds through neighborhoods.

5. Furniture/Furnishings. Benches, lighting, bicycle racks, drinking fountains, mail boxes, kiosks, and similar pedestrian amenities located within a street right-of-way.

6. Local. Provides access to local traffic and routes users to collector streets; generally, operates with low speeds, providing limited mobility, and carries low traffic volumes in comparison to other street classifications.

7. Stub. A temporary street ending; i.e., where the street will be extended through adjacent property in the future, as those properties develop. Not a permanent street-end or dead-end street.

8. Tree. A tree planted in a planter strip or tree cut-out.

Structural Alteration. A change to the supporting members of a structure, including foundations, bearing walls or partitions, columns, beams girders or any structural change in the roof or in the exterior walls.

Structure. A walled and roofed building, a modular or temporary building, or a gas or liquid storage tank that is principally above ground.

Subdivide Land. To divide land into four or more lots within a calendar year.

Subdivision. Either an act of subdividing land or an area or tract of land subdivided.

Substantial Damage. Damage of any origin sustained by a structure whereby the cost of restoring the structure to its original condition before damaged would equal or exceeds 50% of the market value of the structure before the damage occurred.

Substantial Improvement. Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure either: (1) before the improvement or repair is started; or (2) if the structure has been damaged and is being restored,

before the damage occurred. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural

part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either: (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or (2) any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Subtidal. Below the level of extreme low tide. In the Columbia River Estuary this is generally three feet below mean lower low water.

Sump Disposal. Deposition of dredged materials in a temporary in-water site. The material is subsequently rehandled to an upland disposal site.

Swale. A type of stormwater facility. Usually a broad, shallow depression with plants that filter and process contaminants.

Tangent. Meeting a curve or surface in a single point.

Temporary.

1. Estuarine Alteration. Dredging, filling, or other estuarine alteration occurring over a specified short period of time which is needed to facilitate an allowed use. Temporary alterations may not be for more than three years and the affected area must be restored to its previous condition. Temporary alterations include: (1) alterations necessary for federally authorized navigation projects (e.g., access to dredged material disposal sites by barge or pipeline and staging areas or dredging for jetty maintenance); (2) alterations to establish mitigation sites, alterations for bridge construction or repair and for drilling or other exploratory operations; and (3) minor structures (such as blinds) necessary for research and educational observation.

2. Food Vendor. A temporary restaurant, seasonal temporary restaurant, single event temporary restaurant, or mobile unit as regulated by WMC 16.240.010(D).

3. Sign. A sign not permanently attached to a building, structure, or the ground.

4. Use. A non-permanent structure, use or activity involving minimal capital investment that does not result in the permanent alteration of the site and is removed from the site within one year.

Terrace. A porch or promenade supported by columns, or a flat roof or other platform on a building.

Tidal Marsh. Tidal wetlands vegetated with emergent vascular plants lying between extreme low tide and the landward limit of aquatic vegetation.

Tidegate. A flood control structure designed to regulate tidal exchange between the ocean or estuary and inland sloughs.

Topographical Constraint. Where existing slopes prevent conformance with a Code standard.

Tract, Private/Public. A piece of land set aside in a separate area for dedication to the public, a homeowner's association, or other entity (e.g., open space, recreation facilities, sensitive lands, etc.).

Transportation Facilities. The physical improvements used to move people and goods from one place to another (e.g., streets, sidewalks, pathways, bike lanes, airports, transit stations and bus stops, etc.).

Transportation Mode. The method of transportation (e.g., automobile, bus, walking, bicycling, etc.).

Triplex. A building with three attached housing units located on one lot or parcel designed for occupancy by three families.

Upland. Those areas that are not inundated or saturated by surface or ground water at frequency or duration sufficient to support, and that under normal circumstances do not support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

1. Disposal. Deposition of dredged material on uplands or shorelands, including on the top and landward sides of flood control levees.

Use. To bring or put into service or action. The purpose for which land or a structure is designed, arranged or intended, or for which it is occupied or maintained.

Vacate Plat/Street. To abandon a subdivision or street right-of-way. For example, vacation of a public right-of-way that is not needed or cannot be used for a street or other public purpose. A plat may be vacated, returning the property to an undivided condition.

Vacation Rental Dwelling. A single-family dwelling or accessory dwelling that is nonowner occupied and is rented for terms of less than 30 days; reference Resolution No. 2588 (2021).

Variance. A grant of relief from the requirements of this title which permits construction in a manner that would otherwise be prohibited by this Development Code.

Vision Clearance Area. A triangular area of clear vision maintained at the intersection of two streets or a street and a railroad to provide a clear view of streets to motorists, pedestrians, and bicyclists. See Figure 16.120.020(N).

Warehouse. A structure used exclusively or principally for the storage of commercial goods, machinery, equipment, fishing gear or other items of a commercial or industrial nature.

Water Area. The area between the banks of a lake, pond, river, perennial or fish-bearing intermittent stream, excluding man-made farm ponds.

Water-Dependent. A use or activity which can be carried out only on, in, or adjacent to water areas because the use requires access to the water body for water-borne transportation, recreation, energy production, or source of water. In addition, the following definitions apply:

1. “Access" means physical contact with or use of the water.

2. “Requires" means the use either by its intrinsic nature (e.g., fishing, navigation, boat moorage) or at the current level of technology cannot exist without water access.

3. “Water-borne transportation" means uses of water access: (a) which are themselves transportation (e.g., navigation); (b) which require the receipt of shipment of

goods by water; or (c) which are necessary to support water-borne transportation (e.g., moorage fueling; servicing of watercraft, ships, boats, etc.; terminal and transfer facilities).

4. “Recreation" means water access for fishing, swimming, boating, etc. Recreational uses are water-dependent only if use of the water is an integral part of the activity.
5. “Energy production" means uses which need quantities of water to produce energy directly (e.g., hydroelectric facilities, ocean thermal energy conversion).
6. “Source of water" means facilities for the appropriation of quantities of water for cooling processing or other integral functions.
7. Typical examples of water-dependent uses include the following:
    a. Industrial. Manufacturing to include boat building and repair; water-borne transportation, terminals, and support; energy production which needs quantities of water to produce energy directly; water intake structures for facilities needing quantities of water for cooling, processing, or other integral functions.
    b. Commercial. Commercial fishing marinas and support; fish processing and sales; boat sales, rentals, and supplies.
    c. Recreational. Recreational marinas, boat ramps, and support.
    d. Aquaculture.
    e. Certain scientific and educational activities which, by their nature, require access to coastal waters-estuarine research activities and equipment mooring and support.

For purposes of this definition, examples of uses that are not "water-dependent uses" include restaurants, hotels, motels, bed and breakfasts, residences, parking lots not associated with water-dependent uses, and boardwalks.

Water-Oriented. A use whose attraction to the public is enhanced by a view of or access to coastal waters.

Water-Related. Uses which are not directly dependent upon access to a water body, but which provide goods or services that are directly associated with water-dependent land or waterway use, and which, if not located adjacent to water, would result in a public loss of quality in the goods or services offered. Except as necessary for water-dependent or water-related uses or facilities, residences, parking lots, spoil and dump sites, roads and highways, restaurants, businesses, factories, and trailer parks are not generally considered dependent on or related to water location needs.

Watercourses. Rivers, sloughs, creeks and major drainage ditches.

Wetland. Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

1. Creation. Alteration, by excavation or other means, of upland areas to allow local hydrologic conditions to convert soils and vegetation to a hydric character.

2. Enhancement. An action which results in a long term improvement of existing wetland functional characteristics and processes that is not the result of a creation or restoration action.

Wholesale Trade Establishments. Businesses which generally have substantial quantities of merchandise on the premises and which are primarily engaged in selling merchandise to other wholesalers, retailers, manufacturers, other businesses, governments, or institutions.

Window Hood. An architectural detail placed above a window, used as an accent.

Wireless Communication Facilities. An unstaffed facility for the transmission and reception of radio or microwave signals used for commercial communications. WCFs are composed of two or more of the following components: (1) antenna; (2) support structure; (3) equipment enclosures; and (4) security barrier. See Chapter 16.148.

Wrecking Yard. Any property where two or more motor vehicles not in running condition or the parts thereof, are wrecked, dismantled, disassembled, substantially altered or stored in the open and are not to be restored to operation. This type of use is not allowed in any of Warrenton's zoning districts.

Yard. The area defined by setbacks (i.e., between the setback line and respective property line) that is unobstructed by any structure from the ground upward except as otherwise provided in this title. Fences, posts, poles, yard accessories, landscaping, ornaments, furniture which do not violate height limitations or obstruct clear vision areas may be included in these areas.

1. Front. A yard between side lot lines and measured horizontally at right angles from the front lot line to the nearest point of a building or other structure.

2. Rear. A yard between side lot lines and measured horizontally at right angles from the rear lot line to the nearest point of a building or other structure.

3. Side. A yard between the front and rear yard measured horizontally at right angles from the side lot line to the nearest point of a building or other structure.

4. Street Side. A yard adjacent to a street between the front yard and rear lot line measured horizontally and at right angles from the side lot line to the nearest point of a building or other structure.

5. Zero Lot Line. Living units that can be built up to the property line providing space in the rear for accessory structures and common space.

Section 2. Section 16.24 of the Warrenton Municipal Code is hereby amended as follows:

16.24.020. Permitted Uses.

The following uses and their accessory uses are permitted in the R-40 zone ~~if the Community Development Director determines that the uses conform to the standards in Sections 16.24.040 through 16.24.050, applicable Development Code standards, and other City laws:~~

A. Single-family detached dwelling.

~~A.~~**B. Duplex dwelling.**

~~B.~~**C.** Modular home.

~~C.~~**D.** Manufactured home subject to the standards in Chapter 16.168.

~~D.~~**E.** Residential home.

~~E.~~**F.** Residential (care) facility.

~~F.~~**G.** Day care.

~~G.~~**H.** Farming, grazing, truck gardening, orchards and production of nursery stock.

~~H.~~**I.** A temporary dwelling for no more than six months while building a permanent residence.

~~I.~~**J.** Accessory structure, no larger than 1,200 square feet, in conjunction with an existing residence on the same property, and subject to standards of Chapter 16.180.

~~J.~~**K.** Transportation facilities and improvements subject to the standards of Section 16.20.040.

~~K.~~**L.** Similar uses as stated above.

~~L.~~**M.** Community garden(s) (see definitions).

~~M.~~**N.** Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.

~~N.~~**O.** Home occupations.

~~O.~~**P.** Accessory dwelling that complies with Section 16.180.040.

~~P.~~**Q.** Homestay lodging subject to the standards in Chapter 8.24.

16.24.030. Conditional Uses.

The following uses and their accessory uses may be permitted in the R-40 zone when approved under Chapter 16.220:

A. Government buildings and uses, subject to standards of Sections 16.24.040(C) and 16.24.050.

B. Public utility structure.

C. Golf course.

D. Parks, playground and community center.

E. Bed and breakfast.

F. Church, synagogue, or other place of worship.

G. Master planned development with a minimum lot size of three contiguous acres, subject to the provisions in Chapter 16.224.

~~H . Accessory dwelling that complies with Section 16.180.040.~~

~~I.~~**H.** Child care center.

~~J.~~**I.** Similar uses as stated above.

16.24.040. Development Standards.

The following development standards are applicable in the R-40 zone:

A. Density Provisions.

1. Minimum lot area for residences with on-site sewage disposal systems: 40,000 square feet.

2. Minimum lot area for residences connected to the City of Warrenton sewer system: 10,000 square feet.

3. Minimum lot width at the front building line: 50 feet.

4. Minimum lot depth: 80 feet.

5. Not more than 35% of lot area shall be covered by buildings or other impervious surfaces, except **that if the lot contains an ADU, the maximum lot coverage shall be 40%.** ~~as may be permitted by conditional use permit or variance~~.

6. Maximum building height: 30 feet.

7. Maximum building height for agricultural buildings, solar collectors, wind energy systems and radio receivers: 40 feet.

B. Setback Requirements.

1 Minimum front yard setback:

a Lots of 40,000 square feet: 20 feet;

b Lots of 10,000 square feet: 15 feet

2 Minimum side yard setback: 10 feet.

3 Corner lot minimum street side, side yard setback: 10 feet.

4 Minimum rear yard setback: 10,000 square foot lot, 15 feet; except accessory structures that meet the criteria of Section 16.280.020, may extend to within five feet of the rear property line; and for 40,000 square foot lots the dwelling and any accessory structure must maintain a 15-foot setback.

5 Corner lot minimum rear yard setback: 10 feet.

C. Government Building. The following development standards are applicable:

1 Density provisions:

a Minimum lot size, government building/uses: none.

b Minimum lot width, government building/uses: none.

c Minimum lot depth, government building/uses: none.

d Maximum building height: 45 feet.

e Maximum lot coverage, government building/uses: none.

2 Setback requirements:

a Minimum front and rear yard setback, government building: 15 feet.

b Minimum side yard setbacks, government building: 10 feet.

3 Landscaping requirements shall comply with Chapter 16.124 of the Development Code.

4 Any government building shall comply with Chapter 16.116 of the Development Code.

Section 3. Section 16.28 of the Warrenton Municipal Code is hereby amended as follows:

16.28.020. Permitted Uses.

The following uses and their accessory uses are permitted in the R-10 zone~~ if the Community Development Director determines that the uses conform to the standards in Sections 16.28.040 through 16.28.050, applicable Zoning Ordinance standards, and other City laws~~:

A. Single-family detached**.**

B. Townhouse.

C. Duplex dwelling., ~~attached or duplex dwelling.~~

~~B.~~**D.** Modular home.

~~C.~~**E.** Manufactured home subject to standards in Chapter 16.168.

~~D.~~**F.** Residential home.

~~E.~~**G.** Residential (care) facility.

~~F.~~**H.** Day care.

~~G.~~**I.** Cemetery.

~~H.~~**J.** Farming, grazing, truck gardening, orchards and production of nursery stock.

~~I.~~**K.** A temporary dwelling for no more than six months while building a permanent residence.

~~J.~~**L.** Accessory structure no larger than 1,200 square feet, in conjunction with an existing residence on the same property, and subject to standards of Chapter 16.180.

~~K.~~**M.** Transportation facilities and improvements subject to the standards of Section 16.20.040.

~~L.~~**N.** Similar uses as stated above.

~~M.~~**O.** Community garden(s) (see definitions).

~~N.~~**P.** Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.

~~O.~~**Q.** Home occupations.

~~P.~~**R.** Accessory dwelling that complies with Section 16.180.040.

~~Q.~~**S.** Homestay lodging subject to the standards in Chapter 8.24.

16.28.030. Conditional Uses.

The following uses and their accessory uses may be permitted in the R-10 zone when approved under Chapter 16.220:

A. Government buildings and uses subject to standards of Sections 16.28.040(C) and 16.28.050.

B. Hospital, sanitarium, rest home, nursing or convalescent home.

C. Public utility structure.

D. School: nursery, primary, elementary, junior or senior high; public or private.

E. Child care center.

F. Golf course.

G. Parks, playgrounds and community centers.

H. Church, synagogue, or other place of worship.

I. Bed and breakfast.

J. Master planned development with a minimum lot size of three contiguous acres, subject to the provisions in Chapter 16.224.

~~K. Accessory dwelling that complies with Section 16.180.040.~~

~~L.~~**K.** RV park.

~~M.~~**L.** Similar uses as stated above.

16.28.040. Development Standards.

The following development standards are applicable in the R-10 zone:

A. Density Provisions.

1 Minimum lot area for ~~residences~~ **single-family detached dwelling or duplex**: 8,000 square feet. Minimum density is five dwelling units per acre.

2 Minimum lot width at the front building line for **single-family** detached dwelling **or duplex**: 50 feet.

3 Minimum lot area for ~~single-family attached~~ **townhouse** dwelling: ~~2,500~~**1,400** square feet.

4 Minimum lot width at the front building line for ~~single-family attached dwelling~~ **townhouse dwelling**: ~~25~~ **20** feet.

5 Minimum lot depth: 70 feet.

6 Not more than 35% of the lot area shall be covered by buildings **except that if the lot contains an ADU, the maximum lot coverage shall be 40% and if the lot contains a townhouse, the maximum lot coverage shall be 75%.** ~~except as may be permitted by conditional use permit or variance.~~

B. Setback Requirements.

1 Minimum front yard setback: 15 feet.

2 Minimum side yard setback: 10 feet **(0 feet where attached townhouse units connect)**.

3 Corner lot minimum street side yard setback: 10 feet.

4 Minimum rear yard setback: 15 feet, except accessory structures that meet the criteria of Section 16.280.020, may extend to within five feet of a rear property line.

5 Corner lot minimum rear yard setback: 10 feet.

C. Government Building. The following development standards are applicable:

1 Density provisions:

a Minimum lot size, government building/uses: none.

b Minimum lot width, government building/uses: none.

c Minimum lot depth, government building/uses: none.

d Maximum building height: 45 feet.

e Maximum lot coverage, government building/uses: none.

2 Setback requirements:

a Minimum front and rear yard setback, government building: 15 feet.

b Minimum side yard setbacks, government building: 10 feet.

3 Landscaping requirements shall comply with Chapter 16.124 of the Development Code.

4 Any government building shall comply with Chapter 16.116 of the Development Code.

Section 4. Section 16.32 of the Warrenton Municipal Code is hereby amended as follows:

16.32.020. Permitted Uses.

The following uses and their accessory uses are permitted in the R-M Zone ~~if the Community Development Director determines that the uses conform to the standards in Sections 16.32.040 through 16.32.050, and any other applicable Development Code standards, and other City laws~~:

A. Single-family detached dwelling.

B. Modular home.

C. Manufactured home subject to the standards in Chapter 16.168.

D. Duplex **dwelling.** ~~,~~

E. **Townhouse.** ~~townhome, and triplex subject to standards of Chapter 16.184.~~

F. Triplex, subject to standards of Chapter 16.184.

~~D.~~**G. Cottage cluster, subject to standards of Chapter 16.202.**

~~E.~~**H.** Residential home.

~~F.~~**I.** Residential (care) facility.

~~G.~~**J.** Day care.

~~H.~~**K.** Master planned development with a minimum lot size of three contiguous acres, subject to provisions in Chapter 16.224.

~~I.~~**L.** A temporary dwelling for no more than six months while building a permanent residence.

~~J.~~**M.** Accessory structure no larger than 1,200 square feet, in conjunction with an existing residence on the same property, and subject to standards of Chapter 16.180.

~~K.~~**N.** Transportation facilities and improvements subject to the standards of Section 16.20.040.

~~L.~~**O.** Dredge material disposal (DMD) subject to Section 16.32.050 (Sites 19S and 21S) and Chapter 16.104.

~~M.~~**P.** Similar uses as those stated above.

~~N.~~**Q.** Community garden(s) (see definitions).

~~O.~~**R.** Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.

~~P.~~**S.** Home occupations.

~~Q.~~**T.** Accessory dwelling that complies with Section 16.180.040.

~~R.~~**U.** Homestay lodging subject to the standards in Chapter 8.24.

16.32.030. Conditional Uses.

The following uses and their accessory uses may be permitted when approved under Chapter 16.220:

A. Church, synagogue, or other place of worship.

B. Government buildings and uses subject to applicable standards of Sections 16.32.040(C) and 16.32.050.

C. Hospital sanitarium, rest home, nursing or convalescent home.

D. School: nursery, primary, elementary, junior or senior high; private or public.

E. Child care center.

F. Public utility structure.

G. Parks, playgrounds, and community centers.

H. Bed and breakfast.

I. Manufactured dwelling park subject to standards in Chapter 16.172.

~~J. Accessory dwelling that complies with Section 16.180.040.~~

~~K.~~**J.** Similar uses as those stated above.

16.32.040. Development Standards.

The following development standards are applicable in the R-M zone:

A. Density Provisions.

1 Minimum lot area for single-family detached dwelling or duplex: 5,000 square feet. Minimum density is eight dwelling units per acre.

2. Minimum lot area for triplex: 2,500 square feet per dwelling unit.

~~2.~~ **3.** Minimum lot area for ~~single-family attached~~ **townhouse** dwelling: ~~2,500~~**1,400** square feet.

4. Minimum lot area for cottage cluster: 10,000 square feet.

~~3.~~**5.** Minimum lot width at the front building line for single-family detached dwelling**,** ~~or~~ duplex**, triplex or cottage cluster**: 50 feet.

~~4.~~**6.** Minimum lot width at the front building line for ~~single-family attached~~ **townhouse** dwelling: ~~25~~ **20** feet.

~~5.~~**7.** Minimum lot depth: 70 feet.

~~6.~~**8.** Not more than 40% of the lot area shall be covered by buildings, except **that if the lot contains an ADU, the maximum lot coverage shall be 45% and if the lot contains a townhouse, the maximum lot coverage shall be 75%.** ~~as may be permitted by conditional use permit or variance~~.

~~7.~~**9.** Maximum building height: 30 feet.

B. Setback Requirements.

1. Minimum front yard setback: 15 feet.

2. Minimum front yard setback for townhouses with rear-loaded parking: 10 feet.

~~2.~~**3.** Minimum side yard setback: 8 feet (0 feet where attached townhouse units connect).

~~3.~~**4.** Corner lot minimum street side yard setback: 8 feet.

~~4.~~**5.** Minimum rear yard setback: 15 feet, except accessory structures that meet the criteria of Section 16.280.020 may extend to within five feet of a rear property line.

6. Minimum rear year setback for townhouses with rear loaded parking: 15 feet.

~~5.~~**7. Minimum rear yard setback for townhouses with front loaded parking: 10 feet.**

~~6.~~**8.** Corner lot minimum rear yard setback: 10 feet.

C. C. Government Building. The following development standards are applicable:

1 1.Density provisions:

a a. Minimum lot size, government building/uses: none.

b b. Minimum lot width, government building/uses: none.

c c. Minimum lot depth, government building/uses: none.

d d. Maximum building height: 45 feet.

e e. Maximum lot coverage, government building/uses: none.

2 2. Setback requirements:

a a. Minimum front and rear yard setback, government building: 15 feet.

b b. Minimum side yard setbacks, government building: 10 feet.

3 3. Landscaping requirements shall comply with Chapter 16.124 of the Development Code.

4 4. Any government building shall comply with Chapter 16.116 of the Development Code.

Section 5. Section 16.36 of the Warrenton Municipal Code is hereby amended as follows:

16.36.020. Permitted Uses.

The following uses and their accessory uses are permitted in the R-H zone ~~if the Community Development Director determines that the uses conform to the standards in Sections 16.36.040 through 16.36.050, applicable Development Code standards, and other City laws~~:

A. Single-family detached dwelling.

B. Modular housing.

C. Manufactured home.

D. ~~Duplex and townhome subject~~ **Duplex dwelling.** ~~to standards of Chapter 16.184.~~

E. Townhouse, subject to standards of Chapter 16.184.

F. ~~D.~~ **Cottage cluster, subject to standards of 16.202.**

G. Triplex subject to standards of Chapter 16.184.

H. Quadplex, subject to standards of Chapter 16.184.

~~F.~~**I.** Multifamily housing development subject to standards of Chapter 16.188.

~~G.~~**J.** Residential home.

~~H.~~**K.** Residential (care) facility.

~~I.~~**L.** Day care.

~~J.~~**M.** A temporary dwelling for no more than six months while building a permanent residence.

~~K.~~**N.** Accessory structure no larger than 1,200 square feet, in conjunction with an existing residence on the same property and subject to the additional criteria under Chapter 16.180.

~~L.~~**O.** Master planned development with a minimum lot size of three contiguous acres, subject to the provisions in Chapter 16.224.

~~M.~~**P.** Transportation facilities and improvements subject to the standards of Section 16.20.040.

~~N.~~**Q.** Similar uses as stated above.

~~O.~~**R.** Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.

~~P.~~**S.** Home occupations.

~~Q.~~**T.** Accessory dwelling that complies with Section 16.180.040.

~~R.~~**U.** Homestay lodging subject to the standards in Chapter 8.24.

16.36.030. Conditional Uses.

The following uses and their accessory uses may be permitted when approved under Chapter 16.220:

A. Boarding, lodging or rooming houses.

B. Hospitals, sanitariums, rest homes, nursing or convalescent homes, medical clinic or office in conjunction with a residential facility.

C. Churches, synagogues, or other places of worship.

D. Parks, playgrounds and community centers.

E. Government buildings and uses subject to standards of Sections 16.36.040(C) and 16.36.050.

F. Public utility structure.

G. School: nursery, primary, elementary, junior or senior high: public or private.

H. Child care center.

I. Bed and breakfast.

J. ~~Accessory dwelling subject to standards of Section 16.180.040.~~

~~K.~~ Similar uses as stated above.

16.36.040. Development Standards.

The following development standards are applicable in the R-H zone:

A. Density Provisions.

1 Minimum lot area for a single-family detached dwelling: ~~4,500~~ **2,170** square feet. Minimum density is 20 units per acre.

2 Minimum lot area **for** duplex, **triplex, and quadplex** ~~townhome, rowhouse~~: ~~2,500~~ **2,170** square feet per **dwelling** unit.

3 **Minimum lot area for townhouses: 1,400 square feet per dwelling unit.** ~~Minimum lot area for a triplex: 7,500 square feet~~.

4 Minimum lot area for a multifamily dwelling **and cottage cluster developments**: 10,000 square feet.

5 Maximum density for multifamily structures: one dwelling unit per 1,600 square feet of site area.

6 Lot coverage: not more than ~~55~~ **65**% of an individual lot area shall be covered by buildings, except as may be permitted by conditional use permit or variance.

7 Minimum lot width at the front building line for single-family detached dwelling**, duplex, triplex, quadplex, cottage cluster development** or multifamily dwelling: 50 feet.

8 Minimum lot width at the front building line for ~~duplex, townhome, rowhouse~~: ~~25~~ **20** feet per unit.

9 Minimum lot depth: 70 feet.

10 Maximum building height: 40 feet.

11 The lowest density which will be allowed in new subdivisions and other developments with four or more units that are located on sites without significant natural feature problems is five dwelling units per gross acre.

B. Setback Requirements.

1. Minimum front yard setback: 15 feet.

~~1.~~2. Minimum front yard setback for townhouses with rear-loaded parking: 10 feet.

~~2.~~**3.** Minimum side yard setback: eight feet **(0 feet where attached townhouse units connect)**.

~~3.~~**4.** Corner lot minimum secondary street side yard setback: eight feet.

~~4.~~ **5.** Minimum rear yard setback: 15 feet except accessory structures that meet the criteria of Section 16.280.020 may extend to within five feet of a rear property line.

~~5.~~ **6. Minimum rear yard setback for townhouses with front-loaded parking: 10 feet.**

~~6.~~**7.** Corner lot minimum rear yard setback: 10 feet.

C. Design Standards.

1 An entry door of 36-inch minimum width must face the front yard setback or onto a driveway.

2 A minimum of 20 square feet of glazing must be on the side of the dwelling facing a street.

3 ~~Duplexes, townhomes, rowhouses~~ **Townhouses,** ~~and~~ triplexes **and quadplexes** shall comply with the standards of Chapter 16.184.

4 Multifamily housing developments shall comply with the standards of Chapter 16.188.

D. Government Building. The following development standards are applicable:

1 Density provisions:

a Minimum lot size, government building/uses: none.

b Minimum lot width, government building/uses: none.

c Minimum lot depth, government building/uses: none.

d Maximum building height: 45 feet.

e Maximum lot coverage, government building/uses: none.

2 Setback requirements:

a Minimum front yard setback, government building: 15 feet.

b Minimum side yard setbacks, government building: 10 feet.

3 Landscaping requirements shall comply with Chapter 16.124 of the Development Code.

4 Any government building shall comply with Chapter 16.116 of the Development Code.

Section 6. Section 16.92 of the Warrenton Municipal Code is hereby amended as follows:

16.92.040. Uses Permitted Under Prescribed Conditions Within Airport Imaginary Surfaces.

The following uses and activities and their associated facilities are permitted conditionally in the Airport Zone upon demonstration of compliance with the standards of Section 16.92.060, Conditional Use Standards.

A. A structure or building accessory to a permitted use.

B. Single-family dwellings, manufactured dwellings, duplexes**, triplexes, quadplexes,** and multifamily dwellings, when authorized in the primary zoning district, provided the landowner signs and records in the deed and mortgage records of Clatsop County a hold harmless agreement and aviation and hazard easement and submits them to the Port of Astoria and to the Warrenton Planning Department.

C. Commercial and industrial uses, when authorized in the primary zoning district, provided the use does not result in the following:

1 Creating electrical interference with navigational signals or radio communication between the airport and aircraft.

2 Making it difficult for pilots to distinguish between airports lights or others.

3 Impairing visibility.

4 Creating bird strike hazards.

5 Endangering or interfering with the landing, taking off or maneuvering of aircraft intending to use the airport.

6 Attracting large number of people.

D. Buildings and uses of a public works, public service or public utility nature.

E. Production, processing, assembling, packaging or treatment of such products as food products, pharmaceutical, hardware and machine products.

F. Production, processing, assembling, packaging or treatment of articles and products from previously-prepared or semi-finished materials, such as paper, wood, rubber, plastics, fibers and sheet metal.

G. Research and development laboratories.

H. Printing facilities.

I. Public utility facilities such as power stations, sewage and water treatment plants.

J. Storage and distribution services and facilities (i.e., truck terminals, warehouses and storage buildings and yards, contractor's establishments, lumber yards and sales) or similar uses.

K. Vehicle repair (welding, painting and service, and parts facilities).

L. Airport support structures: hangars, weather stations, fuel terminals and storage buildings, etc.

M. Mini-warehouses or similar storage uses.

N. Contractor shop or equipment storage yard for storage and rental of equipment commonly used by a contractor.

O. Cabinet, carpenter, woodworking, sheet metal shops or similar establishments.

P. Professional, financial or business offices.

Q. Public utilities, including structures, pipelines, cables, and utility crossings.

R. Government buildings and uses.

S. Passive restoration.

T. Transportation facilities and improvements subject to the standards of Section 16.20.040.

U. Dredge material disposal (DMD) subject to Section 16.60.040 (site 20S), and Chapter 16.104.

V. Food and/or beverage trucks or carts, or restaurant in connection with the operation of an FBO or terminal facility.

W. Military facilities.

X. On airport camping by occupants of transient aircraft.

Section 7. Section 16.112 of the Warrenton Municipal Code is hereby amended as follows:

16.112.010. Purpose.

The purpose of this chapter is to set forth growth management standards to insure the orderly conversion of the large amount of urbanizable residential land within the City to urban uses. The standards will apply to outlying areas of the City which are largely vacant and currently have a low level of urban services. These areas are projected to develop over time to a density of at least four units per acre. This chapter is intended to insure that public facilities adequate to serve development at this density are provided, either before or concurrent with development. **This section is intended as policy guidance only and shall not be applied as an approval standard for housing subject to ORS 197A.400.**

16.112.030. Growth Management Standards.

The following standards shall apply to development within growth management areas:

A. All development shall provide the following primary urban services: water, sanitary sewer facilities connecting to the City sewer system, local streets, fire protection and drainage. **Primary urban services shall be considered available and adequate if the proposed development can be served in compliance with adopted City design, construction, and capacity standards identified in the City's Public Works Standards, adopted facility plans, and applicable provisions of this Code. A land use application for housing shall be approved with respect to primary urban services if the applicant demonstrates compliance with the applicable adopted standards or provides a public improvement guarantee pursuant to Section 16.112.080.** ~~An inability to provide an acceptable level of all primary services shall result in the denial of a land use application.~~

B. For purposes of housing development subject to ORS 197A.400, secondary urban services shall not be used as a basis for denial provided that:

1 The development complies with all applicable adopted City standards governing access, circulation, and public facilities; and

2 Any required improvements identified in adopted transportation system plans, parks plans, or capital improvement programs are either:

a Already funded and scheduled for construction; or

b Guaranteed by the applicant pursuant to Section 16.112.080.

The City shall not deny a housing development based on a discretionary determination of service adequacy, level of service, or timing of improvements not expressly stated in the applicable adopted standards. ~~All development shall be reviewed to ascertain whether an adequate level of the following secondary urban services exists: collector and arterial streets, school, police protection and parks. Where the City determines and supports with findings that an unacceptable level of secondary urban services exist, the City may deny the land use application unless the developer insures the availability of an acceptable level of the services within five years from occupancy.~~

C. **Compliance with service requirements shall be determined solely by reference to adopted City standards, specifications, and plans in effect on the date a complete land use application is submitted. No discretionary determination of acceptability shall be applied** ~~City specifications shall be the standard used as measurement of acceptability of a service~~.

D. **This subsection is a policy statement intended to guide long-range planning decisions. It shall not be applied as an approval standard or basis for denial of housing development subject to ORS 197A.400.**~~Encourage the development within urban areas before the conversion of urbanizable areas~~.

16.112.040. Exceptions to Growth Management Standards.

Growth management standards shall not apply to the following land use actions:

A. **The exception provisions of this section shall not apply to housing development subject to ORS 197A.400.**~~Construction of a single-family residence on a buildable lot~~.

B. **For development not subject to ORS 197A.400, exceptions to the growth management standards may be approved in accordance with the procedures and criteria below** ~~Exceptions approved by the Community Development Director, or in the case of a conditional use, an exception approved by the Planning Commission. In either case, the following findings must be made to support the exception to growth management standards~~:

1 That the impact of the proposed development or land partition upon the unacceptable service(s) will be similar to that of a single-family residence;

2 That the approval of the development or land division without the particularly unacceptable service(s) will not impede the orderly, efficient provision of any primary or secondary service to that area;

3 That the public or nearby residents will not be endangered by the granting of the exception; and

4 That it is consistent with the intent and purpose of Statewide Planning Goals 11 and 14, and the purpose of this chapter stated in Section 16.112.010.

Section 8. Section 16.114 of the Warrenton Municipal Code is hereby amended as follows:

16.114.030. Neighborhood Master Plan Development Standards.

The following standards shall apply to new development within designated areas:

A. All development shall provide the following primary urban services: water, sanitary sewer facilities connecting to the City sewer system, local streets, fire protection and drainage. **Primary urban services shall be considered available and adequate if the proposed development can be served in compliance with adopted City design, construction, and capacity standards, including Public Works Standards, adopted facility plans, and applicable provisions of this Code. A housing development shall be approved with respect to primary urban services if the applicant demonstrates compliance with applicable adopted standards or provides a public improvement guarantee in**

accordance with Section 16.112.080. ~~An inability to provide an acceptable level of all primary services shall result in the denial of a land use application~~.

B. For housing development subject to ORS 197A.400, secondary urban services shall not be used as a basis for denial provided that:

1 The development complies with all applicable adopted City standards related to access, circulation, and public facilities; and

2 Any improvements identified in an adopted transportation system plan, parks master plan, school facilities plan, or capital improvement program are either:

a Funded and scheduled for construction; or

b Guaranteed by the applicant pursuant to Section 16.112.080.

The City shall not deny a housing development based on discretionary determinations regarding adequacy, acceptability, or timing of secondary urban services not expressly stated in adopted standards ~~All development shall be reviewed to ascertain whether an adequate level of the following secondary urban services exists: collector and arterial streets, transit, schools, police protection, and parks. Where the City determines and supports with findings that an unacceptable level of secondary urban services exist, the City may deny the land use application unless the developer insures the availability of an acceptable level of the services within five years from occupancy~~.

C. ~~B.~~**C. Compliance with service requirements shall be determined solely by reference to adopted City standards, specifications, and plans in effect on the date a complete application is submitted. If street standards are proposed that differ from those identified in the Transportation System Plan, the proposal shall be approved if it meets objective alternative street standards adopted by the City or otherwise expressly authorized by this Code. No discretionary findings or policy consistency determinations shall be required for housing development subject to ORS 197A.400.**~~City specifications shall be the standard used as measurement of acceptability of~~ a service, including traffic engineering and adopted City transportation policies, to disperse new traffic trips generated by the impact of new development. If street standards are proposed that differ from the TSP, findings and analysis shall be provided to demonstrate ~~compliance and consistency with neighborhood planning principles~~.

D. Development shall comply with the following objective standards to support pedestrian- and transit-oriented neighborhood design:

1 Blocks shall not exceed the maximum block length specified in the adopted master plan or applicable development code;

2 Sidewalks or shared-use paths shall be provided along all public streets in accordance with adopted City standards;

3 Primary building entrances shall face a public street, park, or plaza; and

4 Ground-floor uses and building orientation shall comply with applicable zoning and design standards.

Compliance with these standards shall be determined ministerially. ~~Encourage the maximum redevelopment of the area to facilitate the creation of a pedestrian friendly, transit supportive,~~

~~and~~ ~~people oriented neighborhood where residents and visitors can walk to services within the neighborhood and adjacent areas~~.

E. ~~C.~~**E. Development that is consistent with the adopted neighborhood master plan, applicable zoning standards, and this Code shall be processed ministerially. Development shall not be denied based on subjective determinations regarding neighborhood planning principles, policy preferences, or qualitative design objectives not expressly stated as approval criteria in this Code** ~~Development proposed within the neighborhood overlay that~~ is consistent with the master plan is streamlined whereas any proposed development that does not support neighborhood planning principles in Comprehensive Plan and other ~~policies should be discouraged~~.

16.114.040. Spur 104 Performance Measures & Redevelopment Standards.

The following standards shall apply to new development in the Spur 104 Neighborhood Master Plan area.

A. Development shall consider either the "Mixed Use Concept" or "Residential Concept" contained herein. At a minimum, streets, parks, open space, and trails shall be adhered to and planned for in future development.

B. The total number of housing units for the new neighborhood shall not exceed 350 units. The types of units and minimum density are described in the Commercial Mixed Use (CMU) Zone and High Density Residential Zone (RH) standards. Housing units that existed prior to 2018 shall not be counted towards the cap on the total amount. Adaptive reuse of cultural or historic structures built prior to 1940 is strongly encouraged.

C. The total amount of commercial space shall not exceed 50,000 SF. No building footprint shall be larger than 20,000 SF to encourage a mixed use, neighborhood scale, and pedestrian-oriented design. Maximum of building floor area shall be regulated by height standard. The types of uses allowed are described in the Commercial Mixed Use (CMU) Zone. However, drive thrus shall be prohibited to reduce traffic impacts.

D. Architectural design shall be governed by Chapter 16.116 Design Standards. **In addition, the following objective standards shall apply:**

1 A minimum of three distinct exterior building materials shall be used, excluding glass entries and vestibules;

2 Each principal building shall include a clearly defined primary entrance that is architecturally articulated through massing, material change, or canopy;

3 ~~1.~~**3.New off-street parking for commercial uses shall be located to the rear or side of the lot where feasible, as determined by compliance with adopted parking and access standards.** ~~In addition, at least three distinct exterior materials shall be used. Glass entries and vestibules shall not be counted towards the required amount~~ ~~of materials. A distinctive entry is required. New parking for commercial uses~~ ~~should be located to the rear or side portion of the lot~~.

~~D.~~**E.** All new development shall contribute to planned parks and trails identified on the concept plans and Parks Master Plan.

~~E.~~**F.** Zero lot line developments for ~~single family attached~~ **townhouses** are allowed subject to site design review.

Section 9. Section 16.120 of the Warrenton Municipal Code is hereby amended as follows:

16.120.020. Vehicular Access and Circulation.

A. Intent and Purpose.

1 The intent of this section is to manage vehicle access to development through a connected street system, while preserving the flow of traffic in terms of safety, roadway capacity, and efficiency. Access shall be managed to maintain adequate performance standards and to maintain the functional classification of roadways as required by the Warrenton Comprehensive Plan and Transportation System Plan. Major roadways, including highways, arterials, and collectors, serve as the primary system for moving people and goods. Access management is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section attempts to balance the right of reasonable access to private property with the right of the citizens of the City and the State of Oregon to safe and efficient travel. It also requires all developments to construct planned streets (arterials and collectors) and to extend local streets.

2 To achieve this policy intent, state and local roadways have been categorized in the Transportation System Plan by function. Regulations have been applied to these roadways for the purpose of reducing traffic accidents, personal injury, and property damage attributable to access systems, and to thereby improve the safety and operation of the roadway network. This will protect the substantial public investment in the existing transportation system and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well designed road and access systems and discouraging the unplanned subdivision and development of land.

B. Applicability. This chapter shall apply to all transportation facilities and improvements (e.g., public and private streets, driveways, multi-use paths, etc.) within the City and to all properties that abut these facilities. Additional standards can be found in Chapter 16.136, Public Facilities Standards.

C. Access Permit Required. Access to a street requires an access permit in accordance with the following procedures:

1 Permits for access to state highways shall be subject to review and approval by Oregon Department of Transportation (ODOT), except when ODOT has delegated this responsibility to the City or Clatsop County. In that case, the City or County shall determine whether access is granted based on its adopted standards.

2 Permits for access to county highways shall be subject to review and approval by Clatsop County, except where the County has delegated this responsibility to the City,

in which case the City shall determine whether access is granted based on adopted City standards.

D. Traffic Study Requirements. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also Chapter 16.136, Public Facilities Standards, and Chapter 16.256, Traffic Impact Study.)

E. Conditions of Approval. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas (other than driveways that serve single-family, ~~two-family, or three-family~~ **duplex, triplex, or quadplex** dwellings) shall not permit backing onto a public street.

F. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of 10 feet per lane is required). These methods are "options" to the developer/subdivider, unless one method is specifically required under Division 2, or through conditions required by the hearings body.

1 Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.

2 Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., "shared driveway"). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive.

3 Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in subsection G of this section, and require an access permit in accordance with subsection C of this section.

4 Subdivisions and Partitions Fronting Onto an Arterial Street. Land divisions fronting onto a City arterial street shall be required to provide alley or secondary (local or collector) streets for access to individual lots. When alleys or secondary streets cannot be constructed due to topographic or other physical constraints, access may be provided by consolidating driveways for clusters of two or more lots (e.g., includes flag lots and mid-block lanes). Land divisions fronting onto state highways are expected to meet state access management and mobility standards.

5 Double-Frontage Lots. When a lot has frontage onto two or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. Except for corner lots, the creation of new double-frontage lots shall be prohibited in all residential districts, unless topographic or physical constraints require the

formation of such lots. When double-frontage lots are permitted in a residential district, a landscape buffer with trees and/or shrubs and groundcover not less than 10 feet wide shall be provided between the back yard fence/wall and the sidewalk or street; maintenance shall be assured by the owner (i.e., through homeowner's association, etc.).

6 Important Cross-References to Other Code Sections. Divisions 2 and 3 may require buildings placed at or near the front property line and driveways and parking areas oriented to the side or rear yard. The City may require the dedication of public right-of-way and construction of a street (e.g., frontage road, alley or other street) when the development impact is proportionate to the need for such a street, and the street is identified by the Comprehensive Plan or Transportation System Plan. (Please refer to Chapter 16.136, Public Facilities Standards.)

G. Access Spacing. Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:

1 Local Streets. A minimum of 25 feet separation (as measured from the sides of the driveway/street) shall be required on local streets (i.e., streets not designated as collectors or arterials) for all single-family detached dwellings, except as provided in paragraph 3 of this subsection. A minimum of 20 feet separation shall be required on local streets for all ~~single-family attached~~ **townhouse** dwellings, duplexes, ~~and~~ triplexes, **and quadplexes** except as provided in paragraph 3 of this subsection. **Shared driveways are permitted and encouraged as provided in subsection I of this section.**

2 Arterial and Collector Streets. Unless directed otherwise by this Development Code or by the Warrenton Comprehensive Plan/TSP, access spacing on City collector and arterial streets and at controlled intersections (i.e., with four-way stop sign or traffic signal) in the City of Warrenton shall be determined based on the policies and standards contained in the Warrenton Transportation System Plan, Manual for Uniform Traffic Control Devices, or other applicable documents adopted by the City.

3 Special Provisions for All Streets. Direct street access may be restricted for some land uses, in conformance with the provisions of Division 2, Land Use Districts. For example, access consolidation, shared access, and/or access separation greater than that specified by paragraphs 1 and 2 of this subsection, may be required by the City, County or ODOT for the purpose of protecting the function, safety and operation of the street for all users. (See subsection I of this section.) Where no other alternatives exist, the permitting agency may allow construction of an access connection along the property line farthest from an intersection. In such cases, directional connections (i.e., right in/ out, right in only, or right out only) may be required.

4 Corner Clearance. The distance from a street intersection to a driveway or other street access shall meet or exceed the minimum spacing requirements for the street classification in the Warrenton TSP.

H. Number of Access Points. For single-family (detached and attached), two-family, and three-family housing types, one street access point is permitted per dwelling unit, when alley

access or shared driveways cannot otherwise be provided; except that one additional access point may be permitted for one-family, two-family and three-family housing types on corner lots (i.e., no more than one access per street), subject to the access spacing standards in subsection G of this section. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with subsection I of this section, in order to maintain the required access spacing, and minimize the number of access points.

I. Shared Driveways. The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division, development review, or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:

1 Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

2 Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval (Chapter 16.216) or as a condition of development review or site development approval (Chapter 16.212).

3 Exception. Shared driveways are not required when existing development patterns or physical constraints (e.g., topography, parcel configuration, and similar conditions) prevent consolidation of access points to public streets.

4 Cross Access. Cross access is encouraged, and may be required, between contiguous sites in commercial (C-1, C-MU, C-2 & R-C) and industrial (I-1 & I-2) districts and for multifamily housing developments in the High Density Residential District in order to provide more direct circulation between sites and uses for pedestrians, bicyclists, and drivers.

J. Street Connectivity and Formation of Blocks Required. In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:

1 Block Length and Perimeter. The maximum block length shall not exceed 600 feet between street corner lines in Residential and C-1 zones, 400 feet in the C-MU zone, and 1,000 feet in other zones unless it is adjacent to an arterial street or unless the topography or the location of adjoining streets justifies an exception. The minimum length of blocks along an arterial in zones other than Residential, C-1, and C-MU is 1,800 feet. A block shall have sufficient width to provide for two tiers

of building sites unless topography or location of adjoining streets justifies an exception.

2 Street Standards. Public and private streets shall conform to the standards of Chapter 16.136, Public Facilities Standards; Section 16.120.030, Pedestrian Circulation; applicable Americans With Disabilities Act (ADA) design standards; City construction standards for streets; and other applicable Development Code sections.

3 Exception. Exceptions to the above standards may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of Section 16.120.030. Pathways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles.

Figure 16.120.020.J Street Connectivity and Formation of Blocks

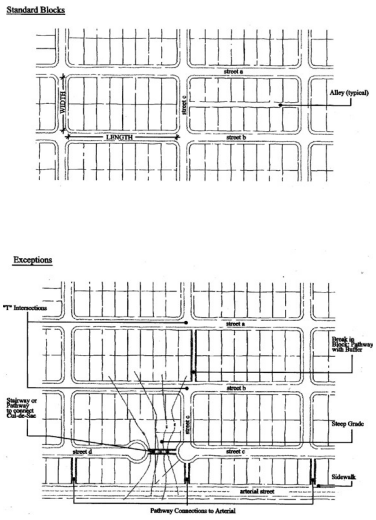
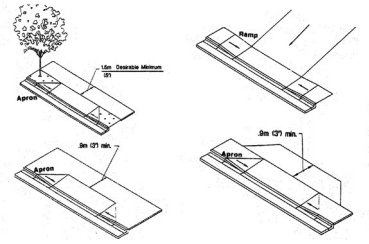


Figure 16.120.020.K
Examples of Acceptable Driveway Openings Next to Sidewalks/Pathways



K. Driveway Openings and Widths. Driveway openings (or curb cuts) shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:

1 Single-family, ~~two-family, and three-family~~ **duplex, triplex, and quadplex** uses shall have a minimum driveway width of 10 feet, and a maximum width of 24 feet, except that one recreational vehicle pad driveway may be provided in addition to the standard driveway for lots containing at least 5,000 square feet of area.

2 Multiple-family uses with between ~~four~~ **five** and seven dwelling units**, and cottage cluster housing,** shall have a minimum driveway width of 20 feet, and a maximum width of 24 feet.

3 Multiple-family uses with eight or more dwelling units shall have a minimum driveway width of 24 feet, and a maximum width of 30 feet. These dimensions may be increased if the Community Development Director, City-appointed engineer, or Planning Commission determines that more than two lanes are required based on the number of trips generated or the need for turning lanes.

4 Access widths for all other uses shall be based on 10 feet of width for every travel lane, except that driveways providing direct access to parking spaces shall conform to the parking area standards in Chapter 16.128.

5 Setback Required. A minimum five-foot setback from the edge of driveway to any property line is required. The setback area shall be kept free of impervious surfaces at all times and shall be vegetated to minimize surface water runoff to adjoining properties. These requirements may be increased if the Community Development Director, building official, City-appointed engineer, or Planning Commission determines that topography, soil conditions, or other circumstances dictate the need for additional protection measures.

6 Driveway Aprons. Driveway aprons shall meet City construction standards and be installed between the street right-of-way and the private drive, as shown in Figure 16.120.020.K. Driveway aprons shall conform to ADA standards for sidewalks and pathways, which require a continuous route of travel that is a minimum of three feet in width, with a cross slope not exceeding two percent.

7 Driveway Approaches. Driveway approaches should be designed and located to provide an existing vehicle with an unobstructed view. Construction of driveways along acceleration or deceleration lanes or tapers should be avoided due to potential for vehicle conflicts.

8 Loading Area Design. The design of driveways and on-site maneuvering and loading areas for commercial and industrial developments shall consider the anticipated storage length for entering and exiting vehicles, in order to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation.

L. Fire Access and Circulation. The City of Warrenton adopts the Uniform Fire Code, as amended, including administrative sections and all appendices and all the State of Oregon revisions. All development in the City of Warrenton is required to meet these minimum adopted standards.

1 Required Access. A fire equipment access drive that meets City construction standards shall be provided for any portion of an exterior wall of the first story of a building

that is located more than 150 feet from an improved public street or approved fire equipment access drive. Plans for fire apparatus access roads shall be submitted to the Warrenton Fire Department and Warrenton City-appointed engineer for review and approval prior to issuance of building permits, grading permits, or start of construction. When fire apparatus access road(s) are required, the road(s) shall be installed and made serviceable prior to and during time of construction. Fire department access roads shall be provided and maintained in accordance with the fire department access requirements of the Uniform Fire Code, as amended.

2 Dimensions. Fire apparatus roads shall have an unobstructed width of not less than 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. Fire apparatus roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with a surface so as to provide all-weather driving capabilities.

3 Turnaround Required. Dead-end fire apparatus roads in excess of 150 feet shall be provided with approved provisions for the turning around of fire apparatus. See Table 16.136.010 for minimum standards.

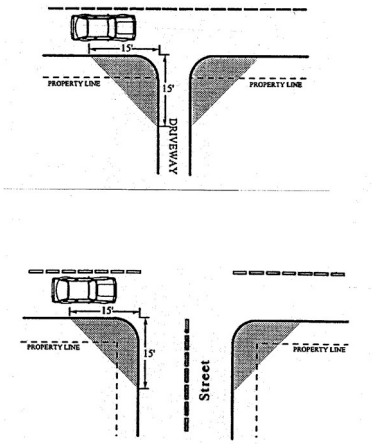
4 Grade. The gradient for a fire apparatus access road shall not exceed 12% except that isolated segments no longer than 250 feet may have grades up to 15% upon approval by the Warrenton Fire Chief. Non-fire apparatus access roads (driveways and private streets) shall maintain a maximum grade of 15% unless otherwise approved by the Warrenton City-appointed engineer. See Table 16.136.010 for other applicable standards.

5 Parking Areas. Parking areas shall provide adequate aisles or turn-around areas for service and delivery vehicles so that all vehicles may enter the street in a forward manner. See also Chapter 16.136, Public Facilities Standards.

M. Vertical Clearances. Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13 feet 6 inches for their entire length and width.

N. Vision Clearance. No signs, structures or vegetation in excess of three feet in height shall be placed in vision clearance areas, as shown in Figure 16.120.020.N. The minimum vision clearance area may be increased by the Community Development Director, City-appointed engineer, or Planning Commission upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). See also Chapter 16.132 for additional requirements.

Figure 16.120.020.N Vision Clearance Area



O. Construction. The following development and maintenance standards shall apply to all driveways, parking areas, and private streets in the City of Warrenton:

1 Surface Options. All driveways, parking areas, aisles, and turn-a-rounds in the City of Warrenton shall be paved with asphalt, concrete, or other comparable surfacing. A durable non-paving material may be used for driveways and private streets that serve three or fewer residential dwelling units and in other instances where the need to reduce surface water runoff and protect water quality can be demonstrated through adequate findings of fact submitted by the applicant and/or property owner as part of the development proposal. All paving and non-paving surfaces shall meet City construction standards and shall be subject to review and approval by the Community Development Director, City-appointed engineer, and/or Planning Commission.

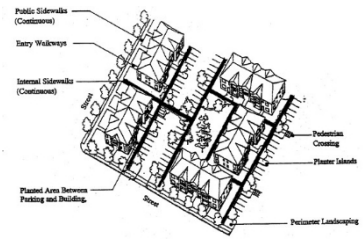
2 Surface Water Management. All driveways, parking areas, aisles and turn-a-rounds shall have onsite collection or infiltration of surface waters to eliminate sheet flow of such waters onto public rights-of-way and abutting property. Surface water facility plans shall be prepared by a qualified person and constructed in conformance with City standards. Such plans shall attempt to follow the principle that water falling on a given site should be absorbed or retained on-site to the extent that the quantity and rate of water leaving the site after the development would not be significantly different than if the site had remained undeveloped.

3 Driveway Aprons. When driveway approaches or "aprons" are required to connect driveways to the public right-of-way, they shall be paved with concrete surfacing and meet City construction standards.

16.120.030. Pedestrian Access and Circulation.

Figure 16.120.030.A Pedestrian Pathway System for Multifamily Housing Development

(Typical)



A. Pedestrian Access and Circulation. To ensure safe, direct and convenient pedestrian circulation, all developments, **including cottage cluster housing,** except single-family detached housing, duplexes, ~~or~~ triplexes**, or quadplexes** on individual lots, shall provide a continuous pedestrian and/or multi-use pathway system. (Pathways only provide for pedestrian circulation. Multi-use pathways accommodate pedestrians and bicycles.) The system of pathways shall be designed based on the standards in paragraphs 1 through 3 of this subsection:

1 Continuous Pathways. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas whenever possible. The developer may also be required to connect or stub pathway(s) to adjacent streets and private property, in accordance with the provisions of Section 16.120.020, Vehicular Access and Circulation, and Chapter 16.136, Public Facilities Standards.

2 Safe, Direct, and Convenient Pathways. Pathways within developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets and existing or planned transit stops, based on the following definitions:

Reasonably Direct. A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.

Safe and Convenient. Bicycle and pedestrian routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.

For commercial, industrial, mixed use, public, and institutional buildings, the "primary entrance" is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.

For residential buildings the "primary entrance" is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the "primary entrance" may be a lobby, courtyard or breezeway which serves as a common entrance for more than one dwelling.

3 Connections Within Development. For all developments subject to site design review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable.

4 Street Connectivity. Pathways (for pedestrians and bicycles) shall be provided at or near mid-block where the block length exceeds the length required by Section 16.120.020. Pathways shall also be provided where cul-de-sacs or dead-end streets are planned, to connect the ends of the streets together, to other streets, and/or to other developments, as applicable. Pathways used to comply with these standards shall conform to all of the following criteria:

a Multi-use pathways (i.e., for pedestrians and bicyclists) are no less than six feet wide.

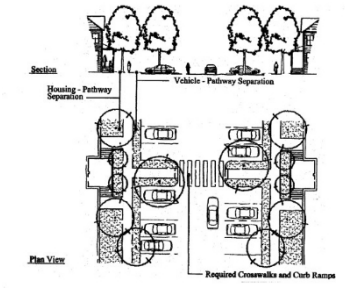
b If the streets within the subdivision or neighborhood are lighted, the pathways shall also be lighted.

c Stairs or switchback paths using a narrower right-of-way/easement may be required in lieu of a multi-use pathway where grades are steep.

d The City may require landscaping within the pathway easement/right-of-way for screening and the privacy of adjoining properties.

e The Planning Commission or Community Development Director may determine, based upon facts in the record, that a pathway is impracticable due to: physical or topographic conditions (e.g., freeways, railroads, extremely steep slopes, sensitive lands, and similar physical constraints); buildings or other existing development on adjacent properties that physically prevent a connection now or in the future, considering the potential for redevelopment; and sites where the provisions of recorded leases, easements, covenants, restrictions, or other agreements recorded as of the effective date of the ordinance codified in this chapter prohibit the pathway connection.

Figure 16.120.030.B Pathway Standards (Typical)



B. Design and Construction. Pathways shall conform to all of the standards in paragraphs 1 through 5 of this subsection:

1 Vehicle/Pathway Separation. Where pathways are parallel and adjacent to a driveway or street (public or private), they shall be raised six inches and curbed, or separated from the driveway/street by a five-foot minimum strip with bollards, a

landscape berm, or other physical barrier. If a raised path is used, the ends of the raised portions must be equipped with curb ramps.

2 Housing/Pathway Separation. Pedestrian pathways shall be separated a minimum of five feet from all residential living areas on the ground floor, except at building entrances. Separation is measured as measured from the pathway edge to the closest dwelling unit. The separation area shall be landscaped in conformance with the provisions of Chapter 16.128. No pathway/building separation is required for commercial, industrial, public, or institutional uses.

3 Crosswalks. Where pathways cross a parking area, driveway, or street ("crosswalk"), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping. An example of contrasting paving material is the use of a concrete crosswalk through an asphalt driveway. If painted striping is used, it shall consist of thermoplastic striping or similar type of durable application.

4 Pathway Surface. Pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, at least six feet wide, and shall conform to ADA requirements. Multi-use paths (i.e., for bicycles and pedestrians) shall be the same materials, at least six feet wide. (See also Chapter 16.136, Public Facilities Standards, for public multi-use pathway standards.)

5 Accessible Routes. Pathways shall comply with the Americans with Disabilities Act, which requires accessible routes of travel.

Section 10. Section 16.128 of the Warrenton Municipal Code is hereby amended as follows:

16.128.030. Vehicle Parking Standards.

At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone in the City, off-street parking spaces shall be provided in accordance with requirements in this section, chapter, and Code, unless greater requirements are otherwise established. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 16.128.030.A.

A. General Provisions.

1 Groups of four or more off-street parking spaces shall be served by a driveway or aisle so that no backing movements or other maneuvering within a street or right-of-way, other than an alley, will be required. Section 16.120.020 contains driveway opening and width standards.

2 Service drives or aisles to off-street parking areas shall be designed and constructed to facilitate the flow of traffic and to provide maximum safety to pedestrian, bicycle, and vehicular traffic on the site.

3 Service drives or aisles shall be clearly and permanently marked and defined through the use of bumper rails, fences, buildings, walls, painting, or other appropriate markers.

4 Fractional space requirements shall be counted as a whole space.

5 All parking lots shall be designed and constructed to meet the City standards of Section 16.120.020, this chapter, Chapter 16.136, and this Code.

6 Uses not specifically listed above shall furnish parking as required by the Community Development Director, who shall consider uses similar to those listed in Table 16.128.030.A and the Institute of Traffic Engineers *Parking Generation* as guides for determining requirements for other uses.

7 Parking spaces and parking areas may be used for transit related uses such as transit stops and park- and-ride/rideshare areas, provided minimum parking space requirements can still be met.

8 Parking areas that have designated employee parking and more than 20 automobile parking spaces shall provide at least 10% of the employee parking spaces (minimum two spaces) as preferential carpool and vanpool parking spaces. Preferential carpool and vanpool parking spaces shall be closer to the employee entrance of the building than other parking spaces, with the exception of ADA accessible parking spaces.

9 Sites that are adjacent to existing or planned transit stops or are in the General Commercial (C-1) and Commercial Mixed Use (C-MU) districts are subject to maximum off-street vehicle parking requirements. The maximum number of off-street vehicle parking spaces allowed per site shall be equal to the minimum number of required spaces, pursuant to Table 16.128.030.A, multiplied by a factor of:

a 1.2 spaces for uses fronting a street with adjacent on-street parking spaces; or

b 1.5 spaces, for uses not fronting a street with adjacent on-street parking; or

c A factor determined according to a parking analysis prepared by a qualified professional/registered engineer and submitted by the applicant.

10 The applicant may propose a parking space standard that is different than the standard in Table 16.128.030.A, for review and action by the Community Development Director through a variance procedure, pursuant to Chapter 16.272. The applicant's proposal shall consist of a written request and a parking analysis prepared by a qualified professional/ registered engineer. The parking analysis, at a minimum, shall assess the average parking demand and available supply for existing and proposed uses on the subject site; opportunities for shared parking with other uses in the vicinity; existing public parking in the vicinity; transportation options existing or planned near the site, such as frequent transit service, carpools, or private shuttles; and other relevant factors.

~~10.~~ The Community Development Director may reduce or waive the off-street parking standards for sites with one or more of the following features:

d Site has a transit stop with existing or planned frequent transit service (30-minute headway or less) located adjacent to it, and the site's frontage is

improved with a transit stop shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20% reduction to the standard number of automobile parking spaces;

e Site has dedicated parking spaces for carpool/vanpool vehicles: Allow up to a 10% reduction to the standard number of automobile parking spaces;

f Site has dedicated parking spaces for motorcycle and/or scooter or electric carts: Allow reductions to the standard dimensions for parking spaces and the ratio of standard to compact parking spaces;

g Available on-street parking spaces adjacent to the subject site in amounts equal to the proposed reductions to the standard number of parking spaces.

h Site has more than the minimum number of required bicycle parking spaces: Allow up to 10% reduction to the number of automobile parking spaces.

i The property is located in the downtown area as defined by the intersection of E Harbor Drive, S Main Avenue and 4th Street.

Table 16.128.030.A

Off-Street Parking Requirements

	Parking Spaces Required
Residential Uses	
Single-family detached dwelling (including manufactured home on individual lot)	2 spaces
~~Two- and three-family~~ **Duplex, triplex, townhouse or quadplex** dwelling	~~1.5~~ **1** spaces~~s~~ per dwelling unit
Cottage cluster development	**See parking requirements in Chapter 16.202**
Multifamily ~~and single-family attached~~ dwelling	
Studio units or 1-bedroom units less than 500 sq. ft.	1 space per unit
1-bedroom units 500 sq. ft. or larger	1.5 spaces per unit
2-bedroom units	1.75 spaces per unit
3-bedroom or greater units	2 spaces per unit
Senior housing; retirement complexes seniors 55+ years	1 space per unit
Rooming and boarding houses; dormitories	2 spaces per each 3 guest rooms, or 1 space per 3 beds, whichever is greater
Bed and breakfast	1 space per guest bedroom
Manufactured home parks	2 spaces per dwelling unit

Accessory dwelling	None ~~if lot already contains at least 2 spaces; otherwise, 1 space is required~~
Commercial Uses	
Auto, boat, or RV sales; retail nurseries and similar bulk retail uses	1 space per 1,000 square feet of the first 10,000 sq. ft. of gross land area plus 1 space per 5,000 sq. ft for the excess over 10,000 sq. ft. of gross land area and 1 space per 2 employees on the largest shift
General retail or personal services businesses including banks, salons, and markets	1 space per 350 sq. ft. of gross floor area
Shopping centers and multi-tenant commercial centers with:	
Less than 25,000 sq. ft. gross leasable floor area	4 spaces per 1,000 sq. ft. of gross leasable floor area
At least 25,000 sq. ft. of gross leasable floor area but not more than 400,000 sq. ft. of gross leasable floor area	4 spaces per 1,000 sq. ft. of gross leasable floor area plus 8 spaces per 1,000 sq. ft. of gross restaurant or café area plus theater seating pursuant to this table (if applicable)
More than 400,000 sq. ft. of gross leasable floor area	A special parking study shall be prepared by the applicant and submitted to the City- appointed engineer for review and approval. In no case shall the off-street parking requirement be less than that required for commercial centers with 25,000 to 400,000 sq. ft. of gross leasable floor area
Furniture or appliance repair shop	1 space per 750 sq. ft. of retail store
Chapels and mortuaries	1 space per 4 fixed seats in the main chapel or 8 ft. of bench length
Hotels and motels	1 space per each guest room plus 1 space for the manager
Medical and dental offices	1 space per 350 sq. ft. of gross floor area
General offices providing on-site customer service	1 space per 450 sq. ft. of gross floor area
General offices not providing on-site customer service	1 space per employee on the largest shift
Restaurants, bars, cafés, ice cream parlors, and similar uses	1 space per 4 seats or 1 space per 100 sq. ft. of gross leasable floor area, whichever is less

Theaters, auditoriums, gymnasiums, and similar uses	1 space per 4 seats
Dance hall, skating rink	1 space per 300 sq. ft. of dance floor of skating area plus 1 space per 2 employees
Bowling alley	2 spaces for each lane plus 1 space for each employee
Espresso stand	1 space
Industrial Uses	
Industrial uses, except warehousing	1 space per 2 employees on the largest shift or for each 700 sq. ft. of gross floor area, whichever is less, plus 1 space per company vehicle
Warehousing, including mini-storage warehouses	1 space per 1,000 sq. ft. of gross floor area or for each 2 employees, whichever is greater, plus 1 space per company vehicle
Public utilities (gas, water, telephone, etc.)	1 space per 2 employees on the largest shift, plus 1 space per company vehicle; a minimum of 2 spaces is required
Wireless communication facilities	1 space
Passenger terminal	1 space per 500 sq. ft. of gross floor area
Public, Recreational, and Institutional Uses	
Child care centers having 13 or more children	1 space per 2 employees; a minimum of 2 spaces is required
Churches and similar places of worship	1 space per 4 fixed seats or 8 feet of bench length, or 72 sq. ft. of floor area not containing fixed seating, whichever is less
Club, lodge, or association	Spaces to meet the combined requirements of the uses being conducted, such as hotel, restaurant, auditorium, etc.
Golf, except miniature	8 spaces per hole, plus additional spaces for auxiliary uses set forth in this section
Marina	1 space per each 2 slips
Miniature golf	1 space per hole plus 1 space per employee
Hospitals	1.5 spaces per patient bed
Library	1 space per 400 sq. ft. of gross floor area

Nursing and convalescent homes	1 space per 3 patient beds
Post office	1 space per 50 sq. ft. of patron service area, plus 1 space per employee
Rest homes or assisted living facilities	1 space per 2 patient beds or 1 space per apartment unit
Kindergarten, pre-school, or equivalent private or parochial school	1 space per employee
Elementary and junior high schools equivalent	1.5 spaces per classroom, or 1 space per 4 seats, or 8 feet of bench in auditorium, or assembly room, whichever is greater
High school or equivalent	1.5 spaces per classroom, plus 1 space per 10 students the school is designed to accommodate, or 1 space per 4 seats or 8 feet of bench in auditorium or assemble room, whichever is greater
Colleges, universities, trade schools, or equivalent	1.5 spaces per classroom plus 1 space per 5 students the school is designed to accommodate, plus requirements for on- campus student housing (if any)
Stadium, sports arena, or similar open assembly	1 space per 6 seats or 12 feet of bench length
RV park	1 off-street parking space shall be provided for each RV space, plus 1 additional space for each 6 RV spaces to provide for guest parking. Grouped parking spaces shall be located within 150 feet of the RV spaces served

B. Parking Location and Shared Parking.

1 Location. Vehicle parking is allowed only on approved parking shoulders (streets), within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this Code. Parking and loading areas shall not be located in required yards adjacent to a street unless otherwise specifically permitted in this ordinance. Side and rear yards that are not adjacent to a street may be used for such areas when developed and maintained as required in this chapter. See also Chapter 16.120, Access and Circulation.

2 Off-Site Parking. Except for single-family, ~~two-family, and three-family~~ dwellings **duplex, triplex, and quadplex dwellings**, the vehicle parking spaces required by this chapter may be located on another parcel of land, provided the parcel is within 200 feet or a reasonable walking distance of the use it serves. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site

parking must be evidenced by a recorded deed, lease, easement, or similar written instrument.

3 Mixed Uses. If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are actually less (i.e., the uses operate on different days or at different times of the day). In that case, the total requirements shall be reduced accordingly.

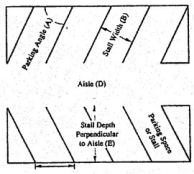
4 Shared Parking. Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use.

5 Availability of Facilities. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable. Signs shall conform to the standards of Chapter 16.144.

C. Parking Stall Standard Dimensions and Compact Car Parking. All off-street parking stalls shall be improved to conform to City standards for surfacing, stormwater management, and striping. See Section 16.120.020 for parking lot construction standards. Up to 40% of the required spaces may be sized to accommodate compact cars. Standard parking spaces shall conform to the dimensions in Figure 16.128.030.C. Disabled person parking spaces shall conform to the standards (and dimensions) in this section.

Figure 16.128.030.C Parking Stall Dimensions

(See Section16.128.030(D) for Disabled Parking)



Minimum Parking Space and Aisle Dimensions

Angle (A)	Type	Width (B)	Curb Length (C)	1 Way Aisle Width (D)	2 Way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	Standard	8 ft.	22 ft. 6 in.	12 ft.	24 ft.	8 ft.
	Compact	7 ft. 6 in.	19 ft. 6 in	12 ft.	24 ft.	7 ft. 6 in.
	Disabled					
30°	Standard	9 ft.	18 ft.	12 ft.	24 ft.	17 ft.
	Compact	7 ft. 6 in.	15 ft.	12 ft	24 ft.	14 ft.
	Disabled					
45°	Standard	9 ft.	12 ft. 6 in.	12 ft.	24 ft.	19 ft.
	Compact	7 ft. 6 in.	10 ft. 6 in.	12 ft.	24 ft.	16 ft.
	Disabled					
60°	Standard	9 ft.	10 ft. 6 in.	18 ft.	24 ft.	20 ft.
	Compact	7 ft. 6 in.	8 ft. 6 in.	15 ft.	24 ft.	16 ft. 6 in.
	Disabled					
90°	Standard	9 ft.	9 ft.	24 ft.	24 ft.	19 ft.
	Compact	7 ft. 6 in.	7 ft. 6 in.	22 ft.	24 ft.	15 ft.
	Disabled					

Important Cross-References. See also Division 2, Land Use District standards; Chapter 16.120, Access and Circulation; Chapter 16.124, Landscaping, Street Trees, Fences, and Walls; and Chapter 16.140, Stormwater and Surface Water Management.

D. Disabled Person Parking Spaces. The following parking shall be provided for disabled persons, in conformance with the Americans With Disabilities Act. Disabled parking is included in the minimum number of required parking spaces in this subsection.

Figure 16.128.030.D
Disabled Person Parking Requirements: Minimum Number of Accessible Parking Spaces ADA Standards for Accessible Design

Total Number of Parking Spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (60" & 96" aisles)	Van Accessible Parking Spaces with Minimum 96" Wide Access Aisle	Accessible Parking Spaces with Minimum 60" Wide Access Aisle
	Column A		
1 to 25	1	1	0
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5
201 to 300	7	1	6
301 to 400	8	1	7
401 to 500	9	2	7
501 to 1,000	2% of total parking provided in each lot	1/8 of Column A*	7/8 of Column A**
1,001 and over	20 plus 1 for each 100 over 1,000	1/8 of Column A*	7/8 of Column A**

Notes:

* 1 out of every 8 accessible spaces.

** 7 out of every 8 accessible parking spaces.

16.128.040. Bicycle Parking Requirements.

A. All uses shall provide bicycle parking in conformance with the following standards which are evaluated during development review or site design review.

B. Number of Bicycle Parking Spaces. The minimum number of bicycle parking spaces required for uses is provided in Table 16.128.040.A. Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to the vehicle

parking standard, pursuant to 16.128.030(A)(10), the City may require bicycle parking spaces in addition to those in Table 16.128.040.A.

Table 16.128.040.A Bicycle Parking Requirements		
Minimum Required Bicycle Parking Spaces		
Use	Minimum Number of Spaces	Long and Short TermBicycle Parking (As % of Minimum Required Bicycle Parking Spaces)
Multifamily residential ~~(required for 4 or more dwelling units)~~	1 space per 4 dwelling units	75% long term 25% short term
Commercial	2 spaces per primary use or 1 per 5 vehicle spaces, whichever is greater. Maximum of 28 spaces per commercial lot.	25% long term 75% short term
Schools (all types)	2 spaces per classroom	100% long term
Parks (active recreation areas only)	4 spaces	100% short term
Transit stops	2 spaces	100% short term
Transit centers	4 spaces or 1 per 10 vehicle spaces, whichever is greater	50% long term 50% short term
Other uses	2 spaces per primary use or 1 per 10 vehicle spaces, whichever is greater	50% long term 50% short term

C. Design and Location.

1 All bicycle parking shall be securely anchored to the ground or to a structure.

2 All bicycle parking shall be lighted for theft protection, personal security and accident prevention.

3 All bicycle parking shall be designed so that bicycles may be secured to them without undue inconvenience, including being accessible without removing another bicycle. Bicycle parking spaces shall be at least six feet long and two-and-one-half feet wide, and overhead clearance in covered spaces should be a minimum of seven feet. A five

foot aisle for bicycle maneuvering should be provided and maintained beside or between each row/rack of bicycle parking.

4 Bicycle parking racks shall accommodate locking the frame and both wheels using either a cable or U-shaped lock.

5 Direct access from the bicycle parking area to the public right-of-way shall be provided at-grade or by ramp access, and pedestrian access shall be provided from the bicycle parking area to the building entrance.

6 Bicycle parking shall not impede or create a hazard to pedestrians or vehicles and shall not conflict with the vision clearance standards of Chapter 16.132.

7 All bicycle parking should be integrated with other elements in the planter strip when in the public right-of-way.

8 Short-term bicycle parking.

a Short-term bicycle parking shall consist of a stationary rack or other approved structure to which the bicycle can be locked securely.

b If more than 10 short-term bicycle parking spaces are required, at least 50% of the spaces must be sheltered. Sheltered short-term parking consists of a minimum 7-foot overhead clearance and sufficient area to completely cover all bicycle parking and bicycles that are parked correctly.

c Short-term bicycle parking shall be located within 50 feet of the main building entrance or one of several main entrances, and no further from an entrance than the closest automobile parking space.

9 Long-term bicycle parking. Long-term bicycle parking shall consist of a lockable enclosure, a secure room in a building onsite, monitored parking, or another form of sheltered and secure parking.

D. Exemptions. This section does not apply to single-family**, duplex, triplex, quadplex and townhouse dwellings,** ~~and duplex housing~~, home occupations, and agricultural uses. The City may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.

E. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles and shall be located so as to not conflict with the vision clearance standards of Chapter 16.132.

Section 11. Section 16.168 of the Warrenton Municipal Code is hereby amended as follows:

16.168.010. Manufactured Home Design Standards.

A manufactured home placed on an individual lot, other ~~then~~ **than** a lot in an approved manufactured dwelling park, shall conform to the requirements of the zone in which it is located, applicable state installation standards, and ~~the following additional provisions:~~ **shall be certified by the manufacturer to have an exterior thermal envelope meeting performance**

standards which reduce levels equivalent to the performance standards required of single-family dwelling constructed under the State Building Code ORS 455.010.

A. ~~The manufactured home shall be multi-sectional and enclose a floor space of not less than 1,000 square feet.~~

B. ~~The manufactured home shall be placed on an excavated and/or back-filled foundation and enclosed by skirting at the perimeter such that the manufactured home is located at least 16 inches from mainframe to grade.~~

C. ~~The skirting and perimeter foundation of the manufactured home shall consist of masonry or poured concrete.~~

D. ~~The manufactured home shall have a roof with a minimum pitch of 3:12. The roofing material shall be composition, shake, shingle or tile.~~

~~E. The manufactured home shall have exterior siding material such as horizontal or vertical wood, vinyl or aluminum lap siding similar to that used in single-family residences constructed to the Uniform Building Code.~~

F . ~~The manufactured home shall not have bare metal siding or roofing.~~

~~G. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce levels equivalent to the performance standards required of single-family dwelling constructed under the State Building Code ORS 455.010.~~

H. ~~The manufactured home is required to have an attached or detached garage or carport that~~ complies with Chapter 16.180. A building permit for the associated garage or carport must ~~be issued concurrent with the placement permit for the manufactured home.~~

I. ~~The manufactured home shall have a permanent porch with a minimum size of 24 square~~ feet. No temporary steps will be allowed at the time of occupancy. The Uniform Building ~~Code will determine minimum landing size.~~

J . ~~All porches and decks to be constructed shall be shown on the site/plot plan.~~

K . ~~The manufactured home shall have a meter base and no power pole.~~

L . ~~The manufactured home shall utilize at least two of the following design features:~~

1 . ~~Dormer.~~

2 . ~~Recessed entries.~~

3 . ~~Architectural grade roofing.~~

4 . ~~Bay or bow windows.~~

5 . ~~Window shutters or treatments.~~

6 . ~~Off-sets on building face or roof (minimum 12 inches).~~

7 . ~~Gables.~~

8. ~~Covered porch entry.~~

9. ~~Pillars or posts.~~

10. ~~Eaves (minimum six inches).~~

11. ~~4:12 pitch roof.~~

M. ~~All load-bearing foundations, supports and enclosures shall be installed in conformance with the Oregon Building Codes Agency regulations and with the manufacturer's installation specifications. Manufactured homes must also be provided with a permanent perimeter enclosure.~~

N. ~~The manufactured home's wheels, axles and hitch mechanism shall be removed. The wheels, axles and hitch mechanisms shall not be left under the manufactured home.~~

~~If a manufactured home is removed from its foundation and not replaced by another manufactured home within 60 days, the owner of the lot shall immediately thereafter remove the foundation, fill all excavations and disconnect and secure all utilities.~~

Section 12. Section 16.180 of the Warrenton Municipal Code is hereby amended as follows:

16.180.020. Carport Standards.

A. Carports constructed in conjunction with a single-family detached dwelling, manufactured home, ~~or~~ modular home**, or duplex** shall:

1 Be a minimum size of 240 square feet.

2 Be compatible with accessory structure standards of Section 16.180.010.

3 Be constructed in accordance with the Uniform Building Code Requirements of the State of Oregon.

B. Carports constructed in conjunction with a ~~single-family attached~~ **townhouse** dwelling, ~~duplex, or~~ triplex**, or quadplex** shall:

1 Be a minimum size of 240 square feet per unit.

2 Be compatible with accessory structure standards of Section 16.180.010.

3 Be consistent with design standards of Chapter 16.184 and other applicable sections of the Code.

4 Be constructed in accordance with the Uniform Building Code requirements of the State of Oregon.

C. Carports constructed in conjunction with multifamily housing shall:

1 Be a minimum size of 240 square feet.

2 Be compatible with accessory structure standards of Section 16.180.010.

3 Be consistent with design standards of Chapter 16.188 and other applicable sections of the Code.

4 Be constructed in accordance with the Uniform Building Code requirements of the State of Oregon.

16.180.030. Garage Standards.

A. Garages constructed in conjunction with a single-family detached dwelling, manufactured home, ~~or~~ modular home**, or duplex** shall:

1 Be a minimum size of 240 square feet.

2 Be compatible with accessory structure standards of Section 16.180.010.

3 Be constructed in accordance with the Uniform Building Code Requirements of the State of Oregon.

B. Garages constructed in conjunction with a ~~single-family attached dwelling, duplex~~ **townhouse**, ~~or~~ triplex**, or quadplex** shall:

1 Be a minimum size of 240 square feet per unit.

2 Be compatible with accessory structure standards of Section 16.180.010.

3 Be consistent with design standards of Chapter 16.188 and other applicable sections of this Code.

4 Be constructed in accordance with the Uniform Building Code requirements of the State of Oregon.

C. Garages constructed in conjunction with multifamily housing shall:

1 Be a minimum size of 240 square feet.

2 Be compatible with accessory structure standards of Section 16.180.010.

3 Be consistent with design standards of Chapter 16.188 and other applicable sections of this Code.

4 Be constructed in accordance with the Uniform Building Code requirements of the State of Oregon.

16.180.040. Accessory Dwelling Standards.

An accessory dwelling is a small, secondary housing unit located on a legal lot with an established single-family residence. Accessory dwellings are typically the size of a studio apartment. The additional unit can be a detached cottage, a unit attached to a garage, or in a portion of an existing house. ~~Accessory dwellings provide cost-effective and independent living spaces for family members, such as in-laws, retired parents, etc. Accessory dwellings can also provide semi-independent living spaces for physically or mentally disabled family members requiring partial supervision or assistance with activities of daily living.~~ Accessory dwellings may be rented long term as a permitted use. Accessory dwellings may be rented as part of a permitted homestay lodging use so long as the main structure of the property is owner-occupied. The housing density standard of residential zones does not apply to accessory dwellings, due to the small size and low occupancy level of the use. The following standards

are intended to control the size and number of accessory dwellings on individual lots, so as to promote compatibility with adjacent land uses. Accessory structures shall comply with the following standards:

A. ~~Oregon Structural Specialty Code~~ **Oregon Residential Specialty Code (ORSC) or Oregon Manufactured Dwelling Installation Specialty Code (OMDISC)**. The structure shall comply with the ~~Oregon Structural Specialty Code.~~ **ORSC or the OMDISC if considered a manufactured dwelling.**

B. Accessory Structure Standards. The structure shall comply with the accessory structure standards of Section 16.180.010.

C. Rental Unit. Accessory dwellings may be rented long-term as a permitted use. ~~Accessory dwellings may be rented as part of a permitted homestay lodging use so long as the main structure of the property is owner-occupied. Accessory dwellings shall not be used as servants' quarters or as lodging (temporary or permanent) for housekeepers, gardeners, etc. Use of an accessory dwelling for purposes other than what is expressly permitted in this section is strictly prohibited and shall be subject to the enforcement and penalty provisions of Chapter16.16.~~

D. One Unit. A maximum of one accessory dwelling unit is allowed per lot.

E. Floor Area. The maximum floor area of the accessory dwelling shall not exceed 600 square feet. **An additional 200 square feet, up to a total of 800 square feet, shall be the maximum size of an accessory dwelling when one off-street parking space is provided on site in addition to off-street parking required with the primary dwelling.**

F. Building Height. The building height of a detached accessory dwelling (i.e., separate cottage) shall not exceed the height of the primary residence, or ~~16~~ **24** feet measured to the apex of the roof, whichever is less.

G. Buffering. A minimum six-foot hedge may be required to buffer a detached dwelling from dwellings on adjacent lots, when buffering is necessary for the privacy and enjoyment of yard areas by either the occupants or adjacent residents.

H. ~~Off-Street Parking. No additional off-street parking is required if the lot already contains at least two off-street parking spaces.~~

Section 13. Section 16.184 of the Warrenton Municipal Code is hereby amended as follows:

CHAPTER 16.184 ~~SINGLE-FAMILY ATTACHED~~ TOWNHOUSE, ~~DUPLEX, AND~~ TRIPLEX AND QUADPLEX DESIGN STANDARDS

16.184.010. Applicability.

~~Single-family attached housing (townhomes on individual lots)~~**Townhouse**, ~~duplex, and~~ triplex**, and quadplex** developments shall comply with the standards of this chapter.

16.184.030. Design Standards.

A. Building Mass Supplemental Standard. The maximum number and width of consecutively attached ~~townhomes~~ **townhouses** (i.e., with attached walls at property lines) shall not exceed eight units or 200 feet (from end-wall to end-wall) whichever is less.

B. Access Standards. ~~Townhomes~~ **Townhouses**, ~~duplexes and~~ triplexes**, and quadplexes** receiving access directly from a public or private street (as opposed to alley access) shall comply with the following standards, in order to minimize interruption of adjacent sidewalks by driveway entrances, slow traffic, improve appearance of the streets, and minimize paved surfaces for better stormwater management.

1 The maximum allowable driveway width facing the street is 10 to 24 feet per dwelling unit. The maximum combined garage width per unit is 50% of the total building width. For example, a 24-foot wide unit may have one 12-foot wide garage.

2 Two adjacent garages shall share one driveway when individual driveways would be separated by less than 20 feet (i.e., the width of one on-street parking space). When a driveway serves more than one lot, the developer shall record an access and maintenance agreement/easement to benefit each lot, prior to building permit issuance.

C. Common Areas. Common areas (e.g., landscaping in private tracts, shared driveways, private alleys, and similar uses) shall be maintained by a homeowners association or other legal entity. A homeowners association may also be responsible for exterior building maintenance. A copy of any applicable covenants, restrictions, and conditions shall be recorded and provided to the City prior to building permit approval.

Section 14. Section 16.188 of the Warrenton Municipal Code is hereby amended as follows:

16.188.010. Applicability.

Multifamily housing developments shall comply with the standards of this chapter. Multifamily housing means housing that provides ~~four~~ **five** or more dwelling units on a single legal lot and sharing common walls, floor/ceilings, courtyard, playground, parking area, or other communal amenity. Condominiums are considered multifamily housing developments.

16.188.030. Design Standards.

A. Building Mass Supplemental Standard. The maximum width or length of a multiple-family building shall not exceed 200 feet (from end-wall to end-wall).

B. A minimum of 20% of the site area shall be designated and permanently reserved as common open space in all multiple-family developments. For purposes of this section:

1. *Site area* means the lot or parcel on which the development is located, minus any required dedication of street right-of-way or other land for public purposes;

a *Common open space* shall:

1. Be accessible to all residents of the development;
2. Have a minimum dimension of 15 feet in all directions;
3. Be located outside required parking aisles and driveways; and
4. Be improved with landscaping, pedestrian amenities, or recreational features.

Sensitive lands, including wetlands, riparian areas, and required riparian setbacks, may be counted toward the common open space requirement only if they are improved with an approved pedestrian path or viewing area consistent with applicable environmental regulations.

Historic buildings or landmarks designated by the Comprehensive Plan and open to the public may be counted toward the common open space requirement.

~~Common Open Space Standard. Inclusive of required setback yards, a minimum of 20% of the site area shall be designated and permanently reserved as useable common open space in all multiple-family developments. The site area is defined as the lot or parcel on which the development is planned, after subtracting any required dedication of street right-of-way and other land for public purposes (e.g., public park or school grounds, etc.). Sensitive lands (e.g., wetlands, riparian areas, and riparian setback areas/corridors) and historic buildings or landmarks open to the public and designated by the Comprehensive Plan may be counted towards meeting common open space requirements~~.

C. Trash and recycling receptacles shall comply with the following standards:

1. Receptacles shall be located a minimum of 10 feet from residential building entrances and habitable room windows on adjacent properties; and

2. Receptacles shall be screened on all sides visible from a public street or adjacent residential property by:

a A solid fence or wall with a minimum height of six feet; or

b An evergreen hedge with a minimum mature height of six feet.

D. Screening materials shall be maintained for the life of the development.

~~B.Trash Receptacles. Trash receptacles shall be oriented away from adjacent residences and shall be screened with an evergreen hedge or solid fence or wall of not less than six feet~~.

Section 15. Section 16.202 of the Warrenton Municipal Code is hereby amended as follows:

CHAPTER 16.202 ~~COURTYARD~~ COTTAGE CLUSTER HOUSING

16.202.010. Purpose.

A cottage cluster housing development is a small cluster of dwelling units ~~appropriately~~ sized for smaller households and available as an alternative to the development of typical detached single-family and two-family homes on individual lots. Cottage cluster development is intended to address the changing composition of households, and the need for smaller, more diverse, and often, more affordable housing choices. Providing for a variety of housing types also encourages innovation and diversity in housing design and site development ~~,while ensuring compatibility with surrounding single-family residential development~~.

16.202.040. Standards.

Cottage cluster developments are subject to the following standards:

A. ~~Density~~ **Minimum lot size**. ~~Cottages may be built up to the density established for cottage cluster development in the underlying zone. Cottages are permitted outright in the R-10, RM, and RH zone.~~ Minimum lot size is ~~15,000~~ **10,000** square feet.

B. Number of Cottages. A cottage cluster development is composed of four to 20 dwelling units.

C. Cottage Design. The cottages in a cottage cluster development are subject to the following standards:

1. Maximum Floor Area. The gross floor area of each cottage shall not exceed 1,250 square feet.

2. Maximum Footprint. The footprint of each cottage unit shall not exceed 800 square feet, or 1,200 square feet including a garage. A communal garage or parking structure is permitted and is not subject to the maximum footprint requirements for cottages.

3. Average Size. The average size of all dwellings combined within a cottage cluster development will be less than 1,200 square feet.

4. Maximum Height. The height of each cottage shall be the same as required by the underlying zoning and applicable overlay zoning.

5. Placement. If cottages differ in size, smaller cottages shall be located adjacent to or in closer proximity than larger cottages to the adjacent public street or River Trail to which the development is oriented.

6. Setbacks. The setbacks from adjacent property lines along the perimeter of the cottage cluster development shall be the same as required by the underlying zone. The minimum distance between all structures, including accessory structures, shall be in accordance with building code requirements (at least six feet spacing between buildings).

7. Private Open Space. Each cottage may have private open space for the exclusive use of the cottage residents. Private open space does not count towards the required common open space.

8. Orientation of Cottages. Cottages shall be clustered around the common open space. Each cottage shall have a primary entrance and covered porch oriented to the common open space. All cottages shall be within 10 feet from the common open space, measured from the facade of the cottage to the nearest delineation of the common open space. Lots in a cottage cluster development are not required to abut a public right-of-way, except that the parent parcel shall have frontage on a public right-of-way in accordance with Chapter 16.120.

9. Common Open Space. **Areas that may be counted toward required common open space shall meet all of the following criteria:**

- **Have a minimum dimension of 15 feet in all directions;**
- **Be free of vehicle parking, drive aisles, and required setbacks; and**
- **Not consist solely of foundation landscaping, parking strips, sidewalks, or isolated residual areas less than 225 square feet.**

Wetlands and required environmental protection areas may not be counted toward required common open space unless improved with a pedestrian path or seating area consistent with applicable regulations. ~~The design of the common open space shall not use unusable lot area or projections to meet the requirement for common open space. Unusable lot area includes, but is not limited to, foundation landscaping, enlarged or enhanced parking strips or sidewalks, narrow strips of land, wetlands, or small dead zones of the lot~~.

~~9.~~**10.** Public Street Facing Façades. Cottages abutting a public right-of-way or Waterfront Trail shall have a secondary entrance or a porch **or** ~~,~~ bay window~~, or other major architectural feature~~ oriented to the public right-of-way or the River Trail. Garage or carport entrances may not face a public right-of-way unless it is an alley.

~~10.~~**11.** Porches. Each cottage shall have a covered open porch that shall be oriented toward the common open space and that shall be at least six feet in depth measured perpendicular to the abutting building facade and at least 60 square feet in area.

D. Community Buildings. Cottage cluster developments may include community buildings that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, or community eating areas. They shall have a footprint of no more than 800 square feet unless there is an existing dwelling that is renovated for community building space.

Figure 1: Example of Cottage Cluster Layout on Infill Lot

E. Common Open Space. Cottage cluster developments shall have a common open space in order to provide a sense of openness and community of residents. Common open space is subject to the following standards:

1. Each cottage cluster development shall contain a minimum 2,000 square feet of common open space regardless of the number of cottages in the cluster, and not less than 200 square feet of common open space per cottage.

2. The common open space shall include at least a single, contiguous, useable piece **with no dimension less than fifteen (15) feet.**

3. Cottages shall abut the common open space on at least two sides of the open space.

4. Parking areas, required yards, private open space, and driveways do not qualify as common open space.

F. Parking. Parking for a cottage cluster development is subject to the following standards:

1. Minimum Number of parking Spaces. Cottage cluster developments shall have at least one parking space for each unit with a gross floor area of 700 feet or less.

2. Guest Parking. Cottage cluster developments shall have at least one-half additional guest parking spaces for each cottage in the development, rounded up to the nearest whole number. These spaces shall be clearly identified as being reserved for guests.

3. Reduction in Number of Required Parking Spaces. The required number of guest parking spaces may be reduced by the number of on-street parking spaces on public streets adjacent to and immediately abutting the cottage cluster development.

4. Clustering and Parking Structures. Parking areas may be arranged in clusters limited to no more than five contiguous spaces. Clustered parking areas may be covered. Up to two carriage house dwelling units are permitted on the second floor of a parking structure, with a maximum of one carriage house dwelling unit per four cottages (rounded to the nearest whole number). Parking structures may or may not be located on the same lot as the cottage they serve. Parking structures shall not be located within a common open space and are required to be screened from view from common open space areas.

5. Parking Access. Parking areas shall be accessed only by a private driveway or public alley or local street. No parking space may be between a public street and cottages that abut a public street.

~~6. Design. The design of garages, carports, and parking structures, including the roof lines, windows, and trim, shall be similar to and compatible with that of the cottages within the cottage cluster development.~~

6.~~7~~ Screening. Landscaping or **non-solid** architectural screening at least three feet tall shall separate parking areas and parking structures from the common area and public streets. Solid fencing (e.g., board, cinder block) shall not be allowed as an architectural screen.

7.~~8~~ Location. Parking can be grouped and located on a separate lot within 100 feet of an edge of the cottage cluster development.

G. Frontage, Access, and Walkways.

1. Frontage. The parent parcel shall have frontage on a public street. If individual lots are created within the cluster development, each lot shall abut the common open space, but is not required to have public street frontage.

2. Access. No part of any structure shall be more than 150 feet, as measured by the shortest clear path on the ground, from fire department vehicle access, unless the building has a fire suppression system.

3. Walkways. A cottage cluster development shall have sidewalks abutting all public streets. A system of interior walkways shall connect each cottage to the common open

space, parking areas, private driveways, any community buildings, the sidewalks abutting any public streets bordering the cottage cluster development, and other pedestrian or shared use facilities such as the Waterfront Trail. Sidewalks abutting public streets shall meet the width requirements established in the Warrenton Engineering Design Standards, and interior walkways shall be at least four feet in width.

H. Interior Fences. Fences on the interior of the cottage cluster development shall not exceed three feet in height and shall not consist of solid (e.g., board, cinder block) fencing.

I. Existing Structures. On a lot or parcel to be used for a cottage cluster development, an existing detached single-family dwelling that may be nonconforming with respect to the requirements of this section may remain, but the extent of its non-conformity may not be increased. Such dwellings shall count towards the number of cottages allowed in the cottage cluster development unless converted for community building use.

Section 16. Section 16.224 of the Warrenton Municipal Code is hereby amended as follows:

16.224.030. Permitted Building and Uses.

The following buildings and uses may be permitted as hereinafter provided. Buildings and uses may be permitted either singly or in combination provided the overall density of the planned development does not exceed the density of the zoning district as provided by Section 16.224.040.

A. Single-family detached and ~~attached~~ **townhouse** dwellings.

B. Duplexes, triplexes, **quadplexes,** ~~courtyard~~ cottage **clusters** and multifamily dwellings.

C. Accessory buildings and uses.

D. Commercial uses only when supported mainly by the planned development and only when economic feasibility can be shown.

E. Buildings or uses listed as permitted outright or conditionally in the zone on which the planned development is located. Drive thrus are prohibited.

F. Recreational vehicle (RV) parks when the applicant provides findings of fact that demonstrate consistency with applicable provisions of the Comprehensive Plan and this Code and the location has been approved by the Planning Commission. Where PUD standards differ from standards found elsewhere in this Code, the more stringent requirement shall apply.

G. Campgrounds when the applicant provides findings of fact that demonstrate consistency with applicable provision of the Comprehensive Plan and this Code and the location has been approved by the Planning Commission.

Section 17. Article 3 of the Warrenton Comprehensive Plan is hereby amended as follows:

SECTION 3.300 POLICIES

Section 3.310 Residential Lands

1. It is the City's policy to encourage the development of housing needed to accommodate desired growth, and to provide every Warrenton household with the opportunity to obtain a decent home in a suitable neighborhood. Residential construction shall occur primarily in the following four types of

areas:

a. The High Density Residential zone is intended to encourage the development of ~~duplexes and other~~ multi-family dwellings. It provides for high density uses in locations close to the downtown area or other locations which have suitable streets, utilities and other characteristics. Certain non-residential uses are allowed if they will not detract from the character of this district. Land in the Hammond area that was in the Town's R-H zone has been placed in this zone.

b. The Medium Density Residential Zone is intended to accommodate a variety of housing types including single-family dwellings, duplexes**, townhouses, triplexes, quadplexes, cottage clusters,** ~~and, where appropriate,~~ manufactured dwelling subdivisions and manufactured dwelling parks. This intensity of residential use is envisioned for locations in the City where community services and adequate access are available. Residential densities permitted are somewhat greater than those permitted in an R-10 zone. Certain public facilities and other non-residential uses are also permitted when desirable conditions and safeguards are satisfied. Those lands in the Hammond area that were in the Hammond R-6 zone have been placed in this zone.

c. The purpose of the Intermediate Density Residential Zone is to provide areas within the City which have the capacity to accommodate single-family dwellings**, duplexes, townhouses, and cottage clusters** in conventional subdivisions or planned unit developments. These areas are intended for service by municipal utilities and urban type street systems, and, consequently, the residents must be willing to support the costs associated with this density of development. Certain public facilities and other non-residential uses are permitted when desirable conditions and safeguards are satisfied. This zone includes those areas in Hammond that were in Hammond's Low Density Residential Zone (R-10).

d. The Low Density Residential Zone is intended for areas which are physically isolated from the developed portions of the City, and for which extension of sewer and water services would be prohibitively expensive. Lands in this zone must be able to support development with on-site sewage disposal systems, and comply with all local, state and federal requirements. Agriculture, open space and residential uses will be permitted in this zone subject to wetlands, weak foundation soils, and active dune constraints.

2. Residential densities in each zone will vary with the type of development and the characteristics of the site and surrounding area.
3. New housing developments with four or more dwelling units which carry out particular functions considered beneficial to the community may be allowed to have higher residential densities than permitted for otherwise comparable developments. Functions which qualify include those which the City believes will cluster development in a sound manner or promote

energy conservation.

4. Planned unit developments will be permitted in a special overlay zoning district intended to provide for developments incorporating a single type or variety of housing types and related uses which are planned and evolve as a unit. The purpose of this district is to provide a more desirable environment through application of flexible and diversified land development standards in an overall site development plan approved by the City. Commonly-owned land and facilities may be allowed. Planned unit developments will be encouraged on tracts large enough to accommodate ten or more dwellings.
5. New multifamily residential dwellings may be allowed in a planned unit development if otherwise allowed in the base zone.
6. New single family attached, multifamily, and mixed use housing may be allowed in some of the City's commercial zones. Residential densities in these commercial zones may not exceed those in a High-Density Residential district.
7. Manufactured dwellings used for residential purposes will be permitted in manufactured dwelling parks or special subdivisions that meet appropriate standards, such as screening and street access requirements. Manufactured dwellings shall also be allowed on individual lots in **all** ~~some~~ of the City's residential zone as permitted uses, subject to standards.
8. Residential developers will generally be responsible for providing streets, utilities, storm drainage facilities and other improvements necessary for the development of a housing site. Some of these responsibilities are discussed further in the Public Facilities and Services, Transportation and Natural Features sections of this Plan.
9. The City supports the efforts of the Northwest Oregon Housing Association, U.S. Department of Agriculture and other organizations to make funds available for rehabilitation or winterization of local housing. Consideration will be given to adopting a housing code to help ~~insure~~ **ensure** that this and other housing is kept up to minimum standards.
10. The City shall encourage establishment of a system which would make it possible for every jurisdiction in the County to get its fair share of subsidized housing. In connection with this activity, the City shall support efforts of developers, non-profit groups, public agencies and others to evaluate the desirability of public lands in the County for subsidized housing and, when feasible, to make use of sites appropriate for this purpose.
11. The City will zone adequate land to meet identified future housing needs for a broad range of housing types, including single-family attached and detached homes, manufactured homes, duplexes**, townhomes, triplexes, quadplexes,** and multi-family dwellings.
12. The City will encourage the use of sustainable development and building materials including use of energy efficient materials and design principles.
13. The City will ensure compliance with federal and state fair housing laws, which affirm access to housing opportunities for all people in Warrenton.

Section 18. Article 5 of the Warrenton Comprehensive Plan is hereby amended as follows:

Section 5.327 Residential, Commercial and Industrial Development

These policies apply to construction *or* expansion of residential, commercial or industrial facilities in Columbia River Estuary shoreland and aquatic areas. Within the context of this subsection, residential uses include single**-family, duplexes, townhomes, triplexes, quadplexes, cottage clusters,** and multi-family structures**,** ~~mobile homes~~ **manufactured homes**, and floating residences (subject to an exception to Oregon Statewide Planning Goal 16). Duck shacks, recreational vehicles, hotels, motels and bed-and-breakfast facilities are not considered residential structures for purposes of this subsection. Commercial structures and uses include all retail or wholesale storage, service or sales facilities and uses, whether water-dependent, water-related, or non-dependent, non-related. Industrial uses and activities include facilities for fabrication, assembly, storage, and processing, whether water-dependent, water-related or non-dependent non- related.

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

Section 19. This Ordinance will take effect 30 days after its adoption by the Warrenton City Commission.

First Reading: March 10, 2026

Second Reading:

ADOPTED by the City Commission of the City of Warrenton, Oregon this day of 2026.

APPROVED

_____
Henry A. Balensifer, Mayor

Attest:

_____
Hanna Bentley, City Recorder

City Commission Agenda Memo

Meeting Date:	March 24, 2026
From:	Kevin Gorman, Public Works Director Rock Haglund, Operations Manager
Subject:	Water Treatment Plant Replacement Service Truck – Request to Purchase

Summary:

Authorization is requested for the purchase of a replacement Service Truck for the Water Treatment Plant from Dane Gouges Astoria Ford in the amount of $61,384.64. This truck is replacing a 2010 model vehicle. Quotes were solicited from (3) dealerships. Dane Gouges Astoria Ford was the only responsive bidder.

Recommendation/Suggested Motion:

"I move to authorize purchase of a replacement Service Truck for the Water Treatment Plant from Dane Gouges Astoria Ford in the amount of $61,384.64."

Alternative:

Other actions as deemed appropriate by the City Commission
OR
None recommended

Fiscal Impact:

This purchase was included in the FY2025/2026 Water Capital Reserve Fund Budget - 029-430-610005.

Attachments:

- Water Treatment Plant Replacement Service Truck - Astoria Ford Contract
- Exhibit A WTP Replacement Service Truck – Dane Gouge Astoria Ford Quote

Approved by City Manager: _____

CITY OF WARRENTON
CONTRACT FOR GOODS AND SERVICES

CONTRACT:

This Contract, made and entered into this _____ day of March 2026, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY," and Dane Gouges Astoria Ford, 1809 SE Ensign Lane, Warrenton, OR 97146, hereinafter called "CONTRACTOR", duly authorized to do business in Oregon.

W I T N E S S E T H

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

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

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

1. CONTRACTOR GOODS AND SERVICES: Water Treatment Plant Replacement Service Truck

   A. CONTRACTOR shall provide goods and services for the CITY, as outlined in its attached quote, dated 03/16/2026, and is attached hereto as Exhibit A.

   B. CONTRACTOR'S obligations are defined solely by this Contract, the RFP, or solicitation document, (if any) and its attachment and not by any other contract or agreement that may be associated with this project.

2. COMPENSATION

   A. The CITY agrees to pay CONTRACTOR a total not-to-exceed price of $61,384.64 for providing goods and performance of those services provided herein;

   B. The CONTRACTOR will submit a final invoice for all goods provided or services rendered to: City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONTRACTOR may submit invoice via email to ap@warrentonoregon.us. City pays net 21 upon receipt of invoice.

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

3. CONTRACTOR IDENTIFICATION

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

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be City Manager.

5. CONTRACTOR'S REPRESENTATIVE

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

6. CONTRACTOR IS INDEPENDENT CONTRACTOR

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

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

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

7. CANCELLATION FOR CAUSE

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

8. ACCESS TO RECORDS

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

9. FORCE MAJEURE

Neither CITY nor CONTRACTOR shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part

of the party so disenabled provided the party so disenabled shall within ten (10) days from the beginning such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

10. NONWAIVER

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

11. ATTORNEY'S FEES

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

12. APPLICABLE LAW

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

13. CONFLICT BETWEEN TERMS

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

14. INDEMNIFICATION

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

15. INSURANCE

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

A. **Commercial General Liability**. Contractor shall obtain, at Contractor's expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than $1,000,000 per occurrence and the annual aggregate of not less than $2,000,000. Coverage shall include contractors, subcontractors and anyone directly or indirectly employed by either. This insurance will include personal and Advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will

be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than $1,000,000 for each job site or location. Each annual aggregate limit will not be less than $2,000,000.

B. **Automobile Liability**. Contract shall obtain, at Contractor's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than $1,000,000, and annual aggregate not less than $2,000,000.

C. **Additional Insured.** The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, Contractor shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

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

16. WORKMEN'S COMPENSATION

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

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

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

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

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

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

18. PAYMENT OF MEDICAL CARE

Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident

to sickness or injury to the employees of such CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

19. STANDARD OF CARE

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

20. NO THIRD PARTY BENEFICIARIES

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

21. SEVERABILITY AND SURVIVAL

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

22. COMPLETE CONTRACT

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

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

City of Warrenton, a Municipal Corporation

BY: _____ _____
Henry Balensifer III, Mayor Date

ATTEST:

_____ _____
Hanna Bentley, CMC, City Recorder Date

CONTRACTOR:

BY:_____ _____
Date

EXHIBIT A

Dane Gouges Astoria Ford
1809 SE Ensign Lane
Warrenton, OR 97146
(503)473-5696

March 16th, 2026

Rock Haglund,

We are pleased to offer this quote for Warrenton Public Works Ford F250 Quote

MODEL

- 2026 F250 XL 4X4 SuperCrew

PAINT

- Oxford White

POWERTRAIN

- 6.8L V8 Engine
- Electronic 10 Speed Automatic TorqShift
- 3.73 Electronic Locking Rear Axle
- 50 States Emissions

EXTERIOR

- 160” Wheelbase
- Preferred Equipment Package 600A
- XL Trim
- STX Appearance Package
- Ebony Black Aluminum Wheels
- LT275/70R18E BSW All Terrain Tires
- STX Appearance Package
- Platform Running Boards
- FX4 Off-Road Package
- Skid Plates
- 10,000# GVWR Package
- 410 Amp Alternator
- Dual Batteries
- Fog Lamps
- Power Sliding Rear Window

INTERIOR

- 40/20/40 Medium Dark Slate Cloth Seats
- AM/FM Stereo MP3/Clock
- Jack
- Trailer Brake Controller
- Blind Spot Information System
- Upfitter Switches
- XL Driver Assist Package

TOTAL: $61,384.64

TERMS & CONDTIONS

- Price quoted exclusive of any specifications not stated above.
- This quote is good for 30 days.
- This vehicle is currently on the ground and subject to sale.
- Tax, Title, Licensing and Registration Fees Included.

If you have any questions or concerns, please do not hesitate to contact me personally.

Thank you again for considering Dane Gouges Astoria Ford during your bid process.

Sincerely,

Jason Mickle
Fleet Sales
Dane Gouges Astoria Ford
(503)473-5696
jasonmickle@astoriaford.com

City Commission Agenda Memo

Meeting Date: March 24, 2026
From: Esther Moberg, City Manager
Item Name: Consideration of Resolution No. 2727; Setting a public hearing date to receive comments on draft findings for CM/GC new WWTP process

Summary:
To start the process of the CM/GC acquisition, we must first submit draft findings, followined by a public hearing (findings of fact) regarding approval of the exemption at the April 14th commission meeting. Following the successful passing, we will need to then develop and issue and RFP to solicit proposals from the CM/GC contractors. Per section 3.28.050(D) referencing ORS 279C.355 regarding the CM/GC contracting exemption process.

Recommendation/Suggested Motion:
I move to adopt Resolution No. 2727; A resolution of the city commission of the City of Warrenton, Oregon setting a public hearing date to receive comments on the draft findings for exemption from competitive bidding to use the Construction Manager/General Contractor (CM/GC) delivery method for the wastewater system improvements project.

Alternative:

Fiscal Impact:

Attachments:
1. Resolution 2727 Setting a public hearing date to receive comments on the draft findings for exemption from competitive bidding
2. Draft_CMGC_Findings

RESOLUTION NO. 2727

Introduced by All Commissioners

A resolution of the city commission of the City of Warrenton, Oregon setting a public hearing date to receive comments on the draft findings for exemption from competitive bidding to use the Construction Manager/General Contractor (CM/GC) delivery method for the wastewater system improvements project

Whereas, the City of Warrenton, Oregon (hereinafter the "City") is committed to the principles of good governance; and

Whereas, the City recognizes the value of considering an exemption from competitive bidding to use the Construction Manager/General Contractor (CM/GC) Delivery Method for the Wastewater System Improvements Project to set a maximum threshold for cost, add value engineering, and provide a more rapid execution of construction on the new wastewater improvements;

Now, therefore, be it resolved by the city commission of the City of Warrenton:

Section 1. That a hearing is hereby ordered and fixed to be held in the Commission Chambers at Warrenton City Hall on Tuesday, April 14, 2026, at the hour of 6:00 p.m., for the purpose of taking comments on the City's draft findings for exemptions from the competitive bidding for the Wastewater System Improvements Project.

Section 2. That notice of such proposed hearing and the opportunity to review the draft findings shall be published in accordance with ORS 279C.335, including publication in The Astorian. Said notice will include the time and place fixed for such hearing and provide that oral public comments may be made at said public hearing or may be made in writing and filed with the City Recorder at or prior to the time of said hearing.

Section 3. This Resolution is effective on the date of its passage.

Adopted by the city commission of the City of Warrenton this 24th day of March 2026.

This Resolution takes effect immediately upon its passage.

Approved:

Paul Mitchell, Mayor Pro Tem

Attest:

Hanna Bentley, City Recorder

DRAFT FINDINGS FOR EXEMPTION FROM COMPETITIVE BIDDING

City of Warrenton Oregon

For Proposed

Wastewater System Improvements Project

Clatsop County

March 2026

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Oregon Revised Statute (ORS) 279C.300 requires competitive bidding of public works improvement contracts unless specifically excepted or exempted from competitive bidding as provided under ORS 279C.335. Under ORS 279C.335, the City of Warrenton Local Contract Review Board may exempt a contract from competitive bidding based on approval of two findings:

1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of Warrenton.

In approving the finding under ORS 279C.335(2)(b), the Local Contract Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract, all items outlined in ORS 279C.335(2)(b)(A-N).

This document presents information the City of Warrenton Local Contract Review Board will consider in its approval of the findings to exempt the Wastewater System Improvements Project from competitive bidding and use a CM/GC method of delivery.

BACKGROUND

The City of Warrenton owns and operates the Warrenton Wastewater Treatment Plant (WWTP), which is nearing capacity. To best serve our community, the City plans to upgrade the WWTP to accommodate local growth, protect the Columbia River watershed, comply with permitted waste discharge limits, and affirm the City's commitment to environmental stewardship.

The Wastewater System Improvements Project will include upgrades to the WWTP that increase the treatment capacity and improve effluent quality with the construction of additional tanks and equipment for aeration and filtration.

SUMMARY OF FINDINGS

In regards to ORS 279C.335, the City of Warrenton Local Contract Review Board has considered the following two findings in its decision to exempt from the Wastewater System Improvements from competitive bidding:

1. *The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.*

Analysis: The City will select the CM/GC firm through a competitive selection process. The City will issue a Request for Proposals (RFP) in a manner that will attract competition from qualified firms through advertisement in the Daily Journal of Commerce and posting on the City's web site, or QuestCDN online plan center.

The Request for Proposals will attract proposers having the specialized knowledge, capacity, and skills for the project from within the state and the Pacific Northwest. A sufficient number of CM/GC firms are available to respond to the RFP. However, current market conditions may limit the number of firms that respond.

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Pre-defined scoring criteria will be included in the RFP. Scoring criteria will be based on qualifications and experience of the firm related to the project components, complexity, and size; qualifications and experience of the proposed CM/GC team related to performance on similar recent projects; project understanding and approach; ability to achieve cost reduction through value engineering; ability to self-perform portions of the work; safety record; financial standing; and pricing of services for Phase 1 (pre-construction services and guaranteed maximum price development) and markup on the cost of work in Phase 2 (construction). Review of proposals and scoring will be performed by City staff with the assistance of the design engineer. Reviewers will follow the pre-defined scoring criteria.

Additionally, the contract between the City and the CM/GC firm will require portions of the work to be contracted by the CM/GC firm through receipt of competitive proposals. The CM/GC firm will be required to comply with the provisions of ORS 279C.337 for selection of subcontractors.

Finding: The process used by the City to select the CM/GC firm and the number of firms available to propose makes the exemption unlikely to encourage favoritism in the awarding of the public improvement project or substantially diminish competition for the public improvement contract.

2. *Awarding a public improvement contract under the exemption will likely result in substantial schedule savings, allowing development and connection of additional residential, commercial, and industrial users to continue; and other substantial benefits to the City of Warrenton.*

Analysis: The project involves construction of new tanks and treatment equipment at the existing WWTP to enhance capacity and effluent quality. Due to unique challenges associated with a complex wastewater equipment installation, and the need to sequence the construction to keep the existing facilities in operation, the City will need a contractor that has multiple experiences with this type of work.

Awarding a contract to a qualified CM/GC contractor provides opportunity for the City to employ a contractor-led value engineering review of the design during development. The RFP procurement approach allows the City to select a CM/GC firm most capable of achieving the scope and any cost reductions and deliver high quality project within an agreed upon guaranteed maximum price and schedule.

The CM/GC contractor can provide realistic determination of costs and constructability issues that will allow cost-benefit decisions to be made by the City. The contracting method will allow alternatives to be reviewed in a team environment of City staff, the design engineer, and the contractor working in a partnership. During the process, the CM/GC's construction experience and knowledge will aid in early identification of effective measures to minimize risks. This partnering approach will likely reduce the need for change orders, claims, and delays, resulting in cost savings and delivery of quality facilities on time. It is likely that there will be a lower chance of disruption to the schedule by using the CM/GC approach.

Use of the CM/GC delivery method provides an opportunity to accelerate construction and commissioning through early work packages that allow the contractor to procure long-lead equipment and begin portions of the work prior to completion of the final design. Given this project's scope and sequencing constraints, CM/GC could advance delivery of additional treatment capacity by up to one year compared to a traditional design-bid-build schedule.

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Finding: Awarding the project to a CM/GC contractor under the exemption provides opportunities for cost savings, schedule compression, and other substantial benefits to the City. The approach enables contractor-led value engineering at the 30%, 60%, 90%, and final design stages, fosters collaboration among the City, design engineer, and contractor to manage project risks, and supports accelerated delivery through early work packages.

RESPONSE TO ITEMS UNDER ORS 279C.335(2)(b)

In approving the finding under ORS 279C.335(2)(b), the Local Contracting Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract items outlined in ORS 279C.335(2)(b)(A-N). Information considered by the Local Contract Review Board related to each of these requirements follows:

(A) How many persons are available to bid:

Information considered by the Local Contract Review Board:

The City will select the CM/GC firm through a competitive selection process. The City will issue a Request for Proposals (RFP) in a manner that will attract competition from qualified firms through advertisement in the Daily Journal of Commerce, posting on the City's website or QuestCDN online plan center.

The Request for Proposals will attract proposers having the specialized knowledge, capacity, and skills for the project from within the state and the Pacific Northwest. A sufficient number of CM/GC firms are available to respond to the RFP.

Some of the qualified CM/GC firms in the Pacific Northwest that may respond the City's RFP are listed below:

- Emery & Sons Construction
- Slayden Construction Group, Inc.
- Stellar J Corporation
- Walsh Group
- Sundt

(B) The construction budget and the projected operating costs for the completed public improvement:

Information considered by the Local Contract Review Board:

The current capital improvements budget for the project is approximately $35,000,000. Operating costs shall be incorporated into the City’s yearly budget and will be paid through sewer user fees. The projected overall operation/maintenance costs of the proposed public improvements are approximately $600,000 per year.

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(C) Public Benefits that may result from granting the exemption:

Information considered by the Local Contract Review Board:

The existing WWTP is operating at its original design capacity and additional connections may increase the risk of difficultly meeting permitted effluent quality standards. Upgrades to the WWTP will enable the City to comply with permitted effluent quality standards and avoid penalties resulting from non-compliance.

Warrenton is experiencing population growth and development within its sewer service area. Planning for major residential developments is already in progress, and approximately 130 new homes could be built within the next 2 to 3 years. The Warrenton WWTP is nearing capacity. To support growth, the City needs to upgrade the WWTP to avoid a moratorium on new development. An exemption would accelerate the procurement and construction process, allowing the City to bring the additional capacity and improved treatment online sooner.

(D) Whether value engineering techniques may decrease the cost of the public improvement:

Information considered by the Local Contract Review Board:

Granting the exemption will allow the City to select a qualified CM/GC firm to lead a value engineering effort using real-time pricing to determine best overall product and pricing to provide information needed to determine cost of the project.

The CM/GC can provide realistic determination of costs and constructability issues that will allow cost-benefit decisions to be made by a team of City staff, design engineer, and contractor working in a partnership. Contractor-led value engineering will decrease the cost of the project.

(E) The cost and availability of specialized expertise that is necessary for the public improvement:

Information considered by the Local Contract Review Board:

Construction of major improvements at an existing wastewater treatment plant requires a highly skilled contractor with abundant experience in wastewater treatment plant construction. A detailed plan will need to be generated by the contracting team to deal with issues such as construction sequencing to keep the existing plant in operation, coordination with the selected equipment supplier(s) for installation of complex equipment, excavation and de-watering techniques, and worker safety.

A specialized contractor with experience in wastewater treatment plant construction, sludge lagoons, and complex sequencing will be required to execute the project successfully.

(F) Any likely increases in public safety:

Information considered by the Local Contract Review Board:

It is important to build the project with safety foremost in the contractor’s approach to ensure

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safe working conditions for the contractor, neighbors, and public that could be affected by the project.

The CM/GC procurement method allows actual safety performance and work on similar projects to be considered as a selection criterion. It also permits the City to work closely with the contractor to ensure that the design permits appropriate safety measures, that the contractor understands the City's safety concerns, and that the contractor will take appropriate steps to address them.

(G) Whether granting the exemption may reduce risks to the contracting agency or the public that are related to the public improvement:

Information considered by the Local Contract Review Board:

Construction of the wastewater treatment plant requires significant excavation/shoring, work from elevated surfaces/platforms, chemical hazards, electrical hazards, work around heavy machinery and significant equipment lock out tag out requirements, which may be encountered during all phases of construction. CM/GC contracting will allow the construction team to work together to determine the best means and methods to construct the project, remain OSHA-compliant and mitigate risks and hazards during construction.

Strict adherence to safety measures will be needed to protect the workers as this project is being constructed. The partnering relationship provided through a CM/GC delivery will provide opportunity for the City to work with the Contractor to ensure safety measures are followed and revised if needed to reduce risk.

(H) Whether granting the exemption will affect the sources of funding for the public improvement:

Information considered by the Local Contract Review Board:

The CM/GC Procurement method of Contracting is allowed through Oregon Revised Statute. Funding for this project is expected to be thorough Clean Water State Revolving Fund loans, bond revenues, capital reserves, and federal appropriation grants. All the above-mentioned funds allow for the CM/GC Procurement method to be used.

(I) Whether granting the exemption will better enable the City to control the impact that market conditions may have on the cost of and the time necessary to complete the public improvements:

Information considered by the Local Contract Review Board:

CM/GC Contracting has the benefit of allowing the selected contractor to solicit competitive bids for various aspects of the work (materials, labor, etc.) early in the project and coordinate construction activities among all resources to minimize construction risks and delays. The CM/GC contracting method will also provide for the City to procure major long-lead equipment prior to commencing construction to reduce schedule. The CM/GC method also allows the City to directly procure major equipment packages with the benefit of avoiding additional markup by the Contractor to reduce cost.

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(J) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvements:

Information considered by the Local Contract Review Board:

The technical complexity, schedule goals for construction, and overall length of the project requires a contractor that can work efficiently and be able to manage all aspects of the project. The CM/GC process will allow the City to acquire a highly qualified contractor with adequate staffing for the site supervision needed. As a result, it is more likely that the CM/GC firm can address the technical complexities and size of the project more effectively, in part because of their qualifications and adequate staffing.

(K) Whether the public improvement involves new construction or renovates or remodels an existing structure:

Information considered by the Local Contract Review Board:

The project involves a combination of new construction and modifications to existing infrastructure.

(L) Whether the public improvement will be occupied or unoccupied during construction:

Information considered by the Local Contract Review Board:

New buildings included in the WWTP upgrades will not be occupied during construction and will not be made available for the City's use until substantial completion of the project. The City will continue to staff/operate the existing WWTP during construction.

(M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions:

Information considered by the Local Contract Review Board:

Construction is anticipated to occur in a single phase and is expected to take approximately three years to complete due to the project's length and complexity. Portions of construction may overlap with the final stages of design. Some work elements will need to be completed during dry-weather summer periods to maintain adequate operating capacity at the plant.

(N) Whether the City has, or has retained under contract, and will use city personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the City will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Information considered by the Local Contract Review Board:

To support the City in the process, the City has retained (under contract) Kennedy Jenks Consultants to be the Design Engineer for the project. Kennedy Jenks will assist the City while

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navigating the Clean Water State Revolving Loan and daily construction activities due to the limited amount of City Staff available. Kennedy Jenks has subcontracted with GeoEngineers for environmental permitting and geotechnical engineering to provide additional design and permit support for the project.

Kennedy Jenks has recently constructed public improvements using the CM/GC method for other cities in Oregon. The projects have been successfully completed within budget and on schedule. Using the CM/GC method Kennedy Janks has been able to partner with qualified contractors to perform substantial value engineering, address risks, and reduce change orders, all which benefited the communities in which these projects were constructed. CONCLUSION

CONCLUSION

The City of Warrenton Contract Review Board can meet the requirements for exemption to the competitive bidding process as identified in ORS 279C.335 (2) for the Wastewater System Improvements Project. Use of the CM/GC alternative delivery method for the project allows:

- Use of the contractor-led value engineering of the design with real-time construction pricing for the City to make judicious decisions with a tangible benefit to the City.
- Use of a delivery method that allows decisions to be made through a partnership between the City, design engineer, and contractor.
- Accelerated delivery of improvements at the WWTP through collaboration with a knowledgeable contractor and through use of early work packages to start construction and procurement in parallel with final design.
- A guarantee of the maximum price for construction to be issued following value engineering of the design.
- Competitive selection of suppliers, equipment, materials, and subcontractors with solicitations managed by a contractor knowledgeable of the marketplace and market conditions.
- Sufficient and qualified staff to manage the work site and subcontractors.
- Coordinated responsibility for a design that reduces risk and improves worker safety.
- CM/GC contract requires that the Contractor and Design Engineer consider project risks (i.e., cost, schedule, safety, permit compliance, maintaining WWTP service, and constructability).

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City Commission Agenda Memo

Meeting Date: March 24th, 2026
From: Kevin Gorman, Public Works Director
Subject: NW 7th Place and N Main Avenue Improvements
Conceptual Design Alternatives and Cost Estimates

Summary:

This item is being presented for Commission and community discussion regarding the NW 7th Place and N Main Avenue Improvements project.

This project is a coordinated roadway reconstruction, stormwater improvement, and water main replacement project intended to address deteriorating pavement conditions, drainage limitations, and replacement of the existing aging 6-inch asbestos cement water main within the corridor. The City previously completed the low-pressure sewer project in this area, and sewer service laterals were extended to property lines in preparation for future roadway reconstruction.

A feasibility-level technical memorandum was prepared to evaluate conceptual roadway design alternatives, environmental constraints, and preliminary cost estimates prior to advancing into final design and permitting. Adjacent wetlands and extremely flat topography significantly influence roadway width, stormwater design, permitting requirements, and overall project cost.

Three conceptual options were evaluated. Preliminary total project costs currently range from approximately $3.36 million to $4.69 million, depending on the design approach selected and whether wetland impacts and stormwater treatment facilities are required. The most cost-effective option avoids assumed wetland impacts and associated permitting complexity but does not fully meet current City roadway standards along a portion of N Main Avenue. Other options meet current standards but require wetland impacts, additional stormwater treatment, and substantially higher overall project cost.

Replacement of the existing water main was evaluated as a potential standalone early project. However, the primary cost driver of this effort is removal and reconstruction of the existing concrete roadway. Constructing the waterline separately would require cutting and patching the roadway twice and would not result in meaningful cost savings. For efficiency and long-term performance, staff recommends completing roadway, stormwater, and water main improvements as one coordinated infrastructure project.

Staff are seeking Commission and community feedback on the preferred project approach prior to initiating final design and permitting to ensure alignment before significant design and permitting costs are incurred.

Recommendation/Suggested Motion:

Discussion and direction only. No formal action requested at this time.

Alternative:

Other action as deemed appropriate by the City Commission

OR
None recommended

Fiscal Impact:

Preliminary planning-level estimates range from approximately $3.36 million to $4.69 million depending on the design option selected. Advancing into final design and permitting will require future budget authorization.

Attachments:

(All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.)

- Technical memorandum with conceptual cost estimates and exhibits.

Approved by City Manager: _____

P.O.BOX 250 ▪ W ARRENTON, OR 97146-0250 ▪ OFFICE: 503.861.0912

Subject: Courtesy Notice – Upcoming City Commission Discussion Item

To: Adjacent Property Owners and Interested Parties

The City will be presenting the engineered conceptual design alternatives and preliminary cost estimates for the **NW 7th Place and N Main Avenue Improvements project** for Commission and community discussion.

Meeting Date: March 24, 2026
Meeting Time: 6:00 PM
Location: Warrenton City Hall, 225 S. Main Warrenton, OR 97146, Commission Chambers

The purpose of this agenda item is to allow the City Commission and the community to review the conceptual design alternatives, discuss potential project approaches, and consider preliminary cost estimates so staff can receive directions on which option to continue developing as the project moves forward into future design and permitting.

If you have questions regarding this letter, please contact:
Twyla Vittetoe
Engineering Technician
City of Warrenton Public Works
tvittetoe@ci.warrenton.or.us
503-861-2233

"Making a difference through excellence of service"

Technical Memorandum

Date:	July 30, 2025
Project:	NW 7th Place and N Main Avenue Improvements Conceptual Design Alternatives and Cost Estimates
To:	Kevin Gorman, Public Works Director, City of Warrenton
From:	Richard Collin Stelzig, PE

Appendices

Appendix A –Cost Estimates
Appendix B – Conceptual Plans with Section Drawings

1. Introduction

1.1 Project Background

This memorandum presents a preliminary evaluation of roadway improvement alternatives for NW 7th Place and N Main Avenue in the City of Warrenton, Oregon. These local roadways provide access to existing and future residential development and are in need of reconstruction due to poor pavement conditions and aging utility infrastructure. The project area includes flat topography, adjacent mapped wetlands, and a legacy 6-inch asbestos cement waterline that is planned for replacement.

1.2 Purpose of Memorandum

The purpose of this technical memorandum is to document key physical constraints, outline design alternatives, and provide preliminary recommendations for roadway cross sections, utility phasing, stormwater treatment strategies, and estimated project costs. This document is intended to support City decision-making and guide the permitting needs as the project advances. This memorandum includes cost estimates and presents the foundational considerations necessary for evaluating construction phasing and identifying a preferred approach.

2. Key Site Constraints

Two key site conditions are anticipated to control both the overall cost and the project timeline for the N Main Avenue and NW 7th Place improvements: the presence of wetlands and the extremely flat topography of the corridor.

Wetland impacts have the potential to trigger substantial permitting requirements, stormwater treatment obligations, and added construction costs. Similarly, the flatness of the corridor complicates roadway drainage design, requiring careful grading strategies to avoid ponding, subgrade saturation, and costly earthwork.

Addressing these two controlling features early in the design process will be critical to maintaining project affordability and minimizing overall project duration and permitting delays.

2.1 Wetlands

Wetland impacts represent one of the most significant risks to both the cost and timeline of the N Main Avenue and NW 7th Place improvements project.

Wetlands are assumed to be present approximately 5 feet beyond the edge of the existing roadway based on field observations and prior site knowledge. While a formal delineation is not completed, this assumption helps frame the potential regulatory and design challenges the project may face. Early coordination with permitting agencies and formal wetland delineation will be necessary to confirm these assumptions and guide the final design process.

The existing ditch network along N Main Avenue and NW 7th Place provides stormwater conveyance for the corridor and has historically been maintained by the City. For purposes of this conceptual planning effort, the ditches are assumed to be man-made conveyances and are not considered wetlands. However, because site conditions could influence regulatory interpretations, early coordination with permitting agencies is recommended to confirm ditch status and avoid unexpected wetland permitting requirements later in the project.

If wetlands outside the roadway footprint are impacted during construction activities — including ditch modifications, drainage improvements, or roadway widening — the project would trigger stormwater treatment requirements under Oregon DEQ standards. In this case, stormwater treatment facilities such as bioswales, vegetated swales, or constructed water quality ponds would typically need to be incorporated into the design to treat runoff from the project area.

Alternatively, mechanical treatment options, such as water quality catch basins or manufactured stormwater treatment devices, could be considered to reduce the overall project footprint and minimize additional wetland impacts. However, these systems are more maintenance-intensive, and permitting agencies may require justification for not using vegetated or natural treatment approaches where space allows.

Constructing stormwater treatment facilities — whether vegetated or mechanical — can likely require additional right-of-way or disturbance beyond the future roadway footprint, potentially

leading to further wetland impacts. This cycle of regulatory escalation could significantly increase construction costs and extend project permitting timelines.

In addition to stormwater treatment, detention of runoff would likely be required under permitting frameworks such as the SLOPES process, regardless of whether the wetlands currently provide significant storage functions. An exception may be possible if the project discharges directly into a large receiving water body capable of absorbing peak flows without adverse impact. However, this determination with depend on agency review and concurrence. For this project, detention is not currently assumed to be required, pending confirmation during permitting coordination.

Initial review suggests that the NW 7th Place section of the project could likely be constructed without impacting wetlands, allowing for a relatively straightforward design and permitting path in that area. However, wetlands are likely to be impacted along portions of the N Main Avenue section unless significant modifications are made to the standard city corridor layout.

One option to avoid or minimize wetland impacts on N Main would be to fill the existing roadside ditches and relocate existing utility poles further from the roadway. However, this approach would require developing a substantial new stormwater system to replicate the conveyance and storage functions of the existing ditches, significantly increasing project costs and complexity.

Alternatively, the City could consider reducing the roadway width along N Main Avenue to approximately 22 feet and eliminating the sidewalk requirement in this section. Additional roadway widening, like turnouts, could be incorporated in localized areas where wetlands are absent or where impacts can be avoided, allowing greater flexibility without triggering widespread wetland disturbance. A paved pedestrian path already exists parallel to this section of N Main Avenue, which may provide a suitable alternative pedestrian route. A future project could focus on providing direct access connections to this path; possibly raised pedestrian bridge(s), however, such connections would likely require crossing wetlands and would still be subject to permitting requirements. Formal delineation of these wetland areas has not been completed.

Given these challenges, preventing wetland impacts during design will be critical to controlling project costs, avoiding additional permitting burdens, and minimizing the overall project duration.

2.2 Topography

The N Main Avenue and NW 7th Place corridor is characterized by relatively flat topography, with minimal elevation change over the approximate 3,000-foot project length. While flat ground simplifies aspects of roadway construction by reducing earthwork needs, it also introduces significant challenges for drainage design and stormwater management.

To achieve effective roadway drainage and avoid ponding, a minimum longitudinal slope is typically necessary. Industry standards generally recommend a minimum running slope of approximately 1.5%, although in constrained conditions, some agencies permit a minimum slope as low as 1.0%. Designing below 1.0% is generally discouraged due to the risk of water ponding and settlement-related issues over time.

Given the existing corridor topographic conditions, consistently maintaining a 1.5% or even 1.0% slope for long distances would be impractical and require substantial grading.

Existing drainage conditions further complicate the situation. The primary roadside ditch falls only approximately one foot over the entire 3,000-foot corridor, yielding an extremely flat drainage slope of approximately 0.03%. Additionally, the ditch bottom is approximately four to five feet below the existing roadway elevation. This vertical separation limits the potential for roadway cuts without risking subgrade saturation, groundwater intrusion, or increased flood susceptibility during storm events.

Due to these topographical constraints, large roadway cuts are not feasible without introducing significant drainage risks. Likewise, extensive fills would be costly and could negatively impact adjacent properties and wetlands. As a result, careful grading strategies—balancing minor profile adjustments with surface drainage design—will be necessary to achieve project goals while minimizing cost and environmental impacts.

Summary

Both wetlands and corridor topography represent critical factors that will influence the design approach, construction cost, and permitting complexity for the N Main Avenue and NW 7th Place improvements.

Minimizing wetland impacts where feasible, confirming ditch status early with regulatory agencies, and designing roadway profiles that balance drainage needs with topographic constraints will be essential strategies for delivering an affordable and constructible project.

3. Conceptual Design Alternatives and Roadway Options

Several roadway design alternatives were evaluated to address environmental constraints, anticipated traffic volumes, pedestrian access, and overall project cost. These alternatives balance City standards with on-the-ground limitations such as flat topography and the potential presence of wetlands.

Given these constraints—particularly along N Main Avenue—an additional reduced-width design option was also considered. A 22-foot paved width, consisting of two 11-foot travel lanes with no sidewalks or on-street parking, is consistent with AASHTO guidance for low-speed local streets. This option may offer a cost-effective and permittable solution where environmental conditions make standard or alternative sections infeasible.

Three main design Options were developed to represent a range of trade-offs between cost, functionality, and permitting complexity. These Options can be applied in full or in a hybrid form, depending on funding availability, permitting outcomes, and long-term development priorities.

3.1 Reduced-Width Roadway Option (22-Foot Section)

The City's standard local roadway design includes a 36-foot curb-to-curb pavement width within a 60-foot right-of-way, with 12-foot travel lanes, 5-foot sidewalks on both sides, and 8-foot on-street

parking. The City's alternative minimum design reduces the pavement width to 28 feet while still requiring a sidewalk and on-street parking.

To further reduce construction costs and minimize wetland impacts, a reduced-width roadway option is proposed that includes a 22-foot paved surface, with no curb, sidewalk, or on-street parking. This configuration would consist of two 11-foot travel lanes and is consistent with AASHTO standards for local residential streets without parking and with low operating speeds.

Based on AASHTO guidance and standard engineering practice, a 22-foot paved width (two 11-foot lanes) is appropriate for local streets serving up to approximately 1,500 to 2,000 vehicles per day, provided that on-street parking is restricted and speeds are maintained at or below 25 mph. Looking at future development in this area and assuming traffic uses both access locations equally (N Main Avenue and NW 7th Place), this would conceivably allow for service to approximately 300 to 400 total homes.

On-street parking is not currently observed along N Main Avenue, and enforcing a formal no-parking designation would align with existing use patterns. The existing roadway is approximately 16 feet wide, so the proposed 22-foot width would represent a meaningful improvement to both access and safety. Coordination with the City Fire Chief is recommended to confirm that the 22-foot width meets emergency vehicle access requirements. Because both NW 7th Place and N Main Avenue provide through access, dedicated turnarounds are not anticipated to be necessary. Where environmental constraints are absent, localized roadway widening or turnout areas could be incorporated to enhance maneuverability and visibility.

3.2 Defined Options for Cost Comparison and Feasibility

The following three Options represent conceptual design and cost approaches based on combinations of roadway width, sidewalk coverage, stormwater treatment, and permitting strategy. These Options can be applied individually or in combination across the two project corridors.

3.2.1 Option 1 – Full Build with Wetland Impacts and Stormwater Treatment

- 36-foot paved width on both N Main and NW 7th Place
- Sidewalks on both sides
- On-street parking included
- Assumes roadside ditches are filled
- Includes wetland impacts, permitting, and stormwater treatment

This Option reflects full buildout to current City standards. It assumes wetland impacts will be permitted and mitigated, and includes the cost of associated stormwater treatment and utility relocation. This represents the highest cost Option.

3.2.2 Option 2 – Alternative Minimum with Wetland Impacts and Treatment

- 28-foot paved width on both N Main and NW 7th Place
- Sidewalks on one side
- No on-street parking on one side
- Assumes wetland impacts
- Includes wetland impacts, permitting, and stormwater treatment

This Option reduces pavement width and eliminates on-street parking on one side while retaining a single sidewalk. It still assumes permitting of wetland impacts and inclusion of stormwater treatment features. It reflects a middle-ground solution that balances pedestrian connectivity with moderate cost savings over full build.

3.2.3 Option 3 – Hybrid with No Wetland Impacts or Treatment

- 28-foot paved width with sidewalk on one side on NW 7th Place
- 22-foot paved width with no sidewalks or parking on N Main Avenue
- No on-street parking on one side of NW 7th Place
- Assumes roadside ditches are preserved and wetlands are avoided
- No stormwater treatment or detention required

This option potentially avoids wetland impacts entirely by preserving existing roadside ditches and narrowing the cross section on N Main Avenue. Sidewalks are included on NW 7th Place where topographic and environmental conditions are more favorable. An existing pedestrian pathway runs adjacent to N Main Avenue and may serve as an alternative to new sidewalk construction in this segment, further reducing environmental and permitting impacts. This approach minimizes permitting complexity and construction cost, and provides essential pedestrian access on at least one leg of the corridor.

3.3 Option Comparison Table

Option	NW 7th Place	N Main Avenue	Sidewalks	Possible Wetland Impact	Stormwater Treatment	Est. Cost
1	36' paved, sidewalks both sides	36' paved, sidewalks both sides	Both sides	Yes	Yes	NA
2	28' paved, sidewalk one side	28' paved, sidewalk one side	One side	Yes	Yes	$4,689,000
3	28' paved, sidewalk one side	22' paved, no sidewalk	7th only	No	No	$3,360,000

3.6 Recommendation

Option 1 has been eliminated from further consideration due to significant site constraints and high anticipated construction costs. While the option was evaluated for completeness, it was determined not to be a realistic or affordable alternative for the current project and has been removed from future consideration.

Based on the analysis of existing site constraints, permitting risk, and estimated traffic volumes, a hybrid approach is recommended. Option 3 provides the most feasible path forward from a cost and permitting standpoint, particularly along N Main Avenue where wetlands, power poles, and ditch preservation limit road width and stormwater system installation. NW 7th Place, with more favorable parameters, could be constructed to the 28-foot cross section with sidewalk on one side, providing critical pedestrian access while remaining within a reduced-cost framework. This approach balances current City standards with the practical realities of the site.

4. Waterline Replacement Recommendation

4.1 Phased vs Integrated Construction

The existing waterline along NW 7th Place and N Main Avenue is a 6-inch asbestos cement (AC) pipe scheduled for replacement with an 8-inch C900 PVC line. The City has asked whether the waterline could be constructed in advance of the full roadway reconstruction. While early installation is feasible, the timing and placement of the new waterline present trade-offs that affect construction, pavement integrity, and environmental permitting.

If the waterline is constructed during the roadway reconstruction, it can be installed within the existing or proposed roadway alignment. This would allow for coordinated trenching and subgrade replacement within the full-depth road reconstruction. This approach simplifies final pavement restoration and eliminates the risk of creating isolated sawcut seams in the existing 10-inch-thick concrete roadway, which is already structurally compromised. Water services could also be installed in conjunction with roadway grading and utility trenching, avoiding patchwork restoration and potential long-term pavement degradation.

4.2 Cost and Risk Considerations

If the waterline is installed prior to roadway reconstruction, it could still be placed within the roadway alignment, though this would require sawcutting the existing 10-inch concrete surface for both the mainline trench and each service crossing. This would be expensive and potentially disruptive to the already deteriorated pavement structure, especially given the depth and hardness of the existing slabs. There's an increased risk that these sawcut sections would accelerate pavement failure in the time between waterline installation and full roadway reconstruction.

To avoid cutting into the existing concrete slabs for the mainline, the waterline could be installed outside the roadway footprint. This could reduce the extent of sawcutting and avoid disturbing the existing slabs. However, water services would likely still need to cross the roadway, requiring trenching and sawcutting at each crossing. Additionally, routing the main outside the road prism

could result in wetland impacts, particularly along N Main Avenue. These impacts are expected to be temporary and are generally permittable without mitigation, but would require a formal wetland delineation and a permit.

From a cost perspective, neither approach is expected to significantly change the total project budget. The added cost of sawcutting and deeper pavement restoration for a within-road installation would likely be offset by the added permitting and restoration effort required for an out-of-road alignment.

4.3 Recommendation

The waterline can reasonably be constructed either prior to or during the roadway reconstruction. While the total cost impact is expected to be minor either way, constructing the waterline as part of the roadway project is preferred. This approach minimizes wetland impacts, avoids piecemeal pavement repairs in failing concrete, and allows for coordinated trenching and service installation with roadbed reconstruction. If the City elects to proceed with early installation, careful planning will be needed to minimize damage to the existing roadway and ensure wetland permitting is in place for any installation located outside the existing roadway prism.

5. Stormwater Treatment Considerations

5.1 Limitations of Swales and Ponds

In areas with flat terrain, high groundwater, and potential wetland constraints, traditional stormwater treatment methods such as vegetated swales and detention ponds present several challenges. These systems typically require positive drainage slopes and a drawdown capacity that allows them to fully drain between storm events. Along NW 7th Place and N Main Avenue, available grade is minimal, and ditch lines often fall less than a foot over several hundred feet. As a result, swales and ponds in this area may remain saturated for extended periods or become submerged during the wet season, rendering them ineffective for water quality treatment and difficult to permit.

5.2 Justification for Structural Treatment Units

For Options 1 and 2—where roadside ditches may be filled in Option 1 and wetlands potentially impacted—structural (mechanical) treatment units are assumed for planning and cost estimation purposes. Cartridge-based water quality treatment structures, such as Contech's StormFilter or equivalent, offer a compact and effective method for achieving DEQ water quality treatment goals. These systems require minimal slope, operate reliably in shallow installations, and are approved for use in constrained and urban environments throughout Oregon. They also reduce permitting risk, particularly in areas where constructing a swale or pond would involve wetland fill or groundwater conflicts.

5.3 Localized Treatment at Low Points

Due to the limited roadway slope, attempting to connect multiple low points with a centralized treatment system would require long flat pipe runs and result in deep pipe inverts with minimal

head pressure. This condition would place the pipe system near the ditch bottom elevation or seasonal groundwater levels, reducing the ability to treat flows effectively. Instead, localized treatment units at each low point are recommended for cost estimating and design planning. These decentralized units allow for more precise elevation control and avoid deep cuts.

5.4 Recommendation

For the purpose of planning and preliminary cost estimating, decentralized structural water quality treatment units are recommended at individual low points for Options 1 and 2. While more efficient treatment strategies may become viable as wetland delineation and permitting efforts progress, this conservative approach minimizes risk and ensures compliance with Oregon DEQ treatment standards. Option 3 assumes that wetlands are avoided and that stormwater will continue to sheet flow into the existing ditch system without requiring treatment.

6. Recommended Next Steps

To keep the project moving forward and support coordination with permitting agencies, stakeholders, and the community, the following next steps are recommended:

- **Initiate early coordination with DSL and the U.S. Army Corps of Engineers**
  - Confirm the status and classification of existing roadside ditches with regulatory agencies
- **Review the proposed roadway cross section and emergency access requirements with the City Fire Department**

- **Complete a formal wetland delineation**
  - Include updated topographic survey in coordination with delineation field work

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- **Update conceptual design work and associated cost estimates**
  - Reflect findings from permitting coordination and agency input
- **Evaluate potential funding sources and develop a phasing strategy**
  - Tailor implementation to available resources and permitting outcomes

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- **Solicit public input on the proposed design alternatives**
  - Present conceptual options and recommendations to community stakeholders for feedback prior to final design selection
- **Select a preferred design option**
  - Base the decision on technical feasibility, permitting feedback, and community input

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- **Advertise and select design consultant(s)**
  - Proceed with detailed engineering plans and support for regulatory permitting

These steps will help establish a clear path to permitting and design and ensure the project progresses in a thoughtful and coordinated manner.

Appendix A –Cost Estimates

Option 2 - 28' Road Width with Sidewalks on One Side

Bid Item No.	Description	Quantity	Unit	Unit Price	Bid Amount
1	Mobilization	1	LS	$ 90,000.00	$ 90,000.00
2	Work Zone Traffic Control	1	LS	$ 5,000.00	$ 5,000.00
3	Erosion and Sediment Control	1	LS	$ 60,000.00	$ 60,000.00
4	Pothole Water and Storm Crossings	50	EA	$ 480.00	$ 24,000.00
5	Asphalt Pavement and Concrete Saw Cutting	60	LF	$ 5.60	$ 336.00
6	8" Thick Concrete Demo and Remove	5,160	SY	$ 13.50	$ 69,660.00
7	Asphalt Demo and Remove	6,180	SY	$ 5.85	$ 36,153.00
8	General Excavation (16" below Existing Concrete Roadway)	7,180	CY	$ 41.50	$ 297,970.00
9	Geosynthetic Installation: Subgrade Geotextile	10,960	SY	$ 1.15	$ 12,604.00
10	Subgrade Base	5,483	CY	$ 78.60	$ 430,924.50
11	Subgrade Stabilization: 18" Thickness of Subgrade Stabilization, As-Directed	1,371	SY	$ 65.40	$ 89,638.88
12	Leveling Course	1,828	CY	$ 91.30	$ 166,850.75
13	Aggregate Shoulders (Embankment)	215	CY	$ 100.00	$ 21,481.48
14	Monolithic Curb and Gutter (24" width)	2,900	LF	$ 82.00	$ 237,800.00
15	Standard Sidewalk (5' Width)	13,235	SF	$ 25.60	$ 338,816.00
16	Standard Driveways (10 Total Locations)	1,265	SF	$ 29.55	$ 37,380.75
17	Asphalt Concrete Pavement: Level 3, 1/2- inch ACP (4" Thickness, 2 lifts)	2,000	TN	$ 167.60	$ 335,200.00
18	Adjust MH Frame to new Asphalt Elevation	4	EA	$ 630.00	$ 2,520.00
19	Storm Pipe - 12 Inch D3034 DR35 Pipe (with bedding and backfill)	600	LF	$ 121.75	$ 73,050.00
20	Catch Basins, Curb Opening Type CG-3	3	EA	$ 3,400.00	$ 10,200.00
21	Contech 1 Cartridge Catch basin Stormwater Filter (27")	16	EA	$ 6,400.00	$ 102,400.00
22	Standard ADA Ramps - Both Sides (Intersection of NW Warrenton Drive & NW 7th Place)	1	EA	$ 19,000.00	$ 19,000.00
23	Standard ADA Ramps - Both Sides (Intersection of NE 5th Street & N Main Avenue)	1	EA	$ 19,000.00	$ 19,000.00
24	Transverse Pavement Markings: Stop Bars and Crosswalk	304	SF	$ 22.40	$ 6,809.60
25	Signs: Signs, Standard Sheeting, Extruded Aluminum, No Parking	12	EA	$ 975.00	$ 11,700.00
26	Signs: Standard Sheeting, Extruded Aluminum, Stop Sign and Street Names	2	EA	$ 975.00	$ 1,950.00
27	Signs: Standard Sheeting, Extruded Aluminum, Sidewalk Ends	4	EA	$ 975.00	$ 3,900.00
28	Remove and Replace Mailboxes	21	EA	$ 530.00	$ 11,130.00
29	Remove and Replace Mailbox Structure at N Main Avenue and NW 6th Place Intersection	1	EA	$ 3,200.00	$ 3,200.00
30	8" Waterline - 4' depth (include excavation, bedding and backfill)	3,140	LF	$ 150.00	$ 471,000.00
31	8" Waterline Connection to Existing 10" AC Main @ NW Warrenton Drive - (include excavation, bedding, backfill, and 3 valves)	1	EA	$ 11,500.00	$ 11,500.00
32	8" Waterline Connection to Existing 8" PVC Lateral @ Corner NW 7th Place and N Main Avenue - (include excavation, bedding, backfill, and 3 valve	1	EA	$ 11,500.00	$ 11,500.00
33	8" Waterline Connection to Existing 12" PVC Main @ NE 5th Street - (include excavation, bedding, backfill, and 3 valves)	1	EA	$ 11,500.00	$ 11,500.00
34	Fire Hydrants - Lateral and Valve (include excavation, bedding and backfill)	7	EA	$ 11,200.00	$ 78,400.00
35	1" Water Services - w/ meter box (include excavation, bedding and backfill)	23	EA	$ 3,300.00	$ 75,900.00

Construction Subtotal	**$ 3,178,474.96**
Contingency (20%)	**$ 635,694.99**
Engineering, Permitting, and Admin (25%)	**$ 794,618.74**
Wetland Mitigation (0.4 acres)	**$ 80,000.00**
Total Estimated Project Budget	**$ 4,688,788.69**

Option 3 - 28' & 22' Road Width with Sidewalks on One Side of NW 7th Place

Bid Item No.	Description	Quantity	Unit	Unit Price	Bid Amount
1	Mobilization	1	LS	$ 75,000.00	$ 75,000.00
2	Work Zone Traffic Control	1	LS	$ 5,000.00	$ 5,000.00
3	Erosion and Sediment Control	1	LS	$ 12,000.00	$ 12,000.00
4	Pothole Water and Storm Crossings	50	EA	$ 480.00	$ 24,000.00
5	Asphalt Pavement and Concrete Saw Cutting	60	LF	$ 5.60	$ 336.00
6	8" Thick Concrete Demo and Remove	5,160	SY	$ 13.50	$ 69,660.00
7	Asphalt Demo and Remove	6,180	SY	$ 5.85	$ 36,153.00
8	General Excavation (16" below Existing Concrete Roadway)	6,000	CY	$ 41.50	$ 249,000.00
9	Geosynthetic Installation: Subgrade Geotextile	9,200	SY	$ 1.15	$ 10,580.00
10	Subgrade Base	4,600	CY	$ 78.60	$ 361,560.00
11	Subgrade Stabilization: 18" Thickness of Subgrade Stabilization, As-Directed	1,150	SY	$ 65.40	$ 75,210.00
12	Leveling Course	1,513	CY	$ 91.30	$ 138,136.90
13	Aggregate Shoulders (Embankment)	215	CY	$ 100.00	$ 21,481.48
14	Monolithic Curb and Gutter (24" width)	1,300	LF	$ 82.00	$ 106,600.00
15	Standard Sidewalk (5' Width)	6,500	SF	$ 25.60	$ 166,400.00
16	Standard Driveways (10 Total Locations)	1,265	SF	$ 29.55	$ 37,380.75
17	Asphalt Concrete Pavement: Level 3, 1/2- inch ACP (4" Thickness, 2 lifts)	1,245	TN	$ 167.60	$ 208,662.00
18	Adjust MH Frame to new Asphalt Elevation	4	EA	$ 630.00	$ 2,520.00
19	Standard ADA Ramps - Both Sides (Intersection of NW Warrenton Drive & NW 7th Place)	1	EA	$ 19,000.00	$ 19,000.00
20	Transverse Pavement Markings: Stop Bars and Crosswalk	304	SF	$ 22.40	$ 6,809.60
21	Signs: Signs, Standard Sheeting, Extruded Aluminum, No Parking	12	EA	$ 975.00	$ 11,700.00
22	Signs: Standard Sheeting, Extruded Aluminum, Stop Sign and Street Names	2	EA	$ 975.00	$ 1,950.00
23	Signs: Standard Sheeting, Extruded Aluminum, Sidewalk Ends	4	EA	$ 975.00	$ 3,900.00
24	Remove and Replace Mailboxes	21	EA	$ 530.00	$ 11,130.00
25	Remove and Replace Mailbox Structure at N Main Avenue and NW 6th Place Intersection	1	EA	$ 3,200.00	$ 3,200.00
26	8" Waterline - 4' depth (include excavation, bedding and backfill)	3140	LF	$ 150.00	$ 471,000.00
27	8" Waterline Connection to Existing 10" AC Main @ NW Warrenton Drive - (include excavation, bedding, backfill, and 3 valves)	1	EA	$ 11,500.00	$ 11,500.00
28	8" Waterline Connection to Existing 8" PVC Lateral @ Corner NW 7th Place and N Main Avenue - (include excavation, bedding, backfill, and 3 valv	1	EA	$ 11,500.00	$ 11,500.00
29	8" Waterline Connection to Existing 12" PVC Main @ NE 5th Street - (include excavation, bedding, backfill, and 3 valves)	1	EA	$ 11,500.00	$ 11,500.00
30	Fire Hydrants - Lateral and Valve (include excavation, bedding and backfill)	7	EA	$ 11,200.00	$ 78,400.00
31	1" Water Services - w/ meter box (include excavation, bedding and backfill)	23	EA	$ 3,300.00	$ 75,900.00

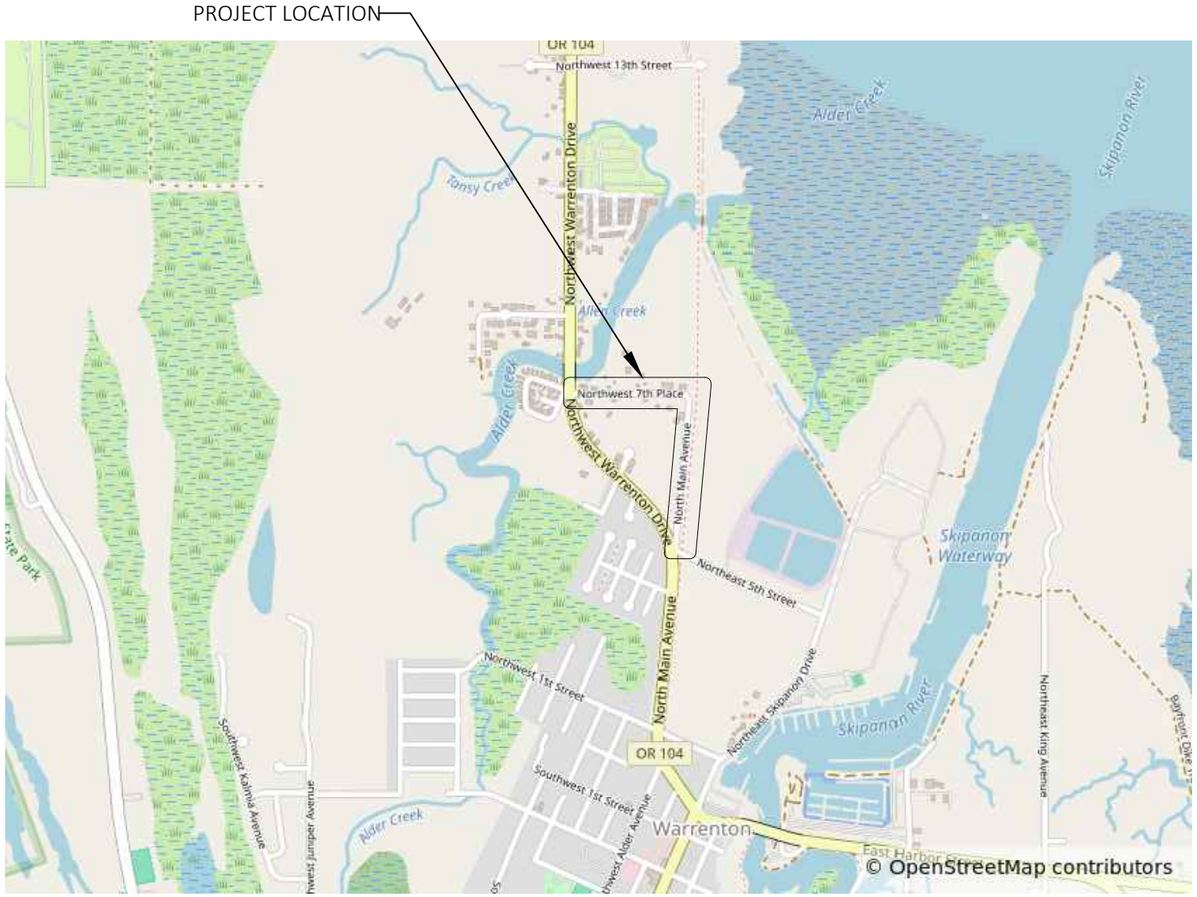
Construction Subtotal	**$ 2,317,169.73**
Contingency (20%)	**$ 463,433.95**
Engineering, Permitting, and Admin (25%)	**$ 579,292.43**
Total Estimated Project Budget	**$ 3,359,896.11**

Alternate A - Construct Waterline Prior to Road Work

Bid Item No.	Description	Quantity	Unit	Unit Price	Bid Amount
A1	Mobilization	1	LS	$ 25,000.00	$ 25,000.00
A2	Work Zone Traffic Control	1	LS	$ 5,000.00	$ 5,000.00
A3	Erosion and Sediment Control	1	LS	$ 12,000.00	$ 12,000.00
A4	Pothole Water Crossings	28	EA	$ 480.00	$ 13,440.00
A5	Asphalt Pavement and Concrete Saw Cutting	6,296	LF	$ 5.60	$ 35,257.60
A6	8" Thick Concrete Demo and Remove	350	SY	$ 13.72	$ 4,798.95
A7	8" Waterline - 4' depth (include excavation, bedding and backfill)	3,140	LF	$ 150.00	$ 471,000.00
A8	8" Waterline Connection to Existing 10" AC Main @ NW Warrenton Drive - (include excavation, bedding, backfill, and 3 valves)	1	EA	$ 11,500.00	$ 11,500.00
A9	8" Waterline Connection to Existing 8" PVC Lateral @ Corner NW 7th Place and N Main Avenue - (include excavation, bedding, backfill, and 3 valve	1	EA	$ 11,500.00	$ 11,500.00
A10	8" Waterline Connection to Existing 12" PVC Main @ NE 5th Street - (include excavation, bedding, backfill, and 3 valves)	1	EA	$ 11,500.00	$ 11,500.00
A11	Fire Hydrants - Lateral and Valve (include excavation, bedding and backfill)	7	EA	$ 11,200.00	$ 78,400.00
A12	1" Water Services - w/ meter box (include excavation, bedding and backfill)	23	EA	$ 3,300.00	$ 75,900.00
				Construction Subtotal	**$ 755,296.55**
				Contingency (20%)	**$ 151,059.31**
				Engineering, Permitting, and Admin (25%)	**$ 188,824.14**
				Total Estimated Project Budget	**$ 1,095,180.00**

Appendix B – Conceptual Plans with Section Drawings

N MAIN AVE AND NW 7TH PL - CONCEPTUAL ROADWAY PLANS



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LOCATION MAP

NOT TO SCALE

EXISTING		CONCEPT	
OH — OH	OVERHEAD	8"W	WATERLINE
T — T	TELEPHONE	SD	STORM MAIN
SD — SD	STORM LINE	SD	STORM LATERAL
	DITCH FLOW LINE		TREATMENT CATCH BASIN
GAS — GAS	GAS		STORMWATER MANHOLE
SSP — SSP	LOW PRESSURE SEWER		
W — W	WATER		
FM — FM	SEWER FORCE MAIN		
SS — SS	GRAVITY SEWER		
	UTILITY POLE		
Ⓢ	SEWER MANHOLE		
	EDGE OF TRAVEL SURFACE		
	TRAVEL SURFACES		
	WETLANDS (LWI & PROPOSED)		

SHEET INDEX

C0.0	COVER SHEET
OPTION 1	
C1.0	36' WIDE, SIDEWALKS BOTH SIDES - NW 7TH PLACE
C1.1	36' WIDE, SIDEWALKS BOTH SIDES - NORTH MAIN AVENUE
OPTION 2	
C2.0	28' WIDE, SIDEWALK ONE SIDE - NW 7TH PLACE
C2.1	28' WIDE, SIDEWALK ONE SIDE - NORTH MAIN AVENUE
OPTION 3	
C3.0	28' WIDE, SIDEWALK ONE SIDE - NW 7TH PLACE
C3.1	22' WIDE, NO SIDEWALKS - NORTH MAIN AVENUE

DRAFT REVIEW

REVISIONS			
DATE: 05/16/2025	MARK	DATE	DESCRIPTION
DESIGNED BY RCS	-	-	-
DRAWN BY RCS			
CHECKED BY RCS			

COVER SHEET

CITY OF WARRENTON

RICHARD COLLIN STELZIG, PE

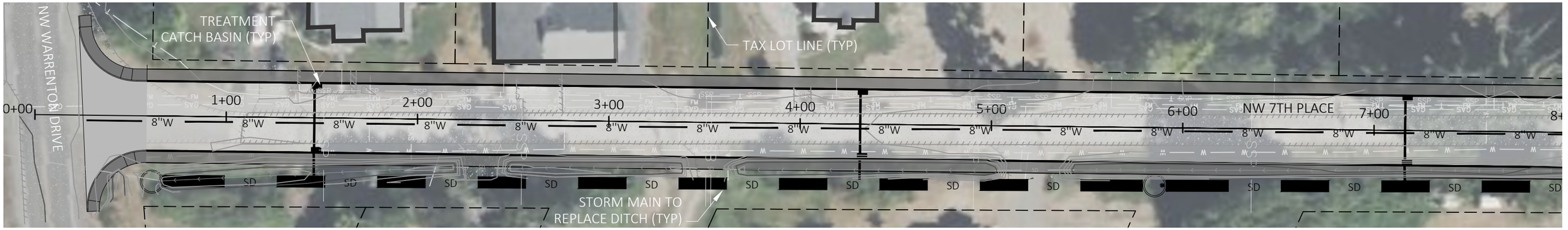
RICHARD.STELZIG.ENGINEERING@GMAIL.COM - 503-440-2286

DRAWING NUMBER C1.0

FILE NAME:RCS DESIGN 2025 05 15.dwg

N MAIN AVE AND NW 7TH PL - CONCEPTUAL ROADWAY PLAN

OPTION 1 (36' WIDE - SIDEWALKS BOTH SIDES)



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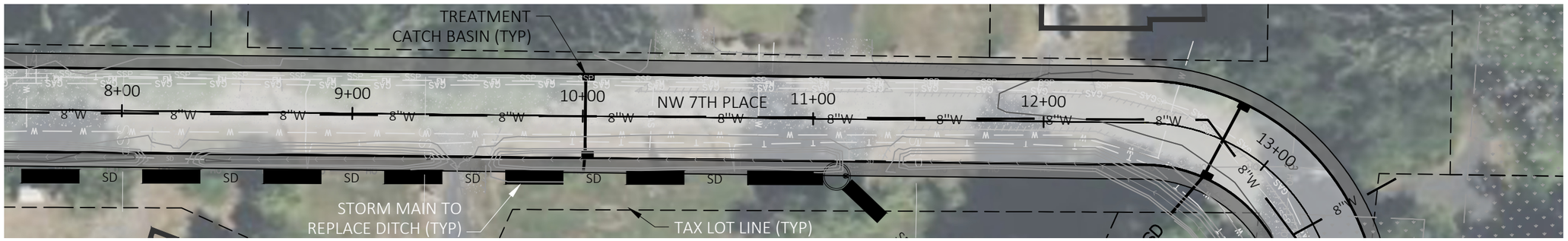
NW 7TH PLACE (STA 0+00 TO 8+00)

SCALE 1" = 50'



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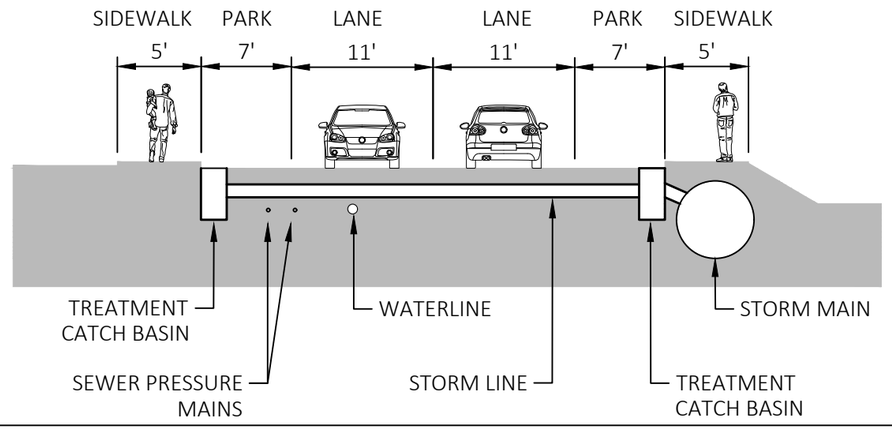
NW 7TH PLACE (STA 8+00 TO 13+00)

SCALE 1" = 50'

TYPICAL ROAD SECTION

NOT TO SCALE



FILE NAME:RCS DESIGN 2025 05 15.dwg

DRAFT REVIEW

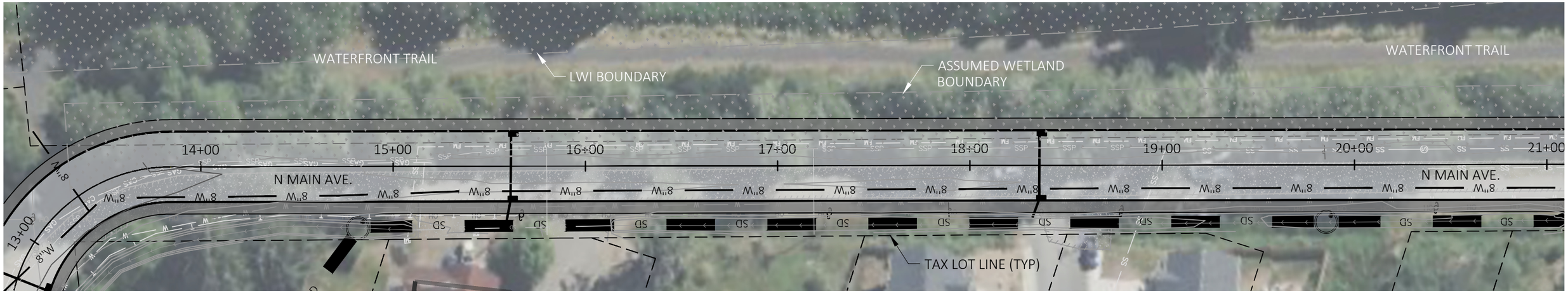
REVISIONS

DATE: 05/16/2025	MARK	DATE	DESCRIPTION
DESIGNED BY	RCS	-	-
DRAWN BY	RCS		
CHECKED BY	RCS		

CONCEPTUAL ROAD PLAN - OPTION 1
NW 7TH PLACE
(36' STREET, SIDEWALKS BOTH SIDES)

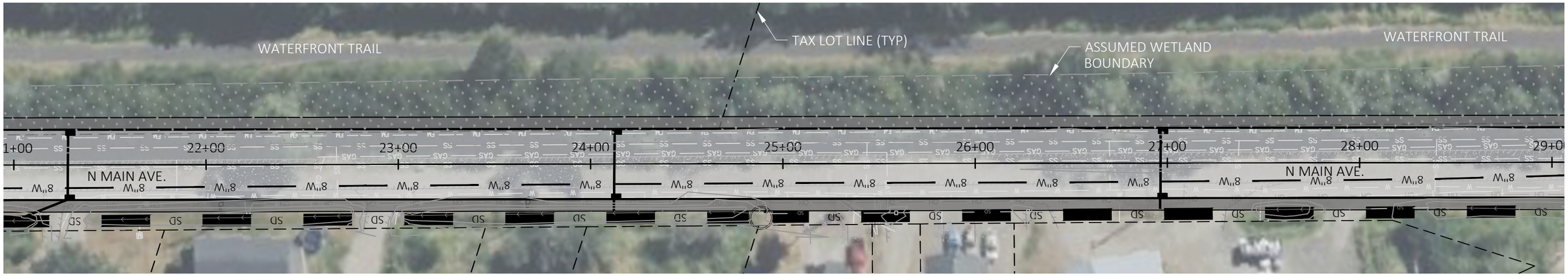
CITY OF WARRENTON
RICHARD COLLIN STELZIG, PE
RICHARD.STELZIG.ENGINEERING@GMAIL.COM - 503-440-2286

DRAWING NUMBER C1.0



NORTH MAIN AVENUE (STA 13+00 TO 21+00)

SCALE 1" = 50'

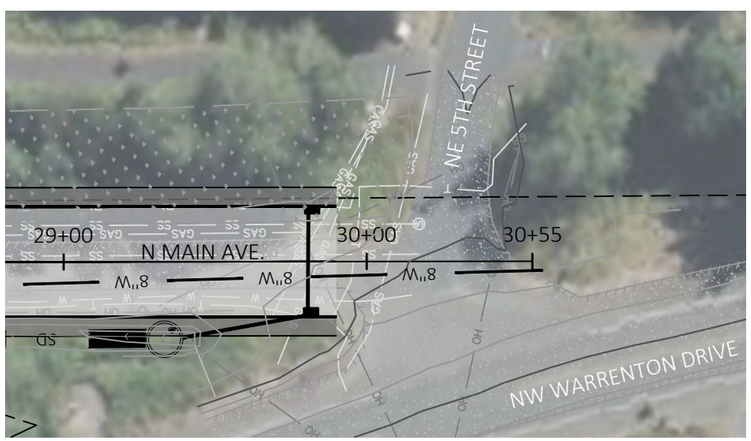


NORTH MAIN AVENUE (STA 21+00 TO 29+00)

SCALE 1" = 50'

NORTH MAIN AVENUE (STA 29+00 TO END)

SCALE 1" = 50'



DRAFT REVIEW

REVISIONS			
DATE: 05/16/2025	MARK	DATE	DESCRIPTION
DESIGNED BY RCS	-	-	-
DRAWN BY RCS			
CHECKED BY RCS			

CONCEPTUAL ROAD PLAN - OPTION 1
NORTH MAIN AVENUE
(36' STREET, SIDEWALKS BOTH SIDES)

CITY OF WARRENTON

DRAWING NUMBER C1.1

RICHARD COLLIN STELZIG, PE
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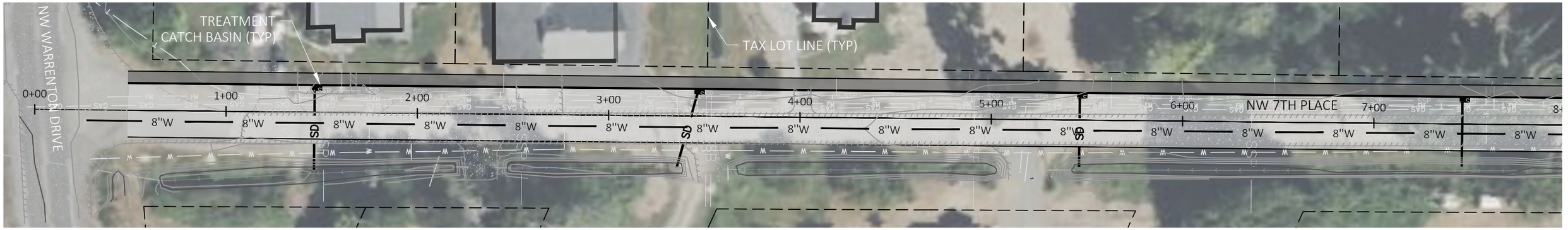
FILE NAME:RCS DESIGN 2025 05 15.dwg

N MAIN AVE AND NW 7TH PL - CONCEPTUAL ROADWAY PLAN

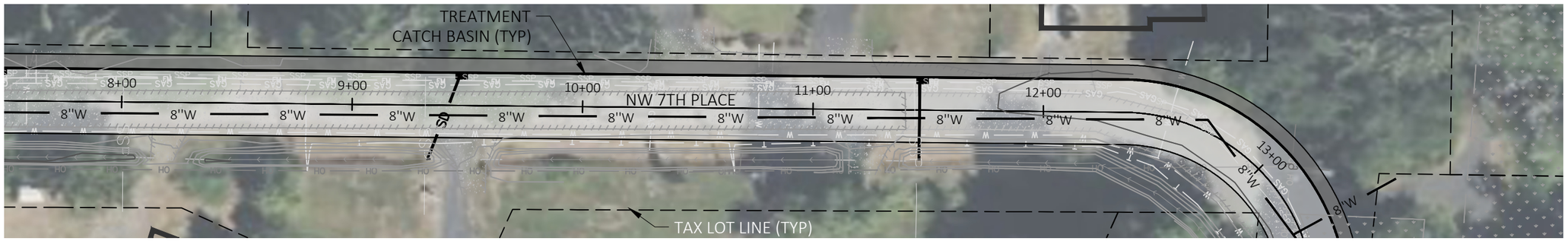
OPTION 2 (28' WIDE - SIDEWALK ON ONE SIDE)



N

NW 7TH PLACE (STA 0+00 TO 8+00)

SCALE 1" = 50'



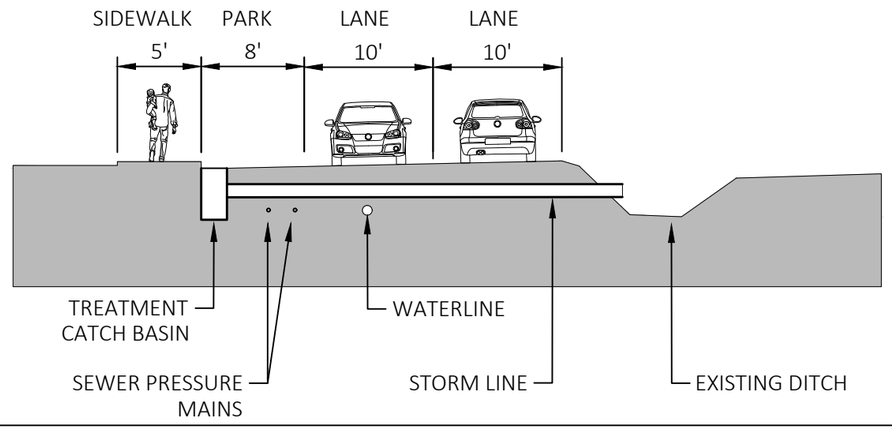
N

NW 7TH PLACE (STA 8+00 TO 13+00)

SCALE 1" = 50'

TYPICAL ROAD SECTION

NOT TO SCALE



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DRAFT REVIEW

REVISIONS

DATE: 05/16/2025	MARK	DATE	DESCRIPTION
DESIGNED BY	RCS	-	-
DRAWN BY	RCS		
CHECKED BY	RCS		

CONCEPTUAL ROAD PLAN - OPTION 2
NW 7TH PLACE
(28' STREET, SIDEWALK ON ONE SIDE)

CITY OF WARRENTON
RICHARD COLLIN STELZIG, PE
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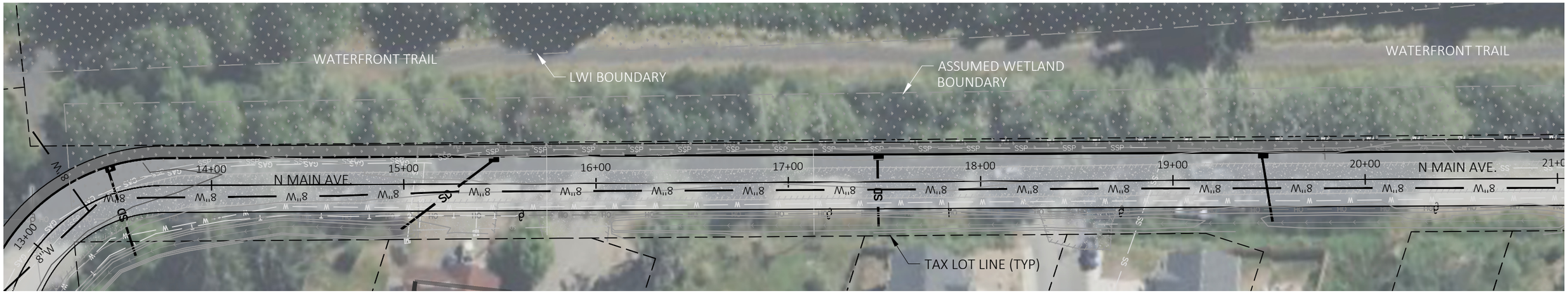
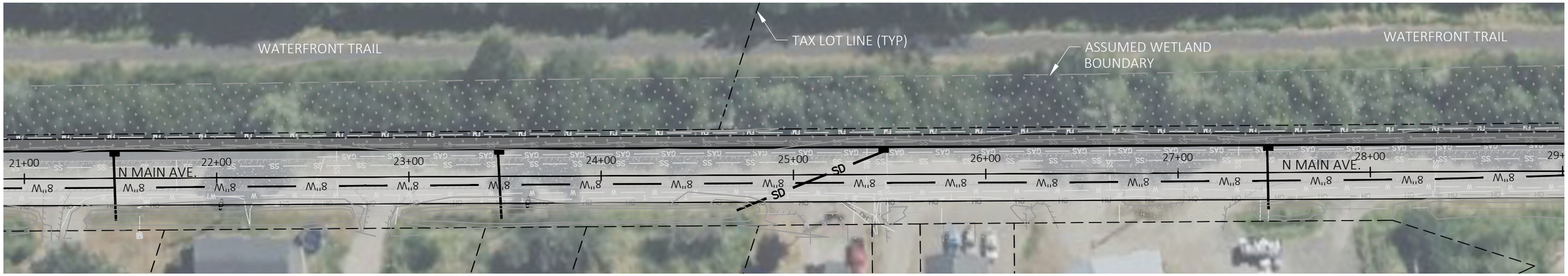
DRAWING NUMBER C2.0



NORTH MAIN AVENUE (STA 13+00 TO 20+50)

SCALE 1" = 50'

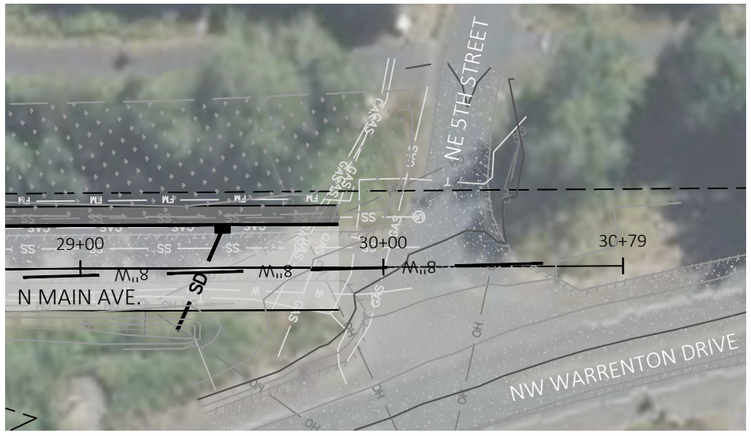


NORTH MAIN AVENUE (STA 20+50 TO 28+50)

SCALE 1" = 50'

NORTH MAIN AVENUE (STA 28+50 TO END)

SCALE 1" = 50'



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DRAFT REVIEW

REVISIONS

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CHECKED BY RCS			

CONCEPTUAL ROAD PLAN - OPTION 2
NORTH MAIN AVENUE
(28' STREET, SIDEWALK ON ONE SIDE)

CITY OF WARRENTON
RICHARD COLLIN STELZIG, PE
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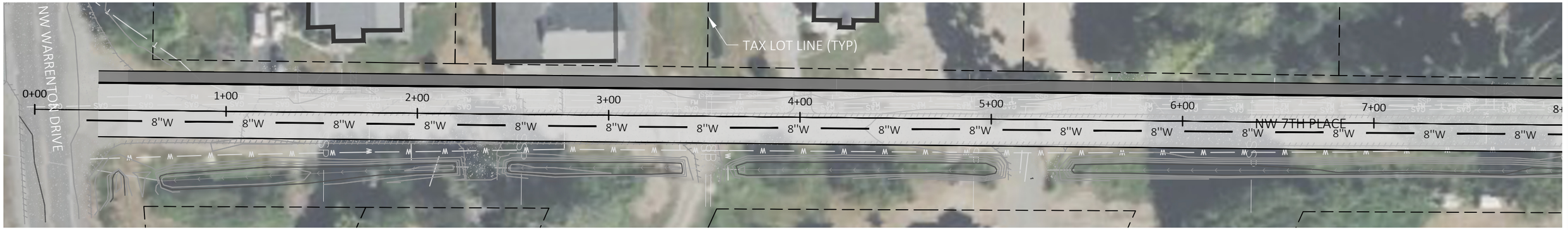
DRAWING NUMBER C2.1

N MAIN AVE AND NW 7TH PL - CONCEPTUAL ROADWAY PLAN

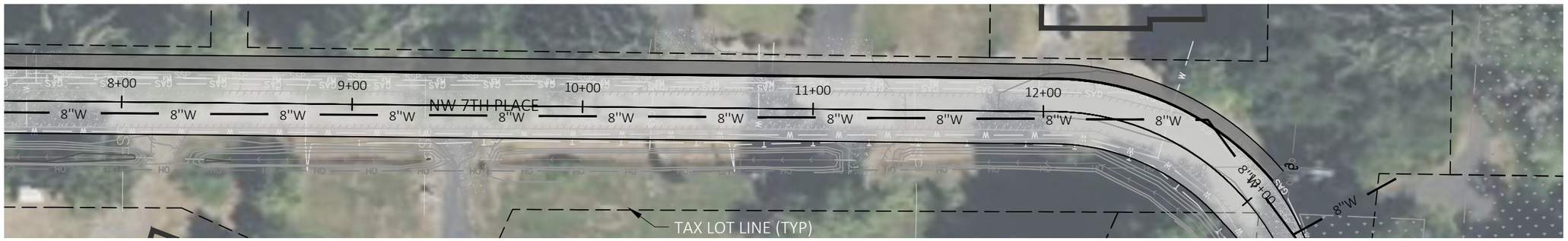
OPTION 3 (28' WIDE - SIDEWALK ON ONE SIDE / 22' WIDE - NO SIDEWALK)



N

NW 7TH PLACE (STA 0+00 TO 8+00)

SCALE 1" = 50'



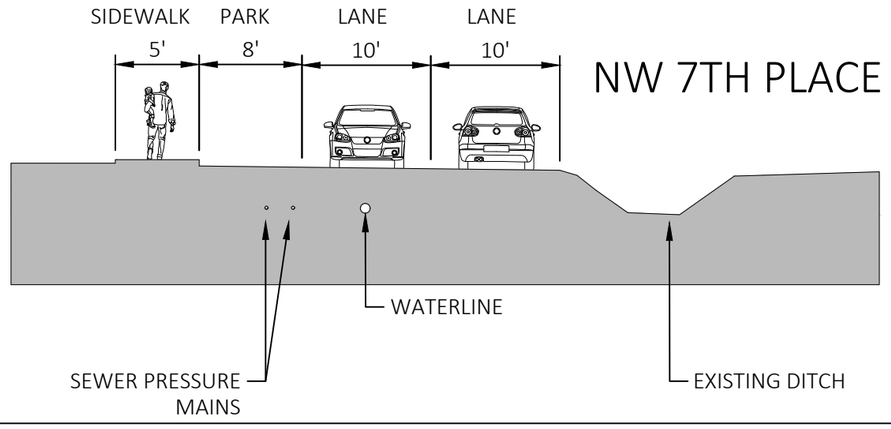
N

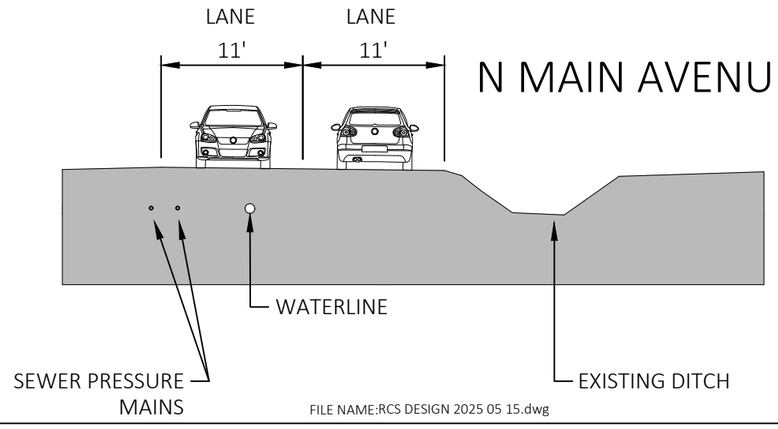
NW 7TH PLACE (STA 8+00 TO 13+00)

SCALE 1" = 50'

TYPICAL ROAD SECTIONS

NOT TO SCALE





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CHECKED BY	RCS		

CONCEPTUAL ROAD PLAN - OPTION 3
NW 7TH PLACE
(28' STREET, SIDEWALK ON ONE SIDE)

CITY OF WARRENTON
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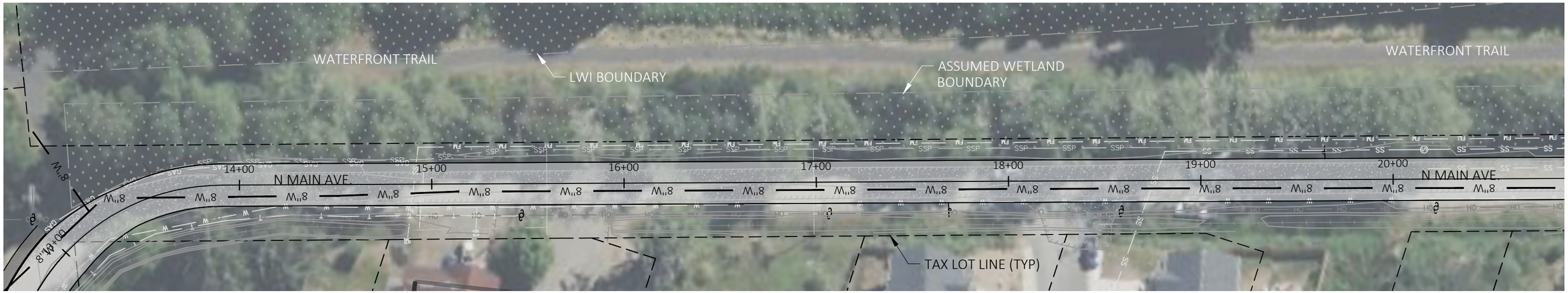
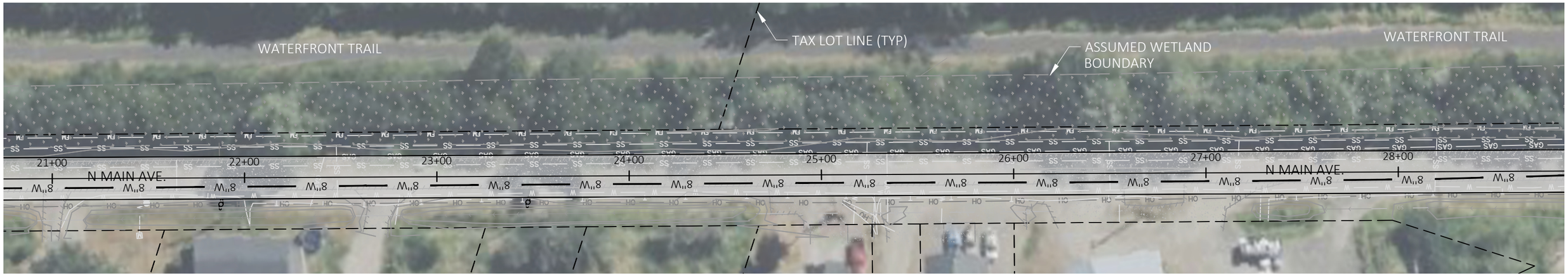
DRAWING NUMBER C3.0



NORTH MAIN AVENUE (STA 13+00 TO 20+50)

SCALE 1" = 50'

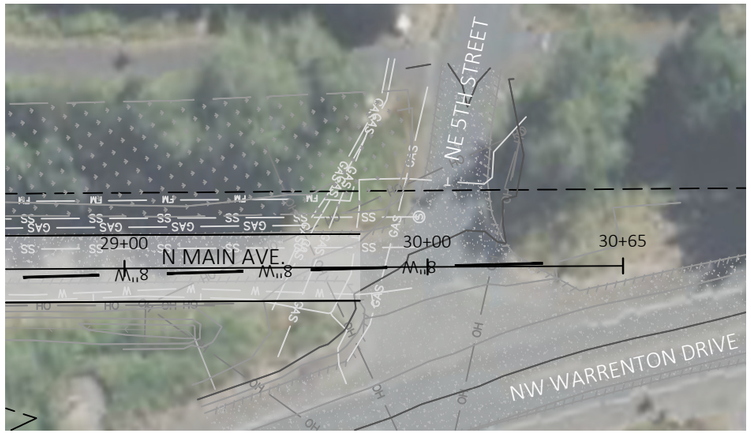


NORTH MAIN AVENUE (STA 20+50 TO 28+50)

SCALE 1" = 50'

NORTH MAIN AVENUE (STA 28+50 TO END)

SCALE 1" = 50'



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REVISIONS

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CHECKED BY RCS			

CONCEPTUAL ROAD PLAN - OPTION 3
NORTH MAIN AVENUE
(22' STREET, NO SIDEWALK)

CITY OF WARRENTON
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DRAWING NUMBER C3.1