



CLATSOP COUNTY

BOARD OF COMMISSIONERS AGENDA WORK SESSION & REGULAR MEETING VIRTUAL MEETING

Wednesday, June 08, 2022

BOARD OF COMMISSIONERS:

Mark Kujala, Dist. 1 – Chair
Lianne Thompson, Dist. 5 – Vice Chair
John Toyooka, Dist. 2
Pamela Wev, Dist. 3
Courtney Bangs, Dist. 4

commissioners@co.clatsop.or.us

CONTACT:

800 Exchange, Suite 410
Astoria, OR 97103
Phone (503) 325-1000
Fax (503) 325-8325

www.co.clatsop.or.us

JOIN THE BOARD OF COMMISSIONERS VIRTUAL MEETINGS

Clatsop County Board of Commissioners host virtual meetings on Zoom

The Board remains committed to broad community engagement and transparency of government. To provide an opportunity for public testimony, the Board will host virtual meetings on Zoom.

[To join the meeting from your computer, tablet or smartphone.](#)

You can also dial in using your phone.

1-253-215-8782

Meeting ID: 503 325 1000

Passcode: 384761

Public Testimony

You must register in advance if you want to provide testimony on public hearings or speak at the designated time. There are three ways to do this: On our website at [public comment](#), emailing commissioners@co.clatsop.or.us or by calling 503-325-1000. Once registered, we will notify you when it is your opportunity to speak for a two-minute comment. You also may submit written comments which will be provided to the Board and submitted into the record.

WORK SESSION: 5:00 PM

Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled meetings held twice monthly.

Discuss Formal Agenda

TOPICS:

- [1.](#) Planning Commission Appointments {10 min} {Page 4}
 - [2.](#) Department of Public Health Transition Update {30 min} {Page 23}
-

REGULAR MEETING: 6:00 PM

The Board of Commissioners, as the Governing Body of Clatsop County, all County Service Districts for which this body so acts, and as the Clatsop County Local Contract Review Board, is now meeting in Regular Session.

ROLL CALL

AGENDA APPROVAL

PROCLAMATION

- [3.](#) Make Music Day Proclamation {Page 24}

BUSINESS FROM THE PUBLIC – *Individuals wishing to provide oral communication at the designated time must register in advance by calling 503-325-1000 or email commissioners@co.clatsop.or.us by 3 p.m. on the day of the meeting.*

CONSENT CALENDAR

- [4.](#) Clatsop County 4-H and Extension Special Service District Intergovernmental Agreement with OSU {Page 27}
- [5.](#) Purchase of Oil for the Chip Sealing Program {Page 34}
- [6.](#) Board of Commissioners Minutes 4-27-22 {Page 50}
- [7.](#) Tsunami Evacuation Facilities Improvement Plan Final Report {Page 60}
- [8.](#) Approve the 2021-22 Budget and Appropriation Adjustments {Page 152}
- [9.](#) Award of Contract to replace roof at Log Display at the Courthouse {Page 156}

COMMISSIONER'S LIAISON REPORTS

COUNTY MANAGER'S REPORT

PUBLIC HEARINGS

- [10.](#) Public Hearing and Adoption of the Fiscal Year 2022-23 County Budget {Page 179}
- [11.](#) Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Clatsop County 4-H & Extension Special District {Page 187}
- [12.](#) Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Clatsop County Rural Law Enforcement District {Page 191}
- [13.](#) Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Clatsop County Road District Number 1 {Page 195}
- [14.](#) Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Westport Sewer Service District {Page 199}
- [15.](#) Ordinance 22-05: Short-Term Rental Revisions - LAWDUC {Page 204}

BUSINESS AGENDA

- [16.](#) Appointment to Recreational Lands Planning and Advisory Committee {Page 285}
- [17.](#) Amendment to Board Rules {Page 289}
- [18.](#) Amendment 1 to the Strategic Plan {Page 327}

GOOD OF THE ORDER

ADJOURNMENT

As necessary Executive Session will be held in accordance with but not limited to: ORS 192.660 (2)(d) Labor Negotiations; ORS 192.660 (2)(e) Property Transactions; ORS 192.660 (2)(f) Records exempt from public inspection; ORS 192.660 (2)(h) Legal Counsel

Agenda packets also available online at www.co.clatsop.or.us

This meeting is accessible to persons with disabilities or wish to attend but do not have computer access or cell phone access. Please call 325-1000 if you require special accommodations at least 48 hours prior to the meeting in order to participate.

Board of Commissioners Clatsop County

WORK SESSION AGENDA ITEM SUMMARY

June 8, 2022

Topic: Planning Commission Appointments
Presented By: Gail Henrikson, Community Development Director

Informational Summary: The Clatsop County Planning Commission consists of seven members appointed by your Board. The terms are four years and members are appointed on a staggered basis. On June 30, 2022, three Planning Commission terms will expire. These terms are currently filled by:

- Nadia Gardner
- John Orr
- Lam Quang

Mr. Quang has submitted an application to be reappointed. Neither Ms. Gardner nor Mr. Orr submitted applications to be reappointed.

Article III, Sections 1-4 of the Planning Commission Bylaws establishes criteria for membership:

1. The Planning Commission shall consist of seven (7) members appointed by and serving at the pleasure of the Board of Clatsop County Commissioners, each to serve for a term of four years or until their respective successors are appointed.
2. **The members of the Planning Commission shall be residents of the County and no more than two (2) shall reside inside incorporated cities; the remaining members shall be residents of the various geographic areas of the County.**
3. Members of the Planning Commission shall serve without compensation other than reimbursement for duly authorized expense.
4. **No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit, as individuals, or be members of any partnership of officers or employee of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.**

A call for applicants was issued on March 29, 2022. As of May 2, 2022, eight applications were received. Each candidate's application is included in **Exhibit A**. The table below includes the list of applicants and current planning

commission members. The table also reflects new Board of Commissioners boundaries adopted on January 12, 2022.

Planning Commission Applicants				
Name	Planning Area	Commissioner District	Occupation	
Brian Allen	Northeast	District 4 Comm. Bangs	General Contractor	
Jeremy Linder	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Small Business Owner	
Michael Magyar	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Surveyor	
Daniel Penley	Incorporated (Gearhart)	District 2 Comm. Toyooka	Business Owner	
Katy Pritchard	Incorporated (Astoria)	District 3 Comm. Wev	Constituent Services State Rep HD 32	
Lam Quang	Lewis & Clark Olney Wallooskee	District 2 Comm. Toyooka	Artist, Notary	
Jennifer Rasmussen	Northeast	District 4 Comm. Bangs	Bookkeeper / Mom	
Jackson Ross	Incorporated (Astoria)	District 3 Comm. Wev	Retired	
Current Planning Commission Members				
Name	Planning Area	Commissioner District	Occupation	Term Expiration Date
Chris Farrar	Incorporated (Astoria)	District 3 Comm. Wev	Retired	6-30-24
Nadia Gardner*	Southwest Coastal	District 5 Comm. Thompson	Environmental Scientist	6-30-22
Cary Johnson	Northeast	District 4 Comm. Bangs	General Contractor	6-30-23
Jason Kraushaar	Clatsop Plains	District 2 Comm. Toyooka	General Construction Contractor	6-30-23
John Orr*	Incorporated (Astoria)	District 1 Comm. Kujala	Attorney	6-30-22
Clarke W. Powers	Clatsop Plains	District 2 Comm. Toyooka	Retired	6-30-24
Lam Quang*	Lewis & Clark Olney Wallooskee	District 2 Comm. Toyooka	Artist	6-30-22

*Indicates members with terms expiring on June 30, 2022

While the Board of Commissioners and the Planning Commission members have discussed changes to the Planning Commission bylaws, those changes have not yet been approved by the Board. **Under the existing bylaws, only two Planning Commission members shall reside in incorporated areas. Currently, Chris Farrar resides in the City of Astoria. Three of the current**

applicants also reside within incorporated areas of Clatsop County - Daniel Penley, Katy Pritchard and Jackson Ross. If the Board wishes to appoint two incorporated applicants from the current applicant pool, either Mr. Farrar's appointment must be terminated or the bylaws must be revised.

Additionally, per the current bylaws and ORS 215.030(5), no more than two members of the planning commission may be engaged in the same occupation, business, trade or profession and no more than two members shall be engaged in the buying, selling or developing of real estate for profit. Cary Johnson and Jason Kraushaar have identified their occupations as General Contractor and General Construction Contractor, respectively. Therefore, if the Board wishes to appoint Mr. Allen, either Mr. Johnson or Mr. Kraushaar's appointment must be terminated.

The Board conducted Planning Commission interviews on May 23. Applicants Brian Allen, Katy Pritchard, and Jennifer Rasmussen were unable to attend. A link to the interview video is provided at the end of this agenda summary, under **Exhibit B**.

Attachment List

- A. Applications
- B. [May 23, 2022, Applicant Interview Video](#) (via link)

EXHIBIT A

Planning Commission Applications

Gail Henrikson

From: Clatsop County Administrators
Sent: Wednesday, March 30, 2022 10:55 AM
To: Gail Henrikson
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

*Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559*

From: Clatsop County Oregon <clatsop-county-or@municodeweb.com>
Sent: Wednesday, March 30, 2022 10:32 AM
To: Clatsop County Administrators <CountyAdmins@co.clatsop.or.us>
Cc: Hannah Mather <hmather@co.clatsop.or.us>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Wed, 03/30/2022 - 10:32 AM

Submitted values are:

Date

Wed, 03/30/2022 - 00:00

Applicant Information

Brian Allen
41109 Homestead Ln
Astoria. 97103
bravoalpha73@gmail.com
5037416001

Current Occupation

General Contractor

Years Resident of County

48

In which Commissioner District do you reside?

4

Committee, Board or Commission Applied For

Planning Commission

Background (relevant education, training, experience, etc.)

Lifetime resident of Clatsop County in the Knappa area. 25 years as a contractor.

Describe your interest in serving on this Committee, Board or Commission:

To understand better the role of planning in our local area. To help make development less burdensome for property owners.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/2181

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/2181?view_mode=html

Gail Henrikson

From: Clatsop County Administrators
Sent: Thursday, April 21, 2022 9:34 AM
To: Gail Henrikson
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

*Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559*

From: Clatsop County Oregon <clatsop-county-or@municodeweb.com>
Sent: Tuesday, April 19, 2022 8:30 PM
To: Clatsop County Administrators <CountyAdmins@co.clatsop.or.us>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Tue, 04/19/2022 - 8:30 PM

Submitted values are:
Date
Tue, 04/19/2022 - 00:00

Applicant Information
Jeremy Linder
90862 Youngs River Road
90862 Youngs River Road
Astoria. 97103
jeremylinder@gmail.com
503-298-4665

Current Occupation
Small Business Owner

Years Resident of County
38

In which Commissioner District do you reside?
3

Committee, Board or Commission Applied For
Planning Commission

Background (relevant education, training, experience, etc.)
Small business owner (current)

**Cattle rancher (current)
Real estate broker (2006 - 2014)**

As a small business owner, 3rd generation rancher and former real estate broker I have experience navigating our complex land use regulations at both the local and state level.

Describe your interest in serving on this Committee, Board or Commission:

My interest in serving on the planning commission comes from the current imbalance between comprehensive land use planning and the individual liberties of property owners. I believe responsible land use planning can be done while respecting the property rights of the taxpayer by taking a logical approach and leaving personal opinions at the door. Clatsop County is currently facing numerous challenges including a lack of housing and private economic development. I believe both can be solved with smart land use planning.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/2245

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/2245?view_mode=html

Gail Henrikson

Subject: FW: Form submission from: Committee Application - Online

-----Original Message-----

From: Clatsop County Oregon via Clatsop County Oregon <clatsop-county-or@municodeweb.com>

Sent: Monday, March 1, 2021 9:09 PM

To: Theresa Dursse <tdursse@co.clatsop.or.us>

Subject: Form submission from: Committee Application - Online

Submitted on Monday, March 1, 2021 - 9:08pm Submitted by anonymous user: 192.168.4.254 Submitted values are:

Date:

Name: Michael Magyar

Mailing Address: 36494 Battle Creek Ln

City: Astoria

Street Address: 36494 Battle Creek Ln

Email: mike.magyar@gmail.com

Telephone: 15033389958

Current Occupation: Land Surveyor

Years Resident of County: 6

In which Commissioner District do you reside? 3 Committee, Board or Commission applied for: Planning Commission

Background (relevant education, training, experience, etc.):

I served as a planning commissioner and am serving as current Chair of the Lewis and Clark Olney Walloskee Citizens Advisory Committee.

I am a licensed land surveyor with almost 30 years in practice.

Describe your interest in serving on this Committee, Board or Commission:

I enjoy serving my community and I enjoy working with the County Planning Staff.

Mike

The results of this submission may be viewed at:

<https://www.co.clatsop.or.us/node/2050/submission/10213>

Gail Henrikson

From: Clatsop County Administrators
Sent: Monday, April 18, 2022 9:36 AM
To: Gail Henrikson; Clancie Adams
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559

From: Clatsop County Oregon <clatsop-county-or@municodeweb.com>
Sent: Monday, April 18, 2022 7:38 AM
To: Clatsop County Administrators <CountyAdmins@co.clatsop.or.us>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Mon, 04/18/2022 - 7:37 AM

Submitted values are:

Date

Mon, 04/18/2022 - 00:00

Applicant Information

Daniel Penley
4948 Drummond Drive
4948 Drummond Drive
Gearhart. 97138
penleydr@gmail.com
3524941739

Current Occupation

Business Owner

Years Resident of County

4

In which Commissioner District do you reside?

2

Committee, Board or Commission Applied For

Planning Commission

Background (relevant education, training, experience, etc.)

I have over 20 years in information technology (IT) as a systems administrator and network engineer. I have worked in several industries, including hospitality, healthcare, local government, financial services, law, and more. I'm a veteran of the United States Marine Corps, having served in Operation Enduring Freedom in the Persian Gulf at the onset of the 2003 war in Iraq. I have specific experience and interest in broadband internet initiatives and technologies, which I believe could be a valuable resource as the county

looks to plan for improvement of the existing infrastructure to support the goal of broadband internet access for all residents, specifically navigating complicated processes surrounding federal and state funding initiatives such as the Broadband, Equity, Access and Deployment Program.

Describe your interest in serving on this Committee, Board or Commission:

After having worked in the private sector for over 20 years, I now am desiring to seek out opportunities more geared toward public service. I am eager to become more involved in the community, and do whatever I can to advance the stated goals of the county board and the Clatsop County Strategic Plan 2020. I would vow to serve the county with diligence, compassion, vision, reason, and impartiality to the absolute best of my ability. While I would of course proudly serve and work towards all of the issues that need to be addressed, I also believe that the county needs someone with a voice who has the technical background, vision, and motivation to speak and advocate for the broadband infrastructure issues that we face; primarily and foremost in the Jewell/Elsie area, but throughout the entire county. I believe that the decisions and capabilities of the county towards these goals over the next few years will make a generational difference, one way or the other, on economic growth, sustainability and independence for the next several decades. Making sure that no opportunity towards this specific goal are wasted will be critical to the diversity, vibrancy, and agility of the local economy, and to the equity and breadth of opportunities for its citizens. Thank you for your consideration.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/2240

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/2240?view_mode=html

Committee Vacancies: Submission #13

Date

Wed, 11/10/2021 - 00:00

Applicant Information

Katy Pritchard

836 Nehalem Ave

836 Nehalem Ave

Astoria. 97103

pritchard297@gmail.com

503.440.0010

Current Occupation

Constituent Services State Rep HD 32

Years Resident of County

37

In which Commissioner District do you reside?

3

Committee, Board or Commission Applied For

Clatsop County Planning Commission

Background (relevant education, training, experience, etc.)

I served in the Oregon Army National Guard for 20 years as an engineer both civil and combat. I have a degree in Fire Science from Clatsop Community College that aids in my approach to building as well as land use and planning. I also have a degree in business and marketing from Post University.

I have built my own home in Clatsop County a number of years ago as well as worked through the process for conditional use permits for that home.

Each of these experiences has aided in my ability to read and understand regulations, laws, and rules so that I can better serve our community.

Describe your interest in serving on this Committee, Board or Commission:

I would like to participate in the planning commission to help ensure we have a well-rounded balanced group serving our county. Each of the members brings unique experience to the whole and I think having a diverse group can only serve the intent of

the commission better.

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 3/30/2022

Lam Quang

Name _____

89120 Lewis and Clark Rd

Mailing Address _____

Astoria

City _____

Street Address: 89120 Lewis and Clark Rd

Email: Lam@hihlights.com

Home Telephone: 503-493-4367

Other Telephone: _____
 work cell phone)

Current Occupation: Artist, Notary

Years Resident of County: 9

Do you live within the city limits: Yes No


In which Commission District do you reside: 1 2 3 4 5

Committee, Board of Commission Applied for:

1. Planning Commissioner
2. _____
3. _____

Background (Relevant education, training, experience, etc.): _____

My family and I have live in Clatsop County for the last 9 years. I am an artist and a mobil notary. I have been serving as a Planning Commissioner for the last two years.

Please complete other side 

Describe your interest in serving on this Board, Committee or Commission:

We live in an area full of natural resources and beautiful land and sea. Yet there are forces of nature that we need to plan for and protect from. We also have much to consider such as houseless population, housing shortages, tourism, etc... I love Clatsop County and the people who live here, it's a wonderful place to raise a family and I want to contribute what I can to help us thrive into the near and far future. Thank you for considering my application.

Lam Quang



Signature

Return Form To: County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Fax: 325-8325
email: commissioners@co.clatsop.or.us

Gail Henrikson

From: Theresa Dursse
Sent: Friday, March 12, 2021 11:31 AM
To: Gail Henrikson; Clancie Adams
Subject: FW: Form submission from: Committee Application - Online

Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559

-----Original Message-----

From: Clatsop County Oregon via Clatsop County Oregon <clatsop-county-or@municondeweb.com>
Sent: Friday, March 12, 2021 10:59 AM
To: Theresa Dursse <tdursse@co.clatsop.or.us>
Subject: Form submission from: Committee Application - Online

Submitted on Friday, March 12, 2021 - 10:58am Submitted by anonymous user: 192.168.5.254 Submitted values are:

Date: Fri, 03/12/2021
Name: Jennifer Rasmussen
Mailing Address: 92076 Svensen Market Rd
City: ASTORIA
Street Address: 92076 Svensen Market Rd
Email: rasmusjr13@gmail.com
Telephone: 503.680.9953
Current Occupation: Bookkeeper / Mom
Years Resident of County: 12

In which Commissioner District do you reside? 4 Committee, Board or Commission applied for: Planning Commission
Background (relevant education, training, experience, etc.):

I have B.A. in Spanish and International Relations from LeMoyne College in Syracuse, NY. I have chosen Clatsop County as my home since I graduated from college in 2009.

At that point I thought I was 'taking a year off before grad school' but fell in love with the community here and now I don't ever plan on leaving. I worked in education my first few years here at OSU Extension and later as a Talent Search Advisor (college/career planning) with Clatsop Community College. I believe in giving back to the community and during this time I also served on the boards of the North Coast Food Web and the Friends of Clatsop County Community Gardens.

My husband and I bought a sweet little home and one acre in Svensen in 2015, where we're now raising our two young children. I have started a small bookkeeping business and my clients include many local non-profits and small businesses. My clients are located across Clatsop County and in working with them I have come to understand what small businesses need to survive in our rural communities.

Beginning June 2019, I volunteered to serve on the Northeast Citizen Advisory Committee for updating the Clatsop County Comprehensive Land Use Plan. I currently serve as the Chair of our local Citizen Advisory Committee.

Describe your interest in serving on this Committee, Board or Commission:

My work on the Citizen Advisory Committee has sparked my interest in local planning and has given me a desire to learn more about the government processes behind land use decisions. I am developing an understanding of what all is involved with the comprehensive plan and would like the opportunity to see how it is applied.

Through the different jobs I've had in the county, I've interacted with a lot of different community members and feel like I have a good understanding of the broad needs of the people who live in our county. I respect the complex nature of balancing everyone's best interests and enjoy the challenge of finding a suitable compromise. I am invested in the healthy future of Clatsop County, both economically and environmentally and want to do my part to help make sure this continues to be a great place to live for generations to come.

The results of this submission may be viewed at:

<https://www.co.clatsop.or.us/node/2050/submission/10517>

Gail Henrikson

From: Clatsop County Administrators
Sent: Monday, January 10, 2022 9:23 AM
To: Gail Henrikson
Cc: Clancie Adams
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

From: Clatsop County Oregon <clatsop-county-or@municodeweb.com>
Sent: Monday, January 10, 2022 9:19 AM
To: Clatsop County Administrators <CountyAdmins@co.clatsop.or.us>
Cc: Hannah Mather <hmath@co.clatsop.or.us>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Mon, 01/10/2022 - 9:19 AM

Submitted values are:

Date

Mon, 01/10/2022 - 00:00

Applicant Information

Jackson Ross
824 35th Street
same
Astoria. 97103
jacksonleeroll@yahoo.com
408 425 9889

Current Occupation

Retired

Years Resident of County

7

In which Commissioner District do you reside?

4

Committee, Board or Commission Applied For

Planning Commission

Background (relevant education, training, experience, etc.)

I am in my third year serving as Commissioner on Astoria's Historic Landmarks Commission. I am also a hospice volunteer at CMH and a volunteer at the Astoria Library. During graduate work at UC Berkeley (MA Anthropology), I designed and conducted research studies involving culturally and ethnically diverse metropolitan populations.

Describe your interest in serving on this Committee, Board or Commission:

I have become interested in land use and area wide disaster preparedness issues during my years of tenancy in Astoria, and I want to increase my service to the community in which I live. Land use issues directly impact historic preservation efforts and the future economic stability of our county.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/1892

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/1892?view_mode=html

Board of Commissioners Clatsop County

WORK SESSION AGENDA ITEM SUMMARY

June 8, 2022

Topic: Department of Public Health Transition Update
Presented By: Margo Lalich MPH, RN, CDPM – Director of Public Health (Interim)

Informational Summary: As part of the transition to a new public health director, provide the Board of County Commissioners with a COVID-19 and status report on the public health department to include: structure, programs, and accomplishments.

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Make Music Day Proclamation
Category: Proclamation
Presented By: David Ambrose, Member of Arts Council of Clatsop County

Issue Before the Commission: Proclaiming June 21, 2022 as Make Music Day

Informational Summary: **Make Music** is a free celebration of music around the world on June 21st. Launched in 1982 in France as the *Fête de la Musique*, it is now held on the same day in more than 1,000 cities in 120 countries. Completely different from a typical music festival, **Make Music** is open to anyone who wants to take part. Every kind of musician — young and old, amateur and professional, of every musical persuasion — pours onto streets, parks, plazas, and porches to share their music with friends, neighbors, and strangers. All of it is free and open to the public.

[Make Music Clatsop County](#) is getting its start this year and joins Salem as the second host chapter in Oregon. The festival is a program of the Arts Council of Clatsop County, a 501(c)(3) organization dedicated, in part, to uniting the community by providing new experiences to support and encourage an appreciation and understanding of how music impacts and enriches our lives.

Fiscal Impact: None.

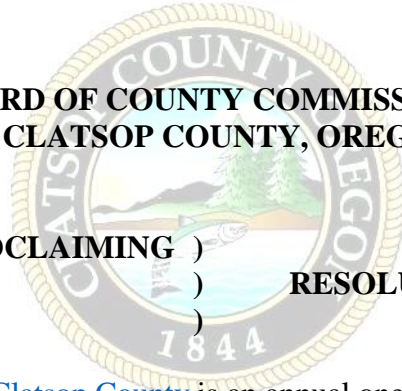
Requested Action:

Approve Resolution and Order proclaiming June 21, 2022 as Make Music Day and authorize the Chair to read, then sign the proclamation.

Attachment List

- A. Resolution and Order
- B. Make Music Clatsop County Flyer

THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON



IN THE MATTER OF PROCLAIMING)
JUNE 21, 2022 TO BE) RESOLUTION AND ORDER
MAKE MUSIC DAY)

WHEREAS, [Make Music Clatsop County](#) is an annual one-day festival on the first day of summer that celebrates the ability of everyone to make music, presented locally by the Arts Council of Clatsop County; and

WHEREAS, it is a day of music-making in public spaces all throughout Clatsop County, all completely free for musicians and audiences alike; and

WHEREAS, Make Music Day is inspired by France’s national musical holiday “Fete de la Musique” that began in 1982 and is now an international phenomenon that takes place on the Summer Solstice in more than 1,000 cities in 120 countries; and

WHEREAS, Make Music Day involves musicians, bands, and ensembles from a diverse array of styles and genres, including everything from classical, jazz, and blues to folk, pop, rock, and world music; and

WHEREAS, on June 21, 2022, Make Music Clatsop County will celebrate its first annual event as people of all ages, musical genres, and ability levels (from students and amateurs to professionals and marquee artists) gather throughout the day in the County to engage in music-making.

NOW, THEREFORE, BE IT HEREBY RESOLVED that Clatsop County Board of Commissioners does hereby proclaim June 21, 2022 as

“Make Music Day”

in Clatsop County and encourages all community members to celebrate the joy of making music.

DATED this 8th day of June, 2022.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

Board Chair



CLATSOP COUNTY

Make Music Day is a free celebration of music around the world on June 21st.

Launched in 1982 in France as the Fête de la Musique, it is now held on the same day in more than 1,000 cities in 120 countries.

Completely different from a typical music festival, Make Music is open to anyone who wants to take part. Every kind of musician — young and old, amateur and professional, of every musical persuasion — pours onto streets, parks, plazas, and porches to share their music with friends, neighbors, and strangers. All of it is free and open to the public.

Make Music Clatsop County is getting its start this year and is one of four chapters in Oregon. The festival is a program of the Arts Council of Clatsop County, a 501(c)(3) organization dedicated, in part, to uniting the community by providing new experiences to support and encourage an appreciation and understanding of how music impacts and enriches our lives.

For more information, or to sign up as a performer or venue, visit:
www.makemusicday.org/clatsopcounty

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Clatsop County 4-H and Extension Special Service District Intergovernmental Agreement with OSU

Category: Consent Calendar

Presented By: Monica Steele, Assistant County Manager

Issue Before the Commission: Renewal of the IGA between Clatsop County 4-H and Extension Special Service District and OSU

Informational Summary: The Board, acting as the Governing Body of the Clatsop County 4-H & Extension Service Special District (District) is currently in an Agreement with OSU to provide educational programs and information to residents of Clatsop County in relation to 4-H and Extension services.

The attached proposed agreement renews this agreement for another 5-years and defines the authority and responsibilities between the two entities, OSU and Clatsop County 4-H & Extension Special Service District.

Revenues for the District are collected through property taxes, timber sales, and miscellaneous grants.

All services provided to the District are paid to OSU based on the amount budgeted on a quarterly basis. Equal payments are made to OSU in October, January, and April based on one fourth of the appropriated amount excluding contingency, with a final payment made at the end of the fiscal year based on actual expenditures; if applicable, any remaining surplus at fiscal year-end will be promptly returned to the District by OSU upon request of the District.

Fiscal Impact: Budgeted in accordance with Budget Law on an annual basis based on revenues collected through the District.

Requested Action:

“Approve the agreement between Oregon State University and Clatsop County 4-H and Extension Special Service District and authorize the Chair to sign .”

Attachment List

A. OSU – Clatsop County IGA 2022

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is entered into by Oregon State University and its Extension Service, hereinafter referred to as "OSU", and the Board of County Commissioners of Clatsop County, Oregon acting as the governing body of the Clatsop County 4-H And Extension Service Special District, hereinafter referred to as "District," each a "Party" and together "the Parties."

WHEREAS, ORS 451 grants Oregon counties the ability to establish service districts to provide services within a county or counties, including Agricultural educational extension services, and designates the county court, which includes the board of county commissioners, as the governing body of the service district. ORS 451 further states that the governing body shall carry out the powers and duties of the service district under the name of the district;

WHEREAS, the citizens of Clatsop County have expressed their need, desire, and support for OSU educational programs and OSU, through its Extension Service;

WHEREAS, OSU has the capability and resources to provide the desired educational programs;

WHEREAS, the establishment of this District was created on February 13, 1986 by Order of the Board of County Commissioners of Clatsop County, Oregon for the purpose of providing support and funding for OSU educational programs in County.

IT IS HEREBY AGREED, OSU and the District hereby enter this Agreement for the provision of the delivery of OSU educational programs to citizens of Clatsop County in consideration of the mutual promises stated herein.

1. OSU AGREES TO:

- 1.1. Deliver OSU educational programs and information to residents of Clatsop County.
- 1.2. Employ faculty and staff as designated by OSU who will deliver OSU educational programs. The number of faculty and staff employed by OSU will vary based on need and available funding.
- 1.3. Designate one OSU representative to lead the effort to deliver OSU educational programs under this Agreement. This OSU representative is responsible for assigning tasks to OSU program and office staff and volunteers as deemed appropriate, serving as OSU's primary contact for any budget and financial administration inquiries, and liaise with District's Budget Officer regarding budget and financial administration.
- 1.4. Recruit and train volunteer community members to assist in the delivery of OSU educational programs.
- 1.5. Provide leadership and training on OSU's educational programs for OSU faculty, staff, and volunteer community members.
- 1.6. Maintain a resource base of specialized personnel and research information for use by OSU faculty and volunteer community members in the delivery of OSU educational programs.

- 1.7. OSU shall not subcontract, assign or transfer any of its interest in this Agreement, without the prior written consent of District. In the event that District chooses to delegate any or all District obligations under this Agreement to Clatsop County, OSU hereby accepts and approves District's delegation of obligations to Clatsop County. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors, delegees, and assigns, if any.
- 1.8. OSU agrees that the funds remitted to OSU shall be used for payment of expenses related to the operations of the Extension Service described in this Agreement.
- 1.9. The parties shall maintain an OSU Advisory Committee to provide advice and input on OSU services under this Agreement.

2. DISTRICT AGREES TO:

- 2.1. Authorize and provide support and funding as indicated in the approved District budget to carry out OSU educational programs for the duration of this Agreement.
- 2.2. Retain any approved funds not remitted to OSU. Funds retained in District for OSU educational programs will be used for payment of District's Extension Service-related expenses.
- 2.3. Designate a Budget Officer for District operations. The Budget Officer is responsible for the oversight of the budget and financial administration in accordance with the District's budget policies and any applicable budget laws; and serves as the primary contact for budget and financial administration inquiries for District operations. The budget Officer must be a District or County employee.
- 2.4. Promptly process payment of reimbursement requests by OSU in accordance with the budget adopted by the District. Reimbursement will be based on invoices provided by OSU. Reimbursement to OSU shall be made in four payments during the year. The total of the reimbursement payments shall not exceed the amounts shown on the invoices or the amounts appropriated for the purpose.

3. **SITE AGREEMENT:** OSU's use of office and storage space under control of the District shall be detailed and recorded in a separate written agreement (i.e. lease, space use agreement, site rental, etc.) as mutually agreed upon by the Parties. District may fund the costs associated with the lease of the space as provided in Attachment A.

4. MUTUAL RESPONSIBILITIES AND UNDERSTANDINGS:

- 4.1. This Agreement is effective on the date it has been signed by all parties and all required approvals have been obtained. This Agreement expires on June 30, 2027.
- 4.2. District and OSU understand and agree that each party's respective financial responsibilities under this Agreement are contingent on receiving funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow that party, in the exercise of its reasonable administrative discretion, to fund this Agreement.

- 4.3. This Agreement may be terminated at any time pursuant to the mutual agreement of the parties.
- 4.4. Subject to the limitations and conditions of the Oregon Public Records Law and the Family Educational Rights and Privacy Act, District will have the right to audit funding provided to OSU under this Agreement. OSU agrees that its records pertaining to this Agreement shall be available for audit upon request and with reasonable advance notice. The costs of such audit, if requested, shall be borne by District.
- 4.5. The parties each shall be responsible, to the extent permitted by the Oregon Tort Claims Act (ORS 30.260-30.300), only for the acts, omissions or negligence of its own officers, employees or agents.
- 4.6. Contribution
- 4.6.1. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense, and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
- 4.6.2. For a Third Party Claim for which the parties are jointly liable, each party shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the party in such proportion as is appropriate to reflect the parties' relative fault. The parties' relative fault shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Each party's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if that party had sole liability in the proceeding.
- 4.7. Each Party, through self-insurance or a commercial policy, shall be insured with adequate levels of excess general liability and commercial auto liability insurance and maintain workers' compensation insurance for its respective employees in conformance with ORS Chapter 656.017, subject to the Oregon Tort Claims Act (ORS 30.260 – 30.300). A certificate of insurance will be provided upon request. OSU does not waive the right to subrogation.
- 4.8. The Parties agree they shall not discriminate based on age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or on any other basis protected by federal and/or state law.

MERGER: THIS AGREEMENT, INCLUDING ATTACHMENTS, WHICH ARE FULLY INCORPORATED BY THIS REFERENCE, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE SIGNED BY ALL PARTIES AND SHALL BE EFFECITVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THE PARTIES, BY THE SIGNATURE BELOW OF THEIR AUTHORIZED REPRESENTATIVES, ACKNOWLEDGE HAVING READ AND UNDERSTOOD THE AGREEMENT AND THE PARTIES AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS AND NEITHER PARTY SHALL BE ACCORDED ANY ADVANTAGE OVER THE OTHER BY REASON OF BEING THE DRAFTER OF ANY OF THE LANGAUGE OF THIS AGREEMENT.

5. Signatures.

**GOVERNING BODY OF THE CLATSOP
COUNTY 4-H AND EXTENSION SERVICE
DISTRICT**

OREGON STATE UNIVERSITY

By: _____
Date

By: _____
Date

By: _____
Date

Michael J. Green
Vice President for Finance and Administration
Oregon State University

By: _____
Date

By: _____
Date

Ivory W. Lyles
Interim Vice Provost of Extension & Engagement
Interim Director, OSU Extension Service

By: _____
Date

Wiley Thompson
Coast Regional Director
OSU Extension Service

Approved as to form:

Date

Katie Lanker, CPPB
Contract Services Manager
OSU Procurement & Contract Services | PCMM

ATTACHMENT A

District Support and Funding

Subject to the funding limitations specified in Section 2.1, District funds may be used for the following activities:

1. Office and educational support staff and faculty as needed, including all payroll and other compensation costs. OSU employees will be supervised and managed according to OSU policies and procedures.
2. Funding for space adequately to fully house OSU educational programs, including but not limited to, office space in a District-owned or leased facility. Such space may include utilities, internet, telephone, and any maintenance and repair. Office occupancy agreements shall be determined and obtained by the District.
3. Funding to support travel and per diem expenses for OSU faculty, office staff, and educational support staff. All travel reimbursement rates and allowances are to conform to the OSU travel reimbursement rates.
4. Funding for other services, supplies, materials, publications, and operation costs as required in support of OSU education programs.
5. Funding for equipment and other capital outlay items which have been approved by the District's governing body.
6. Funding for other contingency expenditures, as approved by the District's governing body.

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Purchase of Oil for the Chip Sealing Program
Category: Consent Calendar
Presented By: Ted McLean, Public Works Director

Issue Before the Commission: Approval of a contract in the amount of \$485,000 with Albina Holdings Inc. dba Albina Asphalt

Informational Summary: The Public Works chip sealing program is a preventative maintenance technique used to maintain the road surfaces. It involves spraying a special oil emulsion on the road, spreading rock on top of the oil and compacting it to create a durable cost-effective road surface. This summer's road maintenance plan is scheduled to include 20 roads for a total of 19 miles, which will require approximately 600 tons of oil. This contract also includes oil for the beginning of next year's oiling season.

Staff received two quotes and the least expensive was Blue Line Transportation. The contract was first awarded to them. After the contract was signed and fully executed, Blue Line Transportation wanted to increase the price for delivery and would not perform the original contract. The County was left with no choice but to disqualify the Blue Line Transportation for failing to comply with the terms of the quote. Attached is the letter to Blue Line Transportation.

Staff proposes to award the contract to Albina Holdings Inc. dba Albina Asphalt. A summary of the original quotes is as follows:

Per Ton Prices	CRS-3P	CSS-1H	Delivery	Demurrage
Albina Asphalt	\$635.00	\$400.00	\$42/ton	\$150/hour
Blue Line Transportation	\$615.00	\$340.00	\$34/ton	\$125/hour**

**Disqualified

Fiscal Impact: This is budgeted in the Road Maintenance & Construction fund.

Requested Action:

Approve the contract with Albina Holdings Inc. dba Albina Asphalt in the amount of \$485,000 for chip seal oil purchase and delivery and authorize the County Manager to sign the contract and any amendments.

Attachment List

- A. Contract
- B. Disqualification Letter

CLATSOP COUNTY, OREGON

1100 Olney Avenue

Astoria, Oregon 97103

An Equal Opportunity Employer

Clatsop County Materials Contract

This Contract is by and between **Clatsop County (County)** and Albina Holdings, Inc. dba Albina Asphalt (**Contractor**). Whereas **County** has need of the services which **Contractor** has agreed to provide; **Now Therefore**, in consideration of the sum not to exceed \$485,000.00 to be paid to **Contractor** by **County**, **Contractor** agrees to the following prices, between date of execution and September 30, 2022, inclusive, for the following specific materials:

- A. **Materials:** Contractor to furnish the following materials, as described on Attachment A – Request for Quotes and Attachment B – Quotation.
- B. **Payment Terms:** Payment will be made 30 days from receipt of invoice and approval of materials by County.
- C. **Miscellaneous:** Contact person for this work is TJ Hecox, 503-791-3870.

1. **Written Notice.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.

2. **Governing Law/Venue.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the District or Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of **County** shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of **County** according to law.

3. **Compliance.** **Contractor** shall comply with all applicable Federal, State and local laws, rules and regulations. All provisions of ORS 279C.505 through 530 (Construction Contracts) are incorporated herein. Specifically, Contractor shall:

- a. Promptly pay, as due, all persons supplying labor and material for the performance of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due or to become due the Contractor by reason of the contract, pursuant to ORS 279C.515.
- b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract.
- c. Not permit any line or claim to be filed or prosecuted against **County**, on account of any labor or material furnished by **Contractor**.

- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279A.055, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279C.520.
- f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279C.530.
- g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.
- h. Contractor shall comply with all rules, regulations and ordinances of agencies of the State of Oregon, Army Corps of Engineers, Environmental Protection Agency and Clatsop County that deal with the prevention of environmental pollution and the preservation of natural resources.
- i. Contractor shall comply with all rules, regulations and ordinances of agencies of the State of Oregon, Army Corps of Engineers, Environmental Protection Agency and Clatsop County that deal with the prevention of environmental pollution and the preservation of natural resources

4. **Judicial Rulings.** If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

5. **Independent Contractor.** Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent Contractor" and is not an employee of County, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an Independent Contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.

6. **Indemnification.** Contractor shall save harmless, indemnify, and defend County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement, to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

7. **Worker's Compensation.** Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If the Contractor hires employees, he or she shall provide County with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

8. **Nondiscrimination.** No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds

of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by **County**.

9. **Termination of Agreement.** This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate.
- c. Immediately on breach of the contract.

10. **Subcontracting/Nonassignment.** No portion of this Agreement may be contracted or assigned to any other individual, firm, or entity without the express and prior approval of **County**.

11. **Survival.** The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

12. **Standard of Services and Warranty.** **Contractor** agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that the **Contractor** must perform the services based in part on information furnished by **County** and that **Contractor** shall be entitled to rely on such information. However, the **Contractor** is given notice that **County** will be relying on the accuracy, competence and completeness of **Contractor's** services in utilizing the results of such services. The **Contractor** warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

13. **Ownership and Use of Documents.** All documents, or other material submitted to the **County** by **Contractor** shall become the sole and exclusive property of **County**. All material prepared by **Contractor** under this Agreement may be subject to Oregon's Public Records Law.

14. **Tax Compliance Certification.** **Contractor** hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of **Contractor's** knowledge, **Contractor** is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. **Contractor** represents that **Contractor** will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If **Contractor** fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the **Contractor** shall be in default and **County** may terminate this agreement and pursue its remedies under the agreement and under applicable law.

15. **Insurance.** **Contractor** shall purchase and maintain at **Contractor's** expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$1,000,000 for property damage and minimum of \$1,000,000 per person for bodily injury and no less than \$1,000,000 for each occurrence, \$2,000,000 aggregate. In addition, all such insurance, with the

exception of Professional Liability, shall name **County**, its Commissioners, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to **County** shall be submitted to **County**. Some, or all, of the required insurance may be waived or modified if approved by **County's** counsel as follows:

_____ (Approved by County Counsel)

(Contractor's Initials) KA (Comments)

All terms on the previous pages of this document are hereby made a part of this Agreement.

FOR COUNTY:

Signature Date

Printed Name

Title

FOR CONTRACTOR:

Kyle Aronson 5/18/2022
Signature Date

KYLE ARONSON
Printed Name

SALES MANAGER
Title

Contractor Address: 520 SW Yamhill Street Suite 600 Portland, Oregon 97204

Clatsop County Public Works Department

Request for Quotes for Supply and Delivery of Liquid Asphalt Summer 2022

To: Potential Suppliers

From: Ted McLean, Public Works Director

Date: March 17, 2022

Time and Place for Receiving Quotes

Quotes must be received by the Clatsop County Public Works at 1100 Olney Avenue, Astoria, Oregon 97103 on or before April 6, 2022 at 2:00 P.M.

Project upon which Quotes are to be Received

Furnish to Clatsop County Public Works, liquid asphalt delivered to given County job sites and demurrage charges.

Submission of Quotes / Minimum Requirements

- A. All quotes shall be submitted in person, or by mail to address above, or fax to 503-325-9312 to Clatsop County Public Works before the above stated time.
- B. Suppliers shall submit the cost portion of the proposal on the attached schedule which shall be signed in the place provided.
- C. A quote may not modify any of the provisions stated herein.
- D. Quotes may be submitted by mail, fax, or presented in person.

Withdrawal of Quotes

- A. A quote may be withdrawn at any time prior to the due date/time, by written request to Clatsop County Public Works, which may be mailed, faxed, or presented in person. The request to withdraw shall be signed by the supplier, or the supplier's authorized representative.
- B. The withdrawal of a quote does not prejudice the right of the supplier to submit a new quote.
- C. No quote can be withdrawn after the proposal due time.

Right to Reject Offers

Clatsop County reserves the right to accept or reject any or all offers and waive any informalities and irregularities in offers.

Contract Documents

Selected supplier will sign a contract with the County.

Insurance

- A. Insurance. Contractor shall purchase and maintain at Contractor's expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$1,000,000 for property damage and minimum of \$1,000,000 per person for bodily injury for each occurrence and no less than \$2,000,000 aggregate. In addition, all such insurance, with the exception of Professional Liability, shall name County, its Commissioners, employees and agents, as an Additional Insured. A copy of the policy or certificate of insurance acceptable to County shall be submitted to County.

Laws to be Observed

- A. The Contractor shall at all times observe and comply with all Federal, State and local laws, ordinances and regulations in any manner affecting the work.

Scope of Work

- A. Contractor shall furnish to Clatsop County Public Works liquid asphalt, delivered to given project sites in Clatsop County and demurrage charge.
- B. Work will be scheduled by Clatsop County.

Communication

- A. County Foreman will call Contractor's dispatcher before end of day to schedule delivery for the following day. Time of delivery will be scheduled with the County Foreman. If delivery is going to be later than scheduled, Contractor is required to contact County Foreman by 6:30 a.m. the morning of the scheduled delivery. If load is late or does not show up at all and there was no call made by Contractor to County Foreman, the County may charge a fee of \$1,000 to recover the cost of County crew time. If the load does not contain the correct product, the County may opt to reject the load and charge a fee of \$1,000 to recover the cost of County crew time.

Intent of Contract

- A. The intent of this contract is to provide Clatsop County Public Works with liquid asphalt delivered to project sites in Clatsop County and demurrage charges.
- B. The submission of a quote signifies that the Contractor has the necessary personnel and equipment and will be able to perform the specified work as outlined.
- C. Clatsop County reserves the right to void the contract at any time due to unforeseen occurrences.

Payment

- A. Daily tickets will be provided to Clatsop County indicating total gallons/tons of asphalt used for the day's work.
- B. Contractor will submit regular invoices for approval by Clatsop County, and payment will be made within 30 days of receipt of invoice by County, except in the case of disputed invoices, which may take longer.

Asphalt

- A. Supplier shall deliver asphalt Clatsop County Public Works orders, as follows:

Liquid asphalt will be delivered to various job sites in Clatsop County by contractor as directed by Clatsop County. Approximate quantity needed for this year's program is 600 tons of CRS-3P. CSS1H is to be dilute of 60% oil and 40% water.

B. Asphalt material shall conform to Oregon Department of Transportation, Standard Specifications for Construction Materials 2008 as follows:

Section 00705.11 – Emulsified Asphalt

Section 00705.80 – Measurement

Section 00705.90 – Payment (a) and (b)

Section 00710.11 – Emulsified Asphalt (b) and (c) and obtain samples of emulsified asphalt according to AASHTO T 40 at the frequency indicated in the MFTP. Samples will be tested at a laboratory approved by Clatsop County. Polymer-modified emulsified asphalt will be tested within 14 calendar days from the date it is sample.

Section 00710.90 (b)

Section 00715.11 (b) (c) Final acceptance of emulsified asphalt will be at the point of application.

C. Emulsified asphalt will not be less than 180 degrees upon apron arrival or County can reject the load and charge a fee of \$1,000 to recover the cost of County crew time.

QUOTATION

CRS-3P per Ton: _____ Price for delivery \$ _____

CSS-1H per Ton: _____ Price for delivery \$ _____

Demurrage Charge \$ _____/hr

Are you able to schedule deliveries to Clatsop County between May 1, 2022 and September 30, 2022?

Yes ____ No ____

Authorized Signature _____

Printed Name _____

Company Name _____

Address _____

Phone: _____ Fax: _____

Date: _____

E-mail address: _____

Liquid asphalt will be delivered to various job sites in Clatsop County by contractor as directed by Clatsop County. Approximate quantity needed for this year's program is 600 tons of CRS-3P. CSS1H is to be dilute of 60% oil and 40% water.

- B. Asphalt material shall conform to Oregon Department of Transportation, Standard Specifications for Construction Materials 2008 as follows:

Section 00705.11 – Emulsified Asphalt

Section 00705.80 – Measurement

Section 00705.90 – Payment (a) and (b)

Section 00710.11 – Emulsified Asphalt (b) and (c) and obtain samples of emulsified asphalt according to AASHTO T 40 at the frequency indicated in the MFTP. Samples will be tested at a laboratory approved by Clatsop County. Polymer-modified emulsified asphalt will be tested within 14 calendar days from the date it is sample.

Section 00710.90 (b)

Section 00715.11 (b) (c) Final acceptance of emulsified asphalt will be at the point of application.

- C. Emulsified asphalt will not be less than 180 degrees upon apron arrival or County can reject the load and charge a fee of \$1,000 to recover the cost of County crew time.

QUOTATION

CRS-3P per Ton: <u>\$ 635.⁰⁰</u>	Price for delivery	<u>\$ 42.⁰⁰/TON</u>
CSS-1H per Ton: <u>\$ 400.⁰⁰</u>	Price for delivery	<u>\$ 42.⁰⁰/TON</u>
Demurrage Charge		<u>\$ 150.⁰⁰ /hr AFTER (2) FREE HOURS</u>

Are you able to schedule deliveries to Clatsop County between May 1, 2022 and September 30, 2022?

Yes No

Authorized Signature *Kyle Arntson*

Printed Name KYLE ARNTSON

Company Name ALBENA ASPHALT

Address 801 MAIN ST.
VANCOUVER, WA 98660

Phone: 360-816-8536 Fax: 360-816-8537

Date: 4/4/2022

E-mail address: KYLE.ARNTSON@ALBENA.COM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/17/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060	CONTACT NAME: CLIENT CONTACT CENTER PHONE (A/C, No, Ext): 888-333-4949 FAX (A/C, No): 507-446-4664 E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM	
	INSURER(S) AFFORDING COVERAGE	
INSURED ALBINA HOLDINGS INC., ALBINA FUEL CO 801 MAIN ST VANCOUVER, WA 98660-3133	INSURER A: FEDERATED MUTUAL INSURANCE COMPANY	NAIC # 13935
	INSURER B: FEDERATED SERVICE INSURANCE COMPANY	28304
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES	CERTIFICATE NUMBER: 97	REVISION NUMBER: 0
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	Y	6047323	04/01/2022	04/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMPIOP AGG	\$1,000,000 \$100,000 EXCLUDED \$1,000,000 \$2,000,000 \$2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	Y	6047323	04/01/2022	04/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION	N	N	6047325	04/01/2022	04/01/2023	EACH OCCURRENCE AGGREGATE	\$10,000,000 \$10,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	N	6047323	04/01/2022	04/01/2023	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$1,000,000 \$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
SEE ATTACHED PAGE

CERTIFICATE HOLDER 399-086-8 97 0 CLATSOP COUNTY PUBLIC WORKS ITS COMMISSIONERS EMPLOYEES AND 1100 OLNEY AVE ASTORIA, OR 97103-5533	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ADDITIONAL REMARKS SCHEDULE

AGENCY FEDERATED MUTUAL INSURANCE COMPANY		NAMED INSURED ALBINA HOLDINGS INC., ALBINA FUEL CO 801 MAIN ST VANCOUVER, WA 98660-3133	
POLICY NUMBER SEE CERTIFICATE # 97.0		EFFECTIVE DATE: SEE CERTIFICATE # 97.0	
CARRIER SEE CERTIFICATE # 97.0	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

ENTIRE CERTIFICATE HOLDER NAME
 CLATSOP COUNTY PUBLIC WORKS ITS COMMISSIONERS EMPLOYEES AND AGENTS

STOP-GAP (EMPLOYER'S LIABILITY) COVERED STATE(S) WA

BUSINESS AUTO COVERAGE INCLUDES POLLUTION LIABILITY VIA THE CA 99 48, POLLUTION LIABILITY - BROADENED COVERAGE FOR COVERED AUTOS.

GENERAL LIABILITY CONTAINS A WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION) - AUTOMATIC ENDORSEMENT

BUSINESS AUTO LIABILITY CONTAINS A WAIVER OF SUBROGATION IN FAVOR OF THE CERTIFICATE HOLDER SUBJECT TO THE CONDITIONS OF THE BLANKET WAIVER OF TRANSFER OF RIGHTS OF RECOVERY ENDORSEMENT.

RE: SUPPLY AND DELIVERY OF LIQUID ASPHALT AND EMULSIFIED OILS.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**POLLUTION LIABILITY - BROADENED COVERAGE
FOR COVERED AUTOS - BUSINESS AUTO AND
MOTOR CARRIER COVERAGE FORMS**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. Covered Autos Liability Coverage is changed as follows:

1. Paragraph a. of the **Pollution Exclusion** applies only to liability assumed under a contract or agreement.
2. With respect to the coverage afforded by Paragraph A.1. above, Exclusion **B.6. Care, Custody Or Control** does not apply.

B. Changes In Definitions

For the purposes of this endorsement, Paragraph D. of the **Definitions** Section is replaced by the following:

D. "Covered pollution cost or expense" means any cost or expense arising out of:

1. Any request, demand, order or statutory or regulatory requirement that any "insured" or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants"; or
2. Any claim or "suit" by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to or assessing the effects of "pollutants".

"Covered pollution cost or expense" does not include any cost or expense arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

- a. Before the "pollutants" or any property in which the "pollutants" are contained are moved from the place where they are accepted by the "insured" for movement into or onto the covered "auto"; or
- b. After the "pollutants" or any property in which the "pollutants" are contained are moved from the covered "auto" to the place where they are finally delivered, disposed of or abandoned by the "insured".

Paragraphs a. and b. above do not apply to "accidents" that occur away from premises owned by or rented to an "insured" with respect to "pollutants" not in or upon a covered "auto" if:

- (1) The "pollutants" or any property in which the "pollutants" are contained are upset, overturned or damaged as a result of the maintenance or use of a covered "auto"; and
- (2) The discharge, dispersal, seepage, migration, release or escape of the "pollutants" is caused directly by such upset, overturn or damage.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF TRANSFER OF RIGHTS OF RECOVERY

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE PART

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

In the event of any payment for a loss under this Business Auto Coverage Part arising out of your ongoing operations, we agree to waive our rights under the TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US condition against any person or organization, its subsidiaries, directors, agents or employees, for which you have agreed by written contract, prior to the occurrence of any loss, to waive such rights, except when the payment results from the sole negligence of that person or organization, its subsidiaries, directors, agents or employees.

Includes copyrighted material of Insurance Services Office, Inc. with its permission.

CA-F-128 (03-03)

Policy Number: 6047323

Transaction Effective Date:04/01/2022

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

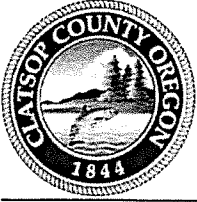
**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION) -
AUTOMATIC**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV - **Conditions**:

We waive any right of recovery against any person or organization, because of any payment we make under this Coverage Part, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.



Clatsop County
Public Works

1100 Olney Ave.
Astoria, OR 97103
Ph: (503) 325-8631 \ Fax: (503) 325-9312
www.co.clatsop.or.us

May 17, 2022

Blue Line Transportation Co. Inc.
Attn: Ross Imes
2601 N Newark Street
Portland, Oregon 97217

Re: Supply and Delivery of Liquid Asphalt Contract #C7956

Dear Mr. Imes,

Thank you for your bid and entering into a contract with us for liquid asphalt. Due to the recent information provided that you cannot deliver liquid asphalt at the prices quoted, we must disqualify you from this contract. We will be moving to the next lowest quote supplier.

We look forward to receiving future bids for these materials.

If you have any questions or need anything else please contact me at 503-325-8631 or via email at dkeranen@co.clatsop.or.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean Keranen".

Dean Keranen, PE
County Engineer
Public Works Department
1100 Olney Avenue
Astoria, OR 97103

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**Clatsop County
Board of Commissioners
Minutes
Wednesday, April 27, 2022**

REGULAR MEETING: 6:00 PM

ROLL CALL

PRESENT

Commissioner Courtney Bangs
Commissioner John Toyooka
Commissioner Pam Wev
Vice Chair Lianne Thompson
Chair Mark Kujala

AGENDA APPROVAL

Chair Kujala stated that Consent Calendar Item 8 could be removed, as the Commission had taken action on it at the last meeting.

Motion made by Vice Chair Thompson, Seconded by Commissioner Toyooka to approve the agenda as amended.

Voting Yea: Commissioner Bangs, Commissioner Toyooka, Vice Chair Thompson, Chair Kujala

No vote by Commissioner Wev as she had not yet arrived.

PROCLAMATION

1. Asian American and Pacific Islander Heritage Month Proclamation {Page 3}

Sheryl Holcom, Elections Technician, provided background information about celebrating May as Asian American and Pacific Islander Heritage Month. She also shared demographic and historical data about Asian Americans and Pacific Islanders in the Pacific Northwest and Clatsop County.

Motion made by Vice Chair Thompson, Seconded by Commissioner Toyooka to approve the Resolution and Order proclaiming May 2022 as Asian American and Pacific Islander Heritage Month, and authorize the Chair to read and sign the proclamation.

Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev, Vice Chair Thompson, Chair Kujala

Chair Kujala read the Proclamation.

2. Provider Appreciation Day Proclamation {Page 6}

1 Eva Manderson, Northwest Regional Child Care Resources and Referral, briefly
2 provided information about her organization and childcare services in Clatsop
3 County.

4 *Motion made by Vice Chair Thompson, Seconded by Commissioner Bangs to*
5 *approve the Resolution and Order proclaiming May 2022 as Provider*
6 *Appreciation Day, and authorize the Chair to read and sign the proclamation.*
7 *Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev,*
8 *Vice Chair Thompson, Chair Kujala*

9 Chair Kujala read the Proclamation.
10

11 **BUSINESS FROM THE PUBLIC**

12 There was no Business from the Public.

13 **CONSENT CALENDAR**

14 Item 8 was removed from the Consent Calendar during Agenda Approval.

15 *Motion made by Vice Chair Thompson, Seconded by Commissioner Wev to approve*
16 *the Consent Calendar.*

17 *Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev, Vice*
18 *Chair Thompson, Chair Kujala*
19

- 20 3. Board of Commissioners Minutes 3-9-22 {Page 8}
- 21 4. Board of Commissioners Minutes 3-23-22 {Page 13}
- 22 5. Approve the 2021-22 Budget and Appropriation Adjustments {Page 17}
- 23 6. Approve increase to On-Call Services contract with P&L Johnson Mechanical
24 Inc. {Page 21}
- 25 7. Contract for Bulk Fuel Purchase {Page 28}
- 26 8. ~~Appeal of Planning Commission Decision—Velazquez CUP {Page 42}~~
- 27 9. Jail Relocation Project – Guaranteed Maximum Price (GMP) Contract -
28 Amendment #4 {Page 118}
- 29 10. 2022-23 Assessment and Taxation CAFFA Grant Application {Page 136}
- 30 11. Award of Contract for 820 Exchange St. Exterior Building Maintenance {Page
31 140}

32 **COMMISSIONER'S LIAISON REPORTS**

33 Commissioner Thompson reported that she sent the County Manager a status report on
34 the Water Roundtable. She also reported that an affordable workforce housing
35 development would be built of mass plywood panels.

36 Commissioner Wev reported that the Housing Authority had closed on the Trillium
37 House property, located in the Chelsea Gardens area of Warrenton. Groundbreaking
38 would be in about a month, after pilings have been installed. The development would

1 provide 42 units with affordable housing. Clatsop Behavioral Health would have a full-
2 time presence on the property. She reported that she had made a presentation to the
3 Astoria City Council about the Commission’s affordable housing initiatives and housing
4 for homeless, and the Housing Authority presented on their renovation of the Owens
5 Adair property. She also reported that extra funds for workforce development had been
6 made available by the Legislature. The Northwest Oregon Workforce Board would meet
7 in Clatsop County in June.

8 Commissioner Toyooka reported that he was involved with the National Association of
9 Counties Veterans Affairs Committee. He also reported that he had participated in a lot
10 of discussion on the short-term rental ordinance amendments.

11 Commissioner Bangs reported that the Fair Board would be meeting on May 3rd and the
12 meeting would be open to public comments. She reported that she had not known the
13 Commission was meeting with the Astoria City Council, giving them a presentation, or
14 having any official conversations with them.

15 Chair Kujala reported that the Budget Committee had its first meeting earlier that day.
16 Staff gave a very informative presentation and he appreciated the work that Staff had
17 done. He also reported that representatives of the Oregon Department of Fish and
18 Wildlife met in Clatsop County last week to tour the net pens and fisheries.

19

20 **COUNTY MANAGER'S REPORT**

21 County Manager Bohn reported that the Astoria City Council had requested that the
22 County provide them with background information on the County’s Request for
23 Expression of Interest (RFEI) process and other work the County had been doing with
24 cities. The County has published an RFEI in the development of County-owned land.
25 Staff hoped the cities and County partners would look at the list of sites to see if any
26 were suitable for affordable housing. He also reported that a City County Elected
27 Officials meetings would be on May 18th to discuss affordable housing challenges and
28 homelessness.

29 **PUBLIC HEARINGS**

30 12. Ordinance 22-03: Short-Term Rental Revisions – Clatsop County Code {Page
31 188}

32 Director Henrikson presented the Staff report on the Code amendments to the
33 operating standards for short-term rentals (STRs) in areas outside of
34 incorporated areas.

35 Commissioner Bangs stated that when good neighbor ordinances like this one do
36 not work, do not resolve issues, or need improvement, amendments can be
37 made as things change over time.

38 Chair Kujala opened the public hearing and called for public comments.

39 Monica Wellington, 38657 NW Harrison Rd., Banks, said after reading the public
40 comments, it was clear that the previous recommendations did not consider all
41 stakeholders. Many people have expressed a desire to keep STRs and for the

1 few bad apples to be dealt with individually. Taking STRs away from existing
2 owners is unfair. Many owners have made significant financial investments and
3 the expectation was previously set that the owners would be able to manage
4 their homes as STRs. She had continued to discuss these Code amendments
5 with her full-time neighbors. She believed that as long as she was a good
6 steward of her property, she had the right as a property owner to allow people to
7 stay in her home. She supported updates to the operational standards and she
8 believed that these updates, along with better application and monitoring, would
9 help achieve a balance between the owners and full-time residents. She hoped
10 that the Board had reviewed the data that has objectively determined that the
11 removal of 100 STRs would not move the needle on affordable housing. Most of
12 these homes would not be sold or rented to people making median wages. She
13 also supported a regular cadence of discussion and updating the Code as
14 needed.

15 Nancy Chase, 3026 NE 22nd Ave., Portland, said this process had been
16 exhausting for her. She asked the County to pause on the regulations and
17 consider her suggested changes. Her goal was public safety and livability, not to
18 wear down STR owners. She believed the Code should state that anonymous
19 complaints would not be taken by the hotline because she wanted the
20 opportunity to respond to complaints and anonymous complaints waste peoples'
21 time. The Code should also clarify inheritance rights of the permit, as well as
22 what types of complaints must be responded to. The only complaint she had
23 received in 30 years was that she only had one bedroom and therefore was over
24 occupancy. However, she actually has two bedrooms so there was nothing for
25 her to respond to. She asked the Commission to read the penalties and
26 violations. She believed suspending permits would negatively impact tourism,
27 guests and housekeepers.

28 Anthony Stewart said he was speaking on behalf of Sheri Ralston and Justin
29 Casani who own 90073 Ocean Dr., Warrenton. They supported strengthening
30 rules and regulations by which STR operators must adhere. There have been no
31 complaints related to renting out the home and they believed the proposed rules
32 would result in better reporting and monitoring by the County. They agreed that
33 the STR permit should be transferrable under certain circumstances. Additionally,
34 a wholesale reduction or removal of STRs would not be appropriate.

35 Greg Allen, 92771 Timmerman Rd., Astoria, said he owned property just east of
36 Astoria that would be negatively affected by the proposed zone change. The
37 County's efforts to restrict STRs stem from complaints in densely populated
38 areas to the south of the county. Efforts to correct the problems should be
39 restricted to the areas where the problems are occurring. The County's economy
40 significantly relies on tourism and restricting the number of STRs will immediately
41 impact the food, entertainment, and hospitality sectors. Difficulties with STRs
42 should be addressed where they occur rather than by eliminating a broad section
43 of STRs. A significant portion of STR guests are traveling professionals who
44 come to the area to fill in at clinics and hospitals because there is a lack of
45 housing for people working in medical and business services. It is unfair to

1 eliminate housing that people have established in good faith because of
2 difficulties in some areas. Considerable investments have been made in those
3 properties and broad changes would cause economic hardships. Clatsop County
4 would be shooting itself in the foot by eliminating a significant source of revenue.

5 Beth Radich said the Commission had a job to do and a lot of research and
6 analysis had been done. Even though everyone had feelings and issues, this
7 was about the zoning. Everyone signed up for the zoning and some of the
8 businesses could thrive in places that support them. There are also a lot of
9 places where those businesses would not fit. This is why zoning exists and why
10 problems arise when commercial activities happen in residential neighborhoods.

11 County Counsel Lyons-Antley clarified that all of the zoning portions had been
12 removed from the proposed ordinances, as directed by the Board. The
13 ordinances deal with operating standards and address Arch Cape's standards.

14 Tim Lyman, 33210 Sunset Beach Ln., Warrenton, said he had lived in Clatsop
15 County for more than 50 years as a part-time resident and for five years as a full-
16 time resident. He was also a trustee of Clatsop Community College. He was
17 opposed to the proposed ordinance. The ordinance was supposed to address
18 problems with STRs, but the problems have not been correctly defined.
19 Eliminating all of the STRs when 98% of all complaints originate in one
20 neighborhood is akin to shutting down every convenience store in the County
21 because one store has a history of selling alcohol and cigarettes to minors. He
22 suspected that all of the complaints were on a single digit number of landlords
23 and a single digit number of complainers. There have been 71 complaints over
24 almost four years, 70 of which center around the same people. The County does
25 not have an STR problem; it has a problem with about a dozen idiots. Those
26 dozen idiots are the problem that needs to be addressed, not the 190 well-
27 maintained, well-run good neighbors.

28 Chair Kujala closed the public hearing.

29 Commissioner Toyooka stated he had received 307 emails about STRs and 64%
30 were in support of retaining STRs. Of the 36% in opposition, only 21% were
31 unique emails. The majority of the emails on both sides addressed operating
32 standards and enforcement.

33 Commissioner Bangs said the emails she received resulted in numbers similar to
34 Commissioner Toyooka's. An overabundance of emails shared great
35 experiences with STRs. This ordinance does not state whether STRs would exist
36 or not, it is a good neighbor policy for how the STRs should operate and how the
37 County would handle issues.

38 *Motion made by Vice Chair Thompson, Seconded by Commissioner Toyooka*
39 *approve Ordinance 22-03 and conduct the second reading by title only.*
40 *Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev,*
41 *Vice Chair Thompson, Chair Kujala*

42 County Counsel Lyons-Antley conducted the second reading of the ordinance.

43 13. Ordinance 22-01: Short-Term Rental Revisions - LAWDUC {Page 208}

1 Director Henrikson presented the Staff report on the proposed revisions to the
2 Land and Water Development Use Code. She noted that no zoning changes
3 were included in the ordinance. Zoning would be discussed at a work session on
4 May 18th.

5 Chair Kujala opened the public hearing.

6 Carol Harn, 79238 Ray Brown Rd., Cove Beach, said she and her husband
7 bought their home over two years ago with the intention of using it as a vacation
8 rental and then retiring in Cove Beach. She asked the Commission to vote
9 against the ordinance. Eliminating 103 STR permits in unincorporated Clatsop
10 County would not solve the housing crisis. Cove Beach should not be singled out
11 simply because a few locals are against STRs. The claim that the homes could
12 be used for affordable housing assumes that a majority of vacation rental owners
13 would be willing to repurpose their homes. She uses her home all the time and
14 she was not an absent STR owner. Cove Beach is full of million dollar homes
15 and the rents these homes would capture would be well out of the range of
16 affordable housing values. STRS also allow people to who cannot afford to
17 purchase a way to experience the coast for a weekend. She lawfully rented her
18 home and she asked the Commission to uphold her rights as a property owner.
19 Reasonable regulations would ensure the public has access to beaches, coastal
20 homes, and that the character of neighborhoods is honored.

21 Charles Dice, 31911 Clatsop Ln., Cove Beach, suggested the Commission
22 create a taskforce to look at the affordable housing data and the impact of STRs
23 on affordable housing and residents' property rights in residential zones.

24 Beth Radich, Arch Cape, stated she did not want to be prohibited from talking
25 about zoning because she had prepared to discuss zoning. She wanted to know
26 why the ordinance was changed. There is a lot of data available that indicates
27 that STRs eat up the residential housing supply and drives up housing costs. She
28 would be studying that more. She asked how many comments and emails were
29 from voters and residents. She understood the value to the tourism industry, but
30 also valued a livable residential community and affordable housing. She wanted
31 her tax dollars to be spent efficiently. There are 100 houses being misused as
32 commercial businesses. All of the surrounding municipalities have upheld
33 residential zoning and supported STRs in the zoning where it is allowed.

34 Nancy Chase, 3026 NE 22nd Ave., Portland, said she would love to be a full-time
35 resident but she still pays property tax and other taxes in Clatsop County. She
36 encouraged the Commission to fact check through neutral parties. STRs are an
37 important component of the housing mix. The Commission should also talk to
38 tourism professionals about STRs. She had rented to a lot of people who ended
39 up purchasing or building homes after discovering Clatsop County. One person
40 who spoke against STRs asked her last week about renting one of her STRs for
41 a wedding. STRs are also rented by health professionals, people whose homes
42 are under construction, and a lot of other purposes. She hoped the County would
43 retain the right to have STRs in the coastal residential zones.

1 Jeff Davis, 79432 Ray Brown Rd., Cove Beach, stated that the 2019 Clatsop
2 County Housing Strategy Report discouraged STRs in zones that do not have
3 the infrastructure to accommodate commercial enterprises. He had submitted a
4 letter that included hyperlinks to articles and studies describing the impacts of
5 STRs in communities across the country. Clearly, there is a negative impact of
6 STRs on available housing. STRs have grown dramatically because property
7 owners can charge more for an STR than they could for a long-term rental. The
8 additional revenue allows property owners to pay more than the list price. This is
9 already occurring in Clatsop County. Every turnover from residence to STR
10 means one less property available for permanent residents. Communities all
11 across the country have experienced this problem to the detriment of affordable
12 housing. Allowing unlimited permitting of STRs would result in quality of life
13 issues and an explosion of homes turned into STRs.

14 Anthony Stewart said he appreciated the standardization and normalization of
15 the Arch Cape area to bring it in line with the remaining zones. He looked forward
16 to the May 18th work session and would make comments when the zoning
17 matters come before the Board. He was speaking on behalf of Sheri Ralston and
18 Justin Casani at 90073 Ocean Drive, Warrenton.

19 John Meyer, 31865 Clatsop Ln., Cove Beach, stated his family had been visiting
20 the Oregon coast since the 1940s and now own a home in Cove Beach that they
21 use for family, friends and guests. They are stewards of the good neighbor
22 policy. He had two decades of experience working with nonprofits to develop
23 affordable housing. The arguments that STRs reduce affordable housing are
24 false and are not helpful. He suggested the Commission focus on the ways that
25 STRs increase affordable housing by contributing to the economic and social
26 vitality of the community. Workforce housing is not appropriate for south county.
27 The average value of an STR in Cove Beach and Falcon Cove is over \$1 million.
28 That is three times the cost of producing affordable workforce housing in north
29 county. Eliminating STRs in Cove Beach and Falcon Cove would have no effect
30 on the supply of affordable housing, but would reduce economic growth. The
31 Harvard Business Review published a study last year that supports this. Fifteen
32 cities were studied and the study found that STR restrictions reduced property
33 values by \$2.8 billion and tax revenues by \$40 million annually. The Clatsop
34 County Assessor estimated that eliminating STRs would reduce the County's
35 lodging tax revenue by over \$500,000 annually. The loss of revenue to the
36 commercial establishments would be \$3.7 million annually.

37 Carolyn Crawford, 79136 Tide Rd., Cove Beach, said STRs were not a large
38 percentage of tourists' choices, but they are an important part of tourism. Some
39 of the statistics could be skewed, so she asked that the Commission take more
40 time to evaluate the statistics that apply to Clatsop County. She had owned her
41 home for over 30 years and had very few complaints. The neighborhood used to
42 be a united cohesive group that worked together, but it is not that way anymore.
43 There is a lot of distrust. STR owners are responsible and respond to legitimate
44 complaints. Full and part-time owners should hold themselves accountable and
45 they do for the most part. STRs do not get special treatment, but they are held to

1 a higher standard. There has been no degradation in home values. Her home is
2 one of the smallest homes in Cove Beach and it does not add to the housing
3 shortage. The home is not affordable. One time, she did rent her house long term
4 on the recommendation of the Cannon Beach Chamber of Commerce. The
5 tenant had to be evicted and left the house a complete disaster. The house had
6 to be completely renovated and the eviction took a ton of the County's time. Five
7 neighbors helped her for three days to clean up the home.

8 Chair Kujala closed the public hearing.

9 Commissioner Toyooka said a lot of people brought up affordable housing and
10 he suggested the County do its own research to help out that issue. Oregon
11 Senate Bill 608 implementing rent controls discouraged a lot of people from
12 becoming landlords and renting their properties, which added to the lack of rental
13 properties and affordable housing. There are arguments that STRs raise housing
14 prices, but these last two years have been unique and there was an exodus from
15 urban areas to rural areas, which drove prices higher. Currently, the forecast is
16 another 8 to 11 percent increase in home prices for the remainder of 2022 and
17 three to eight percent for 2023. That data needs to be added to the research
18 when discussing affordable housing and future rezoning.

19 Vice Chair Thompson said she heard more general agreement and she believed
20 the Commission was doing the right thing.

21 Commissioner Bangs stated that she wanted to get this issue off the
22 Commission's plate because there are larger issues that needed to be
23 addressed. People are trying to tie two topics together, but the discussion needs
24 to get away from workforce and affordable housing. People making average
25 wages cannot afford the current property values in a lot of the STR areas.
26 Separating the issues would allow the community to better understand what the
27 County was trying to accomplish.

28 *Motion made by Vice Chair Thompson, Seconded by Commissioner Toyooka to*
29 *approve Ordinance 22-01 and conduct the second reading by title only.*
30 *Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev,*
31 *Vice Chair Thompson, Chair Kujala*
32

33 County Counsel Lyons-Antley conducted the second reading.

34 14. Short-Term Rental Moratorium Extension #2 {Page 220}

35 Director Henrikson presented the Staff report on the second extension of the
36 STR moratorium.

37 County Counsel Lyons-Antley said she recommended the Board approve the
38 moratorium because it provides some legal cover. If the moratorium was not
39 extended, there would be questions about whether to apply the old standards or
40 the new standards. Additionally, the zones where STRs will be permitted have
41 not yet been decided.

1 Vice Chair Thompson stated that she appreciated the expense and
2 inconvenience for people impacted by the moratorium. However, she wanted to
3 extend the moratorium until the Commission was ready to move forward.

4 Commissioner Wev said she was uncomfortable with the Board moving forward
5 with a judicial advisory group in disparate recommendations from Staff. She
6 wanted the Commission to have direct consultation with Staff and the Planning
7 Commission about how they landed where they did. She was also uncomfortable
8 with a County ordinance that blankets all but a very small part of the
9 unincorporated areas with the same rules. People have considered issues that
10 the Commission has not, like a percentage of allotments in certain areas. She
11 believed there were many unlicensed STRs in the northeastern part of the
12 county. She also believed the attractiveness of STRs would continue to grow.
13 There is a preponderance of disparate information and she was uncomfortable
14 with that. She also wanted to hear from the people who sit on the local planning
15 committees. She was unhappy with the County's inability to take a good look at
16 the 2020 Census vacant housing numbers, which was a statistic she did not
17 believe. She was also very uncomfortable with what the County Counsel just
18 said.

19 Commissioner Bangs stated that she would honor a fellow Commissioner's need
20 for more information and the requests of Staff stated in a previous meeting.
21 However, she was very uncomfortable with extensions beyond the end of the
22 fiscal year. She was currently receiving text messages from concerned
23 homeowners who have been paying their mortgages since July 2021 and are
24 stuck because the Commission had not yet made a decision. She would only be
25 okay with a short extension to the moratorium.

26 Vice Chair Thompson said the Commission had 60 days to the end of the fiscal
27 year. She asked if County Counsel would be okay with the moratorium expiring
28 on June 30th.

29 Chair Kujala opened the public hearing.

30 Chris Delong, 36687 Christens Ln., Astoria, said he had been paying his
31 mortgage since July and has yet been able to rent out his STR. He had no idea
32 there was going to be a moratorium on STRs. He had a lot of work to do to the
33 house, then went to apply in October and discovered a permit was not available
34 to him. His investment has just been sitting there. The Commission needs to put
35 this moratorium to bed because this money is not disposable income for him. The
36 moratorium is affecting his life. He had written a letter explaining his situation. He
37 planned to retire in his STR and the problems seemed to be in an isolated area.

38 County Counsel Lyons-Antley stated that one option could be to continue the
39 hearing to August 26, 2022 and if the Commission makes a decision on the
40 zoning sooner, the moratorium could be terminated.

41 Denise Davis, 79432 Ray Brown Rd., Cove Beach, said she understood that
42 many people had finances involved and were waiting for an answer. She was
43 paying her mortgage as well. She had invested as much in her home as others

1 had invested in their STRs. She agreed with Commissioner Wev's comments
2 about a one size fits all approach to the unincorporated areas of the county and a
3 percentage cap on STRs. The lawfulness of permitting STRs in residential zones
4 has not been addressed and needs to be addressed before the moratorium could
5 be lifted. She was sure the Commission would take that into consideration when
6 voting.

7 Chair Kujala closed the public hearing.

8 Commissioner Toyooka said he agreed with Commissioner Bangs. The
9 Commissioners were elected to facilitate policy, not putting things off. He wanted
10 the Commission to act and get things done.

11 Commissioner Bangs stated that whether she was to vote on this topic today or
12 after a moratorium, her vote would not change. She already knew her position
13 and what her constituents were directing her to do. She preferred to vote now but
14 would honor the request for more information.

15 Vice Chair Thompson said she could not go forward and appreciated that
16 Commissioner Bangs reigned in her urge to proceed.

17 *Motion made by Vice Chair Thompson, Seconded by Commissioner Wev to*
18 *approve the Resolution and Order extending the moratorium on the licensing and*
19 *processing of new short-term rental applications to August 26, 2022.*

20 *Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev,*
21 *Vice Chair Thompson, Chair Kujala*

22 County Manager Bohn stated the August date gives Staff more time if needed,
23 but understood the Board wanted Staff to facilitate a process as expeditiously as
24 possible.

25 Commissioner Bangs said she would not be willing to have discussions the
26 Commission has already had about whether something should address the entire
27 County or a small demographic. However, she would be willing to discuss new
28 information at the May 18th work session. She was frustrated with the
29 continuation of this process.

30 Chair Kujala believed the Commission was making progress and appreciated
31 Staff's willingness to expedite the process.

32 **GOOD OF THE ORDER**

33 There was nothing for the good of the order.

34 **ADJOURNMENT**

35 There being no further business, the meeting was adjourned at 7:47 pm.

36 Approved by,
37
38

39 _____
40 Mark Kujala, Chair

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Tsunami Evacuation Facilities Improvement Plan Final Report
Category: Consent Calendar
Presented By: Gail Henrikson, Community Development Director

Issue Before the Commission: Adoption of the Tsunami Evacuation Facilities Improvement Plan (TEFIP) Final Report

Informational Summary: The Clatsop County Tsunami Evacuation Facilities Improvement Plan (TEFIP) is the product of a 2019 award from the Oregon Transportation and Growth Management (TGM) Program. The TGM Program is joint endeavor of the Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD).

As noted in the plan's Executive Summary, the TEFIP is rooted in the need to address the danger posed by a major earthquake and resulting tsunami to coastal Clatsop County. Because a significant portion of the county's population lives and works within the tsunami inundation zone, Clatsop County is particularly vulnerable to the potential impacts of an earthquake and subsequent tsunami.

While the primary focus of the recommendations in the TEFIP are to promote life safety; the plan also focuses on facilities that provide recreation benefits through the improvement or creation of trails and other recreational amenities. The TEFIP also provides recommendations for trail amenities, locations for establishing additional assembly areas, and identifies areas of the county where vertical evacuation structures should be considered.

A Project Advisory Committee (PAC) was formed to review technical aspects of the TEFIP. The PAC meet on April 24 and September 16, 2021, and on January 27, 2022. Virtual public meetings were held on May 6 and September 16, 2021, and on February 1, 2022. Online open houses, questionnaires and interactive maps were made available via the [project website](#). A presentation was also made at a regular monthly meeting of Consejo Hispano on June 16, 2021.

Your Board reviewed the draft plan at three work sessions held on March 10 and November 10, 2021, and March 16, 2022. The Recreational Lands Planning Advisory Committee (RLPAC) reviewed the TEFIP on

March 24 and 31, 2022. The RLPAC voted 4-0 to recommend the Board approve the TEFIP with the following amendments:

- Future consideration should be given to the location of power lines versus the location of trails and assembly areas
- Assembly areas should consider the needs of persons with disabilities
- The plan should emphasize the need to have continuing conversations with all stakeholder agencies, specifically the Oregon Department of Forestry (ODF)

Following the RLPAC recommendation, those recommendations were provided to the consultant.

The Planning Commission also reviewed the TEFIP on April 12, 2022. The Planning Commission voted 7-0 to recommend that the Board approve the TEFIP as presented by staff and as recommended by the Recreational Lands Planning Advisory Committee. The Planning Commission also provided the following comments for future consideration as the TEFIP is implemented:

- Two bridges north and south of Arch Cape on Highway 101 need to be included
- Falcon Cove Water District does not support the location of Assembly Area A—21
- The opening and closing of gates on the logging roads need to be resolved via coordination with timber companies
- More isolated parts of the County need to be connected to areas with better provisions
- Coordinate with ODF on assembly area siting

The final TEFIP incorporates recommendations from both the RLPAC and the Planning Commission.

Fiscal Impact: None

Requested Action:

Approve and adopt the Tsunami Evacuation Facilities Improvement Plan Final Report, dated May 2022.

Attachment List

- A. TEFIP Final Report



Clatsop County

Tsunami Evacuation Facilities Improvement Plan



Photo Credit: Coltera © Flickr Creative Commons [License](#).

FINAL

May 2022

Clatsop County Tsunami Evacuation Facility Improvement Plan

Prepared for

Clatsop County
800 Exchange St # 410, Astoria, OR 97103

Prepared by

Parametrix
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CITATION

Parametrix, 2022. Clatsop County Tsunami Evacuation Facility Improvement Plan. Prepared by Parametrix, Portland, Oregon.
May 2022.

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EXECUTIVE SUMMARY

Introduction

The Clatsop County Tsunami Evacuation Facilities Improvement Plan (TEFIP) is rooted in the need to address the danger posed by a major earthquake and resulting tsunami to coastal Oregon communities. A Cascadia Subduction Zone (CSZ) earthquake and tsunami event along the coast of northern California, Oregon and Washington is predicted to be the largest and most destructive natural disaster to strike the United States. With much of its population living and working in the tsunami inundation area, Clatsop County is especially vulnerable to the potential impacts of a CSZ event. Recommendations within this plan aim to maximize life safety in the event of a tsunami, especially for those community members who may be most vulnerable.

While the primary focus of recommended evacuation facility improvements is to promote life safety, this plan also focuses on facilities that provide recreation benefits through the improvement or creation of trails and other recreation amenities. These facilities will provide safe evacuation routes in the event of a tsunami, as well as year-round opportunities for walking, biking, and hiking for residents and visitors of Clatsop County. Integrating recreation opportunities into the evacuation network also increases community familiarity with evacuation routes. In the event of a CSZ earthquake, evacuees will only have minutes to reach safety ahead of a tsunami. A resident or visitor who frequently uses a trail that leads to high ground will be more familiar and comfortable with that evacuation route should they need to use it. This TEFIP also makes recommendations for trail amenities, recommends locations for establishing additional assembly areas, and identifies areas of the County where vertical evacuation structures may be considered.

A video with information on the TEFIP project may be viewed here: <https://youtu.be/3E7EcbjiXgl>

Project Goals

The goals and objectives below capture the intent of the project and reflect the critical role of evacuation facilities as part of the County's transportation system most immediately able to assist residents and visitors at risk in the event of a tsunami.

- **Safety:** Reduce risk to the community from a tsunami event by increasing convenient and accessible evacuation routes that connect at-risk communities to safe areas.
- **Connections:** Expand the connected network of hardened evacuation facilities that can also provide year-round recreational benefits.
- **Equity:** Reduce transportation-related disparities and barriers for communities at risk.
- **Collaboration:** Continue cooperation and collaboration among partners to implement and maintain a coordinated evacuation trails network and tsunami wayfinding signage for Clatsop County.

Evacuation and Trail Facility Types

Trails

Trails are classified into three types for the purposes of this TEFIP: on street trails, multi-use paths, or recreational trails. This planning effort prioritizes more developed trails for evacuation routes because

they are easier to travel and are accessible to more people. However, less developed trails are recommended in areas where a recreational hiking trail is appropriate or in areas that lack other evacuation options.

Additional amenities can make trails more attractive for everyday use. Benches and seating, for example, provide opportunities for people to rest or stop and enjoy the scenery. Lighting can help make a trail feel safer in low light conditions. Some amenities can also be helpful after a seismic event. Shelters outside the inundation zone can be used for assembly areas. Wayfinding signs can point toward high ground and can include information about earthquake and tsunami resilience.

Assembly Areas

Assembly areas provide space on high ground outside the inundation area for people to gather temporarily during a tsunami. At minimum, they provide a clear and safe place for people to come together. This requires a plot of land outside the evacuation zone, effective wayfinding signs to get people there, and regular maintenance to keep it in good condition.

Survival equipment can support evacuees at assembly areas after a tsunami event. A covered area will help people stay dry in wet weather and provide shade in hot weather. Assembly areas can also hold stashes of food, water, blankets, first aid supplies, communication devices, and other emergency items. Which survival equipment and how much to provide depends on the evacuation shed that the assembly area serves, how many people are likely to assemble there, and whether those people are likely to need support. What to provide also depends on the context of the assembly area. An area that is geographically isolated will benefit more from survival equipment than an area with nearby resources.

Vertical Evacuation Structures

In locations where natural high ground is not available or is not practical to reach in the time before the first tsunami wave arrives, vertical evacuation structures can be appropriately designed and constructed to serve as places of refuge where many people can evacuate and remain for up to 24 hours to escape the initial and subsequent tsunami waves.

Types of vertical evacuation structures include soil berms, towers, and buildings. Vertical evacuation structures of all three types can be designed and built to serve recreational or other community functions, in addition to providing refuge in areas too far from natural high ground. Berms can be incorporated into parks and recreational areas; towers can be made for use as an accessible viewpoint to take in the coastal beauty of Clatsop County, and a rooftop evacuation platform could be located atop a variety of multistory civic, commercial, or residential buildings.

Recommended Tsunami Evacuation Facility Improvements

Table ES-1. Recommended Trail Alternatives

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-01 On street (shared roadway)	Arch Cape	Continue evacuation route outside of inundation zone from E Shingle Mill Lane, north on Fire Rock Road, and east to high ground. Pave 20-foot wide roadway to improve seismic resilience.	Wayfinding	This is an existing evacuation route to serve the southern area of Arch Cape, but the route does not go far enough to escape the Cascadia “XXL” inundation zone. Trail could connect with a future trail system in nearby forest land that is in the process of being acquired by the Arch Cape Water District. Local residents have recently opposed road construction unless it is associated with new permitted development.	Recommended. Criteria: Addresses evacuation need; directness of travel Justification: T-01 extends an existing evacuation route out of the XXL inundation zone. It is located at the south end of Arch Cape, which is vulnerable to a tsunami and has a community of residents and has lodging for visitors. The route is relatively short and is along existing roads.	\$250,000
T-02 Multi Use Path (MUP)	Arch Cape	Create a trail along Oceanview Lane right of way that leads to high ground.	Wayfinding Potential assembly area	The County already has the right of way here, but it has not been built out and it is not maintained. The County owns four parcels at the end of Oceanview Lane that are outside the inundation zone. Trail could connect with a future trail system in nearby forest land that is in the process of being acquired by the Arch Cape Water District. Local residents have recently opposed road construction unless it is associated with new permitted development.	Recommended. Criteria: Addresses evacuation need; directness of travel Justification: T-02 creates an evacuation route along existing County right of way. It is located toward the south end of Arch Cape, which is vulnerable to a tsunami and has a community of residents and has lodging for visitors.	\$400,000

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-04 Multi Use Path	Arch Cape	Create a trail at the north end of Carnahan Road that continues north to high ground.	Wayfinding Fencing to delineate trail right of way from private property	Consider wooden steps for steep slope. Potential need for public easement. Requires coordination with owner of one parcel of private property	Recommended. Criteria: Addresses evacuation need; low cost increases feasibility; possible need for public easement. Justification: T-04 creates an evacuation route with a new MUP extending to high ground. It is located at the north end of Arch Cape, which is vulnerable to a tsunami and has a community of residents and has lodging for visitors.	\$100,000
T-06 Recreation	North of Gearhart	Create a trail to connect - Shady Pine Road across Neacoxie Creek to higher ground to the west.	Wayfinding Fencing to delineate trail right-of-way from private property	Potential need for easement. Requires coordination with owners of four parcels of private property. If easement for a trail cannot be obtained, consider vertical evacuation structure(s) for people west of Sunset Lake. Locations would need to be determined through analysis and with community input. Requires bridge over Neacoxie Creek, which is a Goal 5 wetland. Will require an elevated boardwalk to reduce impacts to wetland (300 foot boardwalk included in cost estimate). Likely to require environmental permitting. Will require environmental review; this area might be endangered species habitat (silverspot butterfly).	Recommended. Criteria: Addresses evacuation need; feasibility may be difficult because this route involves coordination with multiple property owner and potential environmental permitting. Justification: T-06 provides an evacuation route for residents in the west portion of the Surf Pines community. This area is currently constrained by Sunset Lake and private property ownership. T-06 would provide a more direct path for this community to reach high ground. Challenges: It would require coordination with owners of four properties, an environmental review, and structures to bridge the creek and wetlands. Even so, this trail connection would likely be more practical and more cost effective than building a vertical evacuation structure.	\$1,250,000

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-07 Recreation	North of Gearhart	New trail to high ground from Cullaby Lake County Park parking areas and recreation areas.	Wayfinding Benches Shade structure Associated with potential assembly area A-10	Requires a new trail in wooded hill near the beaches and parking areas. Hill may have steep slopes in some areas.	Recommended. Criteria: Addresses evacuation need; provides multimodal connectivity; high feasibility. Justification: T-07 provides an evacuation route for visitors to Cullaby Lake County Park and creates a new recreational trail for visitors to enjoy.	\$300,000
T-08 Recreation	North of Gearhart	New trail to high ground from Cullaby Lake Lane. Adds a pedestrian bridge over Skipanon River parallel to the existing roadway bridge.	Wayfinding Associated with proposed assembly area A-11	Current evacuation route ends within inundation zone. Short trail segment needed to reach high ground. Hillside appears steep. Trail likely to need switchbacks. Retaining walls are not included in the cost estimate. Trail could be a feature of Carnahan County Park, which is owned by Clatsop County.	Recommended. Criteria: Addresses evacuation need; provides benefit to residents and park visitors; high feasibility because land is publicly owned. Justification: T-08 extends an existing evacuation route out of the XXL inundation zone into Carnahan County Park.	\$300,000
T-10 Multi Use Path	Southeast of Camp Rilea	Connect the neighborhood at Glenwood Village to high ground with trail to the east.	Benches or seating for recreational use Fencing to delineate trail right of way from private property	Requires a bridge over the Skipanon River. Potential need for easement acquisition. Likely to require environmental permitting.	Recommended. Criteria: Addresses evacuation need; direct route to higher ground; need for bridge and environmental permitting makes the project more challenging. Justification: T-10 connects the neighborhood at Glenwood Village to high ground.	\$450,000

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-11 On street (shared roadway)	Camp Rilea	Improve Pacific Road to serve as an evacuation route.	Wayfinding Associated with proposed assembly area A-14	Needs to be coordinated with Camp Rilea.	Recommended. Criteria: Safety and security for people in the area; uses existing roadway; high benefit for low cost of signage. Justification: T-11 would provide an evacuation route for visitors at Camp Rilea. At some areas of the camp, the shortest/easiest route to high ground is to the west, which is not intuitive and this trail would help clarify. Existing road is paved and would only require signage/wayfinding.	<\$50,000
T-12 On street (shared roadway)	Camp Rilea	Improve Demo Road to serve as an evacuation route. Paves a 20-foot-wide roadway surface.	Wayfinding Associated with proposed assembly area A-15	Needs to be coordinated with Camp Rilea.	Recommended. Criteria: Safety and security for people in the area; uses existing roadway; high benefit for low cost of signage. Justification: T-12 would provide an evacuation route for visitors at Camp Rilea. At some areas of the camp, the shortest/easiest route to high ground is to the west, which is not intuitive and this trail would help clarify. Existing road is gravel and would require paving.	\$700,000
T-15 Multi Use Path	Fort Stevens	Improve existing trail to serve as evacuation route for people in park or at beach.	Wayfinding	Trail is oriented east-west and provides fairly direct route to high ground.	Recommended. Criteria: Addresses evacuation need; multimodal connection; potential to serve many recreational users. Justification: T-15 would provide an evacuation route for visitors at Fort Stevens State Park and would improve the existing trail for everyday use.	\$450,000

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-16 Multi Use Path	Fort Stevens	New connection from existing trail to high ground.	Wayfinding	May be steep terrain.	Recommended. Criteria: Addresses evacuation need; multimodal connection; potential to serve many recreational users. Justification: T-16 would provide an evacuation route for visitors at Fort Stevens State Park and would improve the existing trail for everyday use. Includes seismic upgrades to the Burma Road undercrossing.	\$400,000
T-17 Multi Use Path	Fort Stevens	New connection from existing Jetty Road parking area to high ground.	Wayfinding	May be steep terrain.	Recommended. Criteria: Addresses evacuation need; multimodal connection; potential to serve many recreational users from the Jetty Road parking area. Justification: T-17 would provide an evacuation route for visitors at Fort Stevens State Park and would improve the existing trail for everyday use.	\$100,000

Table ES-2. Recommended Assembly Area Alternatives

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-01	Arch Cape	Establish a formal assembly area at the end of the trail from Option T-01.	High Arch Cape could be quite isolated following an earthquake. This location can take advantage of the fire station nearby by stocking water, food, supplies, and other survival equipment to serve the surrounding neighborhood.	Area is available on undeveloped right of way.	Recommended. Provides a place for nearby residents and visitors to evacuate to. Establishes a safe ending location for the existing evacuation route. This area could become quite isolated following an earthquake.
A-02	Arch Cape	Establish a formal assembly area at the end of the trail from Option T-02.	Medium Shelters, benches, and lighting	Area is available on undeveloped right of way.	Recommended. Provides a place for nearby residents and visitors to evacuate to.
A-03	Arch Cape	Establish a formal assembly area at the end of the evacuation route on Buena Vista Drive from Option T-03.	Minimum	An assembly area would indicate that evacuees have made it to a safe place. Area appears to be privately owned but undeveloped.	Recommended. Provides a place for nearby residents and visitors to evacuate to.
A-04	Arch Cape	Establish a formal assembly area at the end of the trail from Option T-04.	Minimum	An assembly area would indicate that evacuees have made it to a safe place. Area appears to be privately owned but undeveloped.	Recommended. Provides a place for nearby residents and visitors to evacuate to.

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-07	North of Gearhart	Establish one or multiple formal assembly areas along Polo Ridge Road.	Medium Shelters, benches, and lighting could also serve as everyday amenities for residents of Pole Ridge Road. This area is surrounded by low ground expected to be inundated.	Polo Ridge Road is on a narrow ribbon of high ground above the inundation zone. This is the most accessible high ground for most of the Surf Pines community. Multiple assembly areas spaced along the road to maximize accessibility is preferred. Much of the property along the road is developed with homes, and some of the space is required landscape buffer. Some parcels of undeveloped land may be common spaces for the subdivision, opportune locations for assembly areas pending coordination with the landowner (Clatsop Estates LLC).	Recommended. Provides a place for nearby residents to evacuate to. Amenities could be features for everyday use by nearby residents. This area is surrounded by low ground expected to be inundated.
A-08	North of Gearhart	Establish a formal assembly area at the end of the trail from Option T-06.	Minimum Though this area is surrounded by low ground, it is approximately one half mile from A-07 on the same patch of high ground.	Land appears to be privately owned but undeveloped.	Recommended. This provides a place for nearby residents to evacuate to. Evacuees could walk to A-07 for additional amenities during non-emergency situations.
A-09	North of Gearhart	Establish one or multiple formal assembly areas near West Lake Acres Drive.	High This location can take advantage of the fire station by stocking water, food, supplies, and other amenities to serve the surrounding neighborhood. This area is surrounded by low ground expected to be inundated.	Could co-locate with Gearhart Rural fire station. Multiple assembly areas spaced along the road to maximize accessibility is preferred. Constraints: this area is near wetlands and potential habitat for a federally listed threatened species.	Recommended. Provides a place for nearby residents to evacuate to. The fire station is an ideal opportunity to also provide other amenities. This area is surrounded by low ground expected to be inundated.
A-10	North of Gearhart	Establish an assembly area on the wooded hill in Cullaby Lake County Park that connects with T-07.	Medium Shelters, benches, and lighting would also serve as everyday amenities for Cullaby Lake County Park.	A majority of the park land is owned by the Finlandia Foundation. A portion of the land is owned by Clatsop County.	Recommended. Provides a place to evacuate for visitors to Cullaby Lake. Also provides amenities for park visitors.

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-11	North of Gearhart	Establish a formal assembly area at the end of the trail from Option T-08.	Medium Shelters, benches, and lighting would also serve as everyday amenities for Carnahan County Park.	Land is Carnahan Park, owned by Clatsop County.	Recommended. Provides a place to evacuate for residents of North Cullaby Lake and visitors of Cullaby Lake Park. Amenities could be integrated into the park's trail system.
A-13	East of Camp Rilea, east of Hwy 101	Establish a formal assembly area at the end of the trail from Option T-10.	Minimum	Well connected with existing roads. Could serve as evacuation point for several neighborhoods.	Recommended. Provides a place to evacuate for nearby neighborhood residents.
A-14	Camp Rilea	Establish a formal assembly area along Pacific Road in Camp Rilea. Connects with Option T-11.	Medium Shelters, benches, and lighting can serve as features of Camp Rilea. This area is surrounded by low ground expected to be inundated.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for visitors to Camp Rilea. Amenities could be features for everyday visitors of Camp Rilea. This area is surrounded by low ground expected to be inundated.
A-15	Camp Rilea	Establish a formal assembly area along Demo Road in Camp Rilea. Connects with Option T-12.	Medium Shelters, benches, and lighting can serve as features of Camp Rilea. This area is surrounded by low ground expected to be inundated.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for visitors to Camp Rilea. Amenities could be features for everyday visitors of Camp Rilea. This area is surrounded by low ground expected to be inundated.
A-16	Camp Rilea	Establish a formal assembly area along 2nd Causeway Road near the south intersection with Cev Road in Camp Rilea.	Medium Shelters, benches, and lighting can serve as features of Camp Rilea. This area is surrounded by low ground expected to be inundated.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for visitors to Camp Rilea. Amenities could be features for everyday visitors of Camp Rilea. This area is surrounded by low ground expected to be inundated.
A-17	Camp Rilea	Establish a formal assembly area for Option T-13 along 2nd Causeway Road near the north intersection with Cev Road in Camp Rilea.	Minimum A-17 is approximately 1,500 feet north of A-16 and on the same patch of high ground.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for residents of Spirit Place and Douglas Lane as well as for visitors to Camp Rilea. A-17 is approximately 1,500 feet north of A-16 and on the same patch of high ground.

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-18	North of Camp Rilea	Establish a formal assembly area at the south end of Smith Lake County Park; provide signage identifying high ground.	Minimum	Can be co-located with Smith Lake County Park. Potential wetlands in the west part of the park. The south end of the neighborhood is roughly one-half mile from the proposed assembly area, consider a vertical evacuation structure to serve this area (V-03)	Recommended, low priority. Provides a place to evacuate for residents of Smith Lake Road.
A-19	North of Camp Rilea	Establish a formal assembly area along Whiskey Road to serve neighbors on the northeast side of Smith Lake.	Minimum	Located on platted, but undeveloped right of way. Adjacent to Warrenton city limits. Coordinate with the City of Warrenton.	Recommended. Provides a place for nearby residents and visitors to evacuate to.
A-20	Fort Stevens	Establish a formal assembly area on this ridge of high ground to serve the trails in Options T-15, T-16, and T-17.	Medium Shelters, benches, and lighting can serve as features of Fort Stevens State Park.	Evacuation shed may be large for this location when the park hosts many visitors.	Recommended. Provides a place to evacuate for visitors to Fort Stevens State Park. Amenities can serve as everyday features of the park.

Table ES-3. Recommended Vertical Evacuation Structure Areas

ID	Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation
V-01	Vertical structure	North of Gearhart	Area north of Gearhart is not well connected and requires traversing long distances to reach high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-02	Vertical structure	North of Gearhart	Area is separated from high ground by Sunset Lake. Requires traveling long distances to evacuate the inundation zone. Consider vertical evacuation structures.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-03	Vertical structure	Camp Rilea	Beach area is nearly one-half mile to high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach and coordination with Camp Rilea.	Recommended.
V-04	Vertical structure	South of Warrenton	The community at the southwest end of Smith Lake is roughly one-half mile from high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach. Option A-17 proposes an assembly area at the high ground on the north end of the community.	Recommended.
V-05	Vertical structure	Jeffers Garden	Area is surrounded by water and not well connected to high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-06	Vertical structure	Miles Crossing	Area is surrounded by water and not well connected to high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-07	Vertical structure	Clatsop Spit	The Clatsop Spit is long, flat, and vulnerable to a tsunami. It is also popular with visitors of Fort Stevens State Park.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach and coordination with Fort Stevens State Park.	Recommended.

Implementation

Evacuation route improvements may be implemented through a variety of approaches. An important first step is ensuring that the goals and recommendations within the TEFIP are consistent with county policy and regulations. The county should amend its planning documents to reflect the goals of the TEFIP and support the development of recommended evacuation facility improvements. This should include adding supportive goals and policies in the Clatsop County Comprehensive Plan, incorporating transportation network improvements into the Clatsop County Transportation System Plan (TSP), and making amendments to the Clatsop County Land and Water Development and Use Code to support the goals and recommendations within the TEFIP.

Assembly areas are a critical part of evacuation system infrastructure, as they provide a gathering place and survival equipment for evacuees in the event of a tsunami. A vital first step in implementation is for the County to designate land for each assembly area and negotiate with private property owners to obtain easements, if needed. Dedicating space for an assembly area should be considered a condition of development for new subdivisions or major development occurring in area of high ground that may be used during an evacuation. Signage should be placed at each assembly area location, so evacuees will know when they have reached safety.

Many jurisdictions have had success in encouraging neighborhoods and communities to create and maintain their own local supply caches. The county should consider establishing a program that would assist communities in establishing their own supply caches at the assembly area they will use in the event of a tsunami. Supporting community ownership of supply caches has the added benefit of increasing familiarity with tsunami assembly areas and evacuation procedures.

To implement vertical evacuation structures, we recommend that Clatsop County build upon the success of Washington's Project Safe Haven. The County should leverage the work completed as part of this current TEFIP planning effort to develop a community engagement process and implementation strategy to determine the desired locations for vertical evacuation structures. The plan would develop initial tsunami vertical evacuation options and associated budgetary needs for planning, design, construction, maintenance, and management.

1. INTRODUCTION AND BACKGROUND

1.1 Introduction

The Clatsop County Tsunami Evacuation Facilities Improvement Plan (TEFIP) is rooted in the need to address the danger posed by a major earthquake and resulting tsunami to coastal Oregon communities. A Cascadia Subduction Zone (CSZ) earthquake and tsunami event along the coast of northern California, Oregon and Washington is predicted to be the largest and most destructive natural disaster to strike the United States. With much of its population living and working in the tsunami inundation area, Clatsop County is especially vulnerable to the potential impacts of a CSZ event. Recommendations within this plan aim to maximize life safety in the event of a tsunami, especially for those community members who may be most vulnerable.


While the primary focus of recommended evacuation facility improvements is to promote life safety, this plan also focuses on facilities that provide recreation benefits through the improvement or creation of trails and other recreation amenities. These facilities will provide safe evacuation routes in the event of a tsunami, as well as year-round opportunities for walking, biking, and hiking for residents and visitors of Clatsop County. Integrating recreation opportunities into the evacuation network also increases community familiarity with evacuation routes. In the event of a CSZ earthquake, evacuees will only have minutes to reach safety ahead of a tsunami. A resident or visitor who frequently uses a trail that leads to high ground will be more familiar and comfortable with that evacuation route should they need to use it. This TEFIP also makes recommendations for trail amenities, recommends locations for establishing additional assembly areas and identifies areas of the County where vertical evacuation structures may be considered.

This TEFIP was developed through engagement with county staff, elected and appointed officials, key stakeholders, and Clatsop County community members. This plan assesses the risk and vulnerability of the County's transportation system; analyzes existing evacuation facilities and needs for improvement; identifies, evaluates, and selects highest priority evacuation facility improvements; and prioritizes options that provide dual use and year-round community benefit.

1.2 TEFIP Purpose

The primary objective of a TEFIP is to identify tsunami evacuation routes and provide for development of infrastructure needed to facilitate and improve effective evacuation. The County's coastal cities of Astoria, Warrenton, Gearhart, Seaside, Cannon Beach, and numerous unincorporated communities are vulnerable to the risks of earthquake and tsunami. In addition to damage from the earthquake itself, an accompanying tsunami could inundate low-lying coastal areas. The Oregon Department of Geology and Mineral Industries (DOGAMI) has mapped the tsunami inundation hazard areas and has developed a series of maps and evacuation scenarios to assist coastal community planning and preparedness efforts.

Increasing tsunami resilience through local planning is a major priority of Clatsop County. Extensive tsunami resilience efforts have been completed in the project study area. County staff and stakeholders are working to address tsunami hazards through land use planning policies and regulations. The County has initiated an emergency wayfinding signage program and adopted its Multi-Jurisdictional Natural Hazard Mitigation Plan in March 2021. County planning staff have completed work to identify a Tsunami Hazard Overlay Zone, although this has not been adopted by the Board of Commissioners. The County is also in the process of updating its comprehensive plan, including Goal 7, Natural Hazards Mitigation.



The results of the County's on-going resilience work have been incorporated into or referenced by the TEFIP, particularly in identifying evacuation and co-located recreational improvements. The TEFIP identifies and prioritizes dual-use routes that can both serve as emergency evacuation routes and as year-round facilities, such as off-road bike paths, hiking and equestrian trails. The plan focuses on planned and existing routes, including underutilized or underpublicized trails and rights-of-way, as well as strategic recommendations for new trails or routes, where no suitable trails or evacuation routes exist today.

1.3 Process Summary

This TEFIP was created with input from county staff, elected and appointed officials, key stakeholders, subject matter experts, and Clatsop County community members. The planning process included the following tasks:

1.3.1 Public Outreach and Engagement

Outreach to and engagement with Clatsop County occurred throughout the project, with three online open houses and three webinars occurring at key milestones in the process. The plan was guided by a Project Advisory Committee (PAC) consisting of representatives from local, county, state, and tribal agencies, community groups, and other area stakeholders.

In addition to the major engagement events, project information was provided on the project website (www.clatsopTEFIP.org), a project information video, and a project fact sheet. Information was provided in both English and Spanish. The project team coordinated with Consejo Hispano, an Astoria-based community organization, to engage with the Hispanic community in Clatsop County throughout the planning process.

1.3.2 Define Goals and Project Objectives

Goals and objectives for the TEFIP and planning process were developed based on ongoing hazard mitigation planning and through conversations with County staff, leaders, stakeholders, and the community. These goals and objectives guided the creation of the plan and the ultimate TEFIP recommendations.

1.3.3 Understanding Existing Conditions

The project team examined the existing tsunami evacuation network, including gaps in the network and potential opportunities for improvements. Community demographics were analyzed to identify potentially vulnerable groups that may need additional resources for effective evacuation in the event of a tsunami. This stage of the planning process included documentation of land uses and natural and cultural resources in the study area, as well as a review of previous and ongoing relevant tsunami resilience planning efforts.

1.3.4 Develop Evacuation and Trail Options

Based on existing conditions research and community feedback, the project team identified and mapped potential tsunami evacuation facility improvements, including trails, assembly areas, and vertical evacuation structures. Potential improvements were evaluated using screening criteria developed in coordination with county staff and stakeholders.

1.3.5 Identify Preferred Evacuation and Trail Options

Final recommended evacuation facilities were determined through screening criteria assessment and input from county staff, the PAC, the County Board of Commissioners, and public feedback. The project team developed cost estimates for each of the preferred facilities.

1.4 Goals, Objectives, and Evaluation Criteria

1.4.1 Project Goals and Objectives

The goals and objectives below capture the intent of the project outlined in the project scope, as well as goals identified in the County’s recently adopted Hazard Mitigation Plan (2021). The goals and objectives reflect the critical role of evacuation facilities as part of the County’s transportation system most immediately able to assist residents and visitors at risk in the event of a tsunami. Core objectives provide a step-wise approach to developing the TEFIP and are based on core objectives outlined in the project scope.

1.4.1.1 Project Goals

- **Safety:** Reduce risk to the community from a tsunami event by increasing convenient and accessible evacuation routes that connect at-risk communities to safe areas.
- **Connections:** Expand the connected network of hardened evacuation facilities that can also provide year-round recreational benefits.
- **Equity:** Reduce transportation-related disparities and barriers for communities at risk.
- **Collaboration:** Continue cooperation and collaboration among partners to implement and maintain a coordinated evacuation trails network and tsunami wayfinding signage for Clatsop County.

1.4.2 Core Objectives

- Assessment
 - Assess tsunami risk and vulnerability of the County’s transportation infrastructure
 - Determine evacuation needs
 - Evaluate existing evacuation facilities
- Improvements
 - Identify and prioritize needed improvements to evacuation facilities, including evacuation route easement dedications and reservation
 - Prioritize trail options that provide dual use and year-round benefits
 - Identify design considerations, constraints, and recommendations for tsunami evacuation facilities
- Implementation
 - Develop an implementation strategy to prioritize and phase trail improvements
- Engagement
 - Develop and implement a robust community engagement process

1.4.3 Evaluation Criteria

Evaluation criteria in Table 1 are based on the project objectives and were used to evaluate and screen trail concepts, design and amenities. Each criterion was evaluated using an evaluation scale as follows:

- Project/alternative meets or fully addresses the criterion
- ◐ Project/alternative partially meets or addresses the criterion
- Project/alternative does not meet or has negative impacts with respect to the criterion

N/A Not applicable

These criteria were applied to screen out those alternatives that should not move forward in the process. Additionally, weighting of the criteria is proposed in the table; weighting indicates how some criteria were emphasized in the screening process.

Table 1. Screening Criteria

Subject	Criteria	Measure	Weighting
User experience	Provides the most comfortable and enjoyable user experience	Degree of separation from auto traffic and/or recreational value	
Safety and security	Provides a clear tsunami evacuation benefit	Follows existing evacuation route or facilitates new/enhanced evacuation connection; and/or project increases access to existing assembly areas	3x
Multimodal connectivity	Increases connectivity of the multimodal network	Increases network connectivity	
Planning, land use, and regulatory impacts	Aligns with the existing County land use plans	Project is compatible with the Comprehensive Plan and TSP	
Property ownership impacts	Minimizes impacts to private property owners	Project would rely on existing ROW and/or require minimal or no new easements	
Directness of travel	Supports directness of evacuation routes	Supports directness of evacuation routes or increases connectivity of the evacuation network so as to reduce evacuation clearance times	
Cost and funding availability	Relative cost and likelihood of funding with grants	Project is low-cost relative to benefit provided and/or has a high likelihood of being funded through grants	
Infrastructure hardening	Increases the resiliency of the existing infrastructure system	Project would increase infrastructure resiliency, including hardening of other transportation system features	
Phasing opportunities	Project may be phased so as to facilitate incremental benefit	Project could be phased to implement useable segment/elements incrementally (or not)	
Accessibility	Facilitates connections for people with physical disabilities	Project is ADA accessible (or not)	2x
Populations served	Enhances evacuation routes or connections for unincorporated communities	Project would provide an evacuation/recreation benefit to a relatively large number of people, and/or to vulnerable populations*	2x

Notes:

*"Vulnerable populations" includes Environmental Justice and Title VI communities, including those that are racial or ethnic minorities, have disabilities, are younger (<18) or older (>65) adults, do not have access to a car, are low income, or have limited English proficiency

1.4.4 Prioritization Criteria

Once trail, amenities, and design alternatives were developed and screened, the project team prioritized investments based on the criteria in Table 2. These criteria are based on the project goals and objectives. Projects are prioritized by timeframe for implementation, with near-term corresponding to higher priority and more easily implemented projects, with long-term corresponding to more costly and difficult to implement projects.

Table 2. Prioritization Criteria

Subject	Criteria
Timeframe for implementation	Relative implementation timeframe, based on ability to fund, design, permit, and implement the project: <ul style="list-style-type: none"> • Near-term (0-5 years) • Medium-term (5-10 years) • Long-term (10+ years)
Feasibility	Relative feasibility, based on assessment of: <ul style="list-style-type: none"> • Public support • Cost • Need for easements • Environmental/permitting considerations • Engineering complexity • Ability to phase the project
Relative need	Addresses a documented evacuation and/or multimodal connectivity need, based on assessment of gaps in the existing evacuation and multimodal route network and on public/stakeholder feedback
Relative benefit to communities	Provides a high level of benefit, based on assessment of: <ul style="list-style-type: none"> • Degree of need • Evacuation and multimodal connectivity benefit relative to cost • Degree to which vulnerable populations would benefit • Public and stakeholder feedback
Potential for grant funding	Project has a high likelihood of being funded through one or more grant programs

1.5 Study Area

The study area for this project extends ¼ mile inland from the edge of the “local” tsunami inundation zone. The local inundation zone that informs the project study area is the “Local Cascadia Earthquake and Tsunami.” This local Cascadia earthquake and tsunami inundation area is based on the worst-case scenario Cascadia subduction earthquake (also identified by DOGAMI as the “XXL tsunami”). This local tsunami generated by an earthquake just off the Oregon Coast is of very large magnitude and thus the inundation area is much larger. Also, unlike a distant tsunami that can be predicted several hours prior to its arrival, this local tsunami can strike the coast within 15 – 20 minutes after the ground stops shaking from the earthquake.

The focus of all evacuation planning is life safety. Because life safety risk is present in all areas potentially subject to inundation during a tsunami event, this project will use the “Local Cascadia Earthquake and Tsunami” (“XXL”) as the design event for evacuation facility planning. This means that evacuation planning and facility development will be based on the worst-case scenario, which is consistent with the purpose of the TEFIP to help ensure that all areas potentially subject to tsunami inundation can be effectively evacuated.

1.5.1 Key Characteristics

Clatsop County, Oregon extends more than 30 miles north to south along the Pacific Ocean to the mouth of the Columbia River. The study area includes portions of all five of the County's cities (Astoria, Warrenton, Gearhart, Seaside, and Cannon Beach); unincorporated coastal communities (including Arch Cape); multiple state parks; the Astoria Regional Airport; and the Camp Rilea Military Reservation. The focus of the TEFIP is on unincorporated areas of Clatsop County, but connections to and beyond the limits of incorporated cities were considered.

Future land use reflects the mix of urban and rural areas within coastal Clatsop County and includes designations for future residential and commercial growth areas, conservation areas and resource lands.

Community Assets

The study area includes portions of multiple water districts (excluding incorporated cities). The study area includes portions of three school districts, including Astoria School District #1, Warrenton-Hammond School District #30 and Seaside School District #10. The Sunset Empire Park & Recreation District covers much of the central Clatsop County coastal areas, extending from just south of Sunset Beach State Recreation Site to just north of Cannon Beach, excluding the communities of Gearhart, Cannon Beach, Tolvana Park and the southern coast (from Tolvana Park to the Tillamook County Line).

Coastal Clatsop County is served primarily by the US 101 highway corridor, which runs north-south along the coast. The highway is located within DOGAMI's local tsunami inundation area for much of its length. US 26 connects to US 101 just east of Ecola State Park, north of Cannon Beach, connecting coastal communities to the Portland region. The County maintains an extensive road network. The Oregon Coast Bike Route follows US 101 for its entire length in Clatsop County.

Clatsop County has an extensive recreational trail network, managed by a variety of entities (cities, Oregon state parks, Oregon Coast Trail), and many of the trails are located near the coast. Private timber companies allow the use of many of their roads for hiking and hunting via a free permit system.

There are more than a dozen schools within the study area, including preschools, elementary, middle and high schools and the Clatsop Community College Seaside campus.

1.5.2 Earthquake and Tsunami Event

This plan considers the potential impacts from a local earthquake event (Cascadia Subduction Zone XXL earthquake and tsunami). DOGAMI has recently completed detailed evacuation time and distance modeling, called "Beat the Wave." Mapping produced by DOGAMI is the definitive source of information for the identification of areas subject to tsunami inundation.¹ DOGAMI has produced several map products depicting tsunami inundation for the Oregon coast:

- [Tsunami Inundation Maps](#) (TIM's) depict the projected tsunami inundation zone from five different magnitude seismic events and resulting tsunamis: small, medium, large, extra-large, or extra extra-large (S, M, L, XL, XXL) events. These different modeled events are associated with differing levels of risk in terms of the relative likelihood of tsunami inundation.

¹ Tsunami Planning, Department of Land Conservation and Development.
<https://www.oregon.gov/LCD/OCMP/Pages/Tsunami-Planning.aspx>

- [Tsunami Evacuation Maps](#) are public products designed to direct visitors and residents away from low-lying areas in the event of a tsunami. They depict three color zones: orange for the largest expected distant tsunami (from Alaska); yellow for the largest expected local tsunami (corresponding to the DOGAMI “XXL” scenario); and green for safety (or high ground).
- [Beat the Wave](#): DOGAMI has completed detailed tsunami evacuation modeling for several coastal communities to determine the best routes to “beat the wave” to safety for a local tsunami event, also based on the XXL “worst case scenario.” These maps show areas of expected tsunami inundation, the most efficient routes to reach safety, and how fast one must travel to get there.
 - For Clatsop County, Beat the Wave evacuation modeling has been completed for Seaside, Gearhart and Warrenton/Hammond, but is not currently available for the rest of the County.

1.5.3 Existing and Planned Evacuation Routes

The County has an established network of evacuation routes. The cities of Warrenton and Seaside have additional designated evacuation routes that have been mapped. Both cities have evacuation route scenarios that show available routes. There may be additional evacuation routes that the project team has not received.

2. EXISTING CONDITIONS

The project team assessed existing conditions within the study area to inform analysis of evacuation route options and the development of final plan recommendations. Relevant plans and policies from the federal, state, county, and local levels were reviewed to provide a planning context for the project. This section describes existing evacuation routes and trail networks in the project area, along with a discussion of gaps and potential opportunities. These were considered by looking at existing facilities superimposed with the tsunami inundation zones developed by DOGAMI. Also included are a summary of land uses, natural and cultural resources, and demographics of the project area.

2.1 Inventory of Evacuation Routes and Trails

This section provides an inventory of existing evacuation routes and known trails in the project area. These were analyzed to identify gaps in the networks, potential vulnerabilities, and opportunities for improvements. In addition to the maps included in this section, the inventory and analysis are mapped in detail in the companion [web map](#).

2.1.1 Designated Evacuation Routes

Clatsop County has roads designated as evacuation routes. These may be signed, as seen in Photograph 1, and often, but not always, lead out of the XXL inundation zone. Designated evacuation routes are illustrated in Figure 1, Figure 2, and Figure 3.

Designated evacuation routes in unincorporated Clatsop County use roadways. The road network has relatively few east-west connections, which is often the most direct route to higher ground. Additionally, several long bodies of water are oriented parallel to the coast north of Gearhart, inhibiting east-west connections. Existing bridges over these waterways were built before current seismic standards and may be vulnerable to an earthquake and its effects (including liquefaction).

2.1.2 Trails

Known existing trails are mapped in Figure 1, Figure 2, and Figure 3. Few trails are positioned to make practical evacuation routes. One such trail is the Fort to Sea Trail that connects Fort Clatsop National Memorial with Sunset Beach State Recreation Area. The Fort to Sea Trail provides a relatively direct route to high ground from Sunset Beach where there are no roads. It could also provide a route for the residents of the community on US 101 near Camp Rilea. The trail uses a bridge over Sunset Lake.

The Oregon Coast Trail that leads into the north portion of Oswald West State Park may provide a way for people in Arch Cape to get out of the inundation zone, though the landslide risk is high at this segment of the Oregon Coast Trail. An alternative route that heads south on the street grid may be more desirable because it is more direct, offers more space to congregate, and has a lower landslide risk.

The trail system in Ecola State Park is fully outside the inundation zone and does not connect to where people will be evacuating. Much of the park is also in an area of moderate to high landslide risk. Most of the trails in Fort Stevens State Park are within the boundaries of the City of Warrenton, as are the small areas of high ground where it would be safe to assemble.

Based on input from Advisory Committee members, two additional trail opportunities have been identified for exploration:


- Arch Cape Community Forest – the community of Arch Cape is acquiring many hundreds of acres of forest land for a community forest in 2022. The effort will include formal planning for recreational and ecological resources within the forest. Existing logging roads could be designated and upgraded to trails that serve as evacuation routes, where appropriate.
- Delaura Beach Road provides access to the beach near Camp Rilea and could be improved as an evacuation route. Road improvements have not been planned or made because the route crosses a wetland, but the route exists and provides an existing connection from the beach.

2.1.3 Assembly Areas

Tsunami assembly areas are designated along the coastal areas of the County and are shown in Figures 1-6. Many of these are in areas with moderate to high landslide risk or in areas highly susceptible to liquefaction. Assembly areas are concentrated near populated areas and most are within incorporated cities. Those in unincorporated Clatsop County are near Arch Cape (seven locations), near Sunset Lake and Camp Rilea (four locations), and south of Astoria near the Lewis and Clark River and the Youngs River (seven locations). The



Photograph 1. Tsunami Evacuation Route Sign Outside Seaside (Source: Google Streetview)



portion of the coast from Gearhart north to Fort Stevens is relatively flat and close to sea level. Assembly areas here are located on narrow ridges or small hills that are projected to be just above the inundation level. Those ridges in the north portion of Gearhart are below the inundation level.

2.1.4 Additional Evacuation Route Resources

DOGAMI has also developed evacuation maps to show locations of high ground and directions for getting there for the entire coastal area of Clatsop County. These show the inundation area, assembly areas, and arrows pointing to the nearest high ground. The maps use existing roads and may or may not use designated evacuation routes. DOGAMI’s “Beat the Wave” maps take this a step further by looking at areas in more detail and estimating the speed one must travel to escape the inundation zone. Beat the Wave maps are developed for Seaside, Gearhart, and Warrenton and the Clatsop Spit. Beat the Wave analysis is included in the web map for these four communities.

The City of Cannon Beach created a series of pedestrian evacuation route maps for each of the City’s neighborhoods². Routes lead to designated assembly areas. This evacuation network is contained within the incorporated City.

² The City of Cannon Beach, “Tsunami Evacuation: Pedestrian Route Maps” (2012)
<https://www.ci.cannon-beach.or.us/emergencymanagement/page/tsunami-evacuation-pedestrian-route-maps>

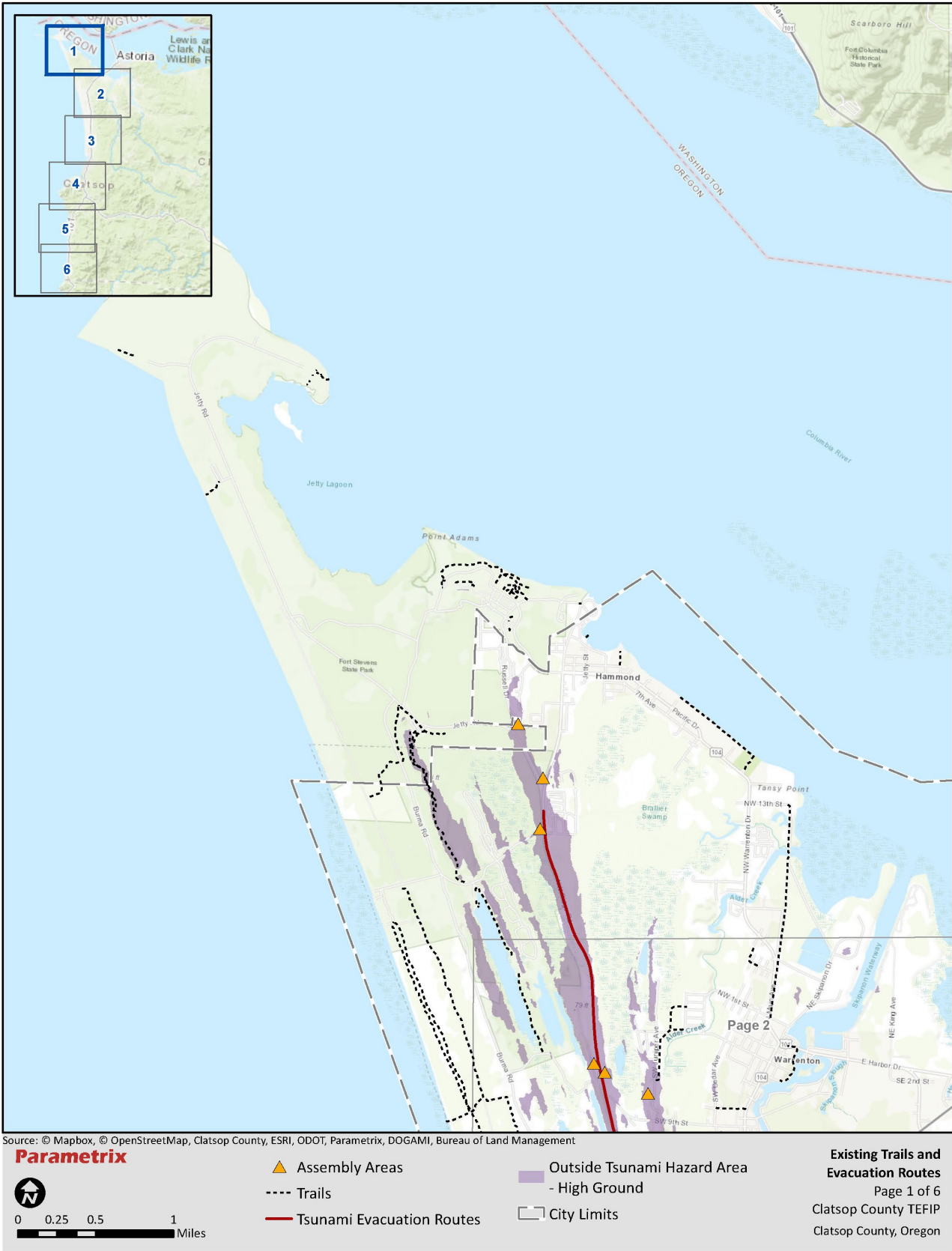


Figure 1. Existing Trails and Evacuation Routes: Page 1

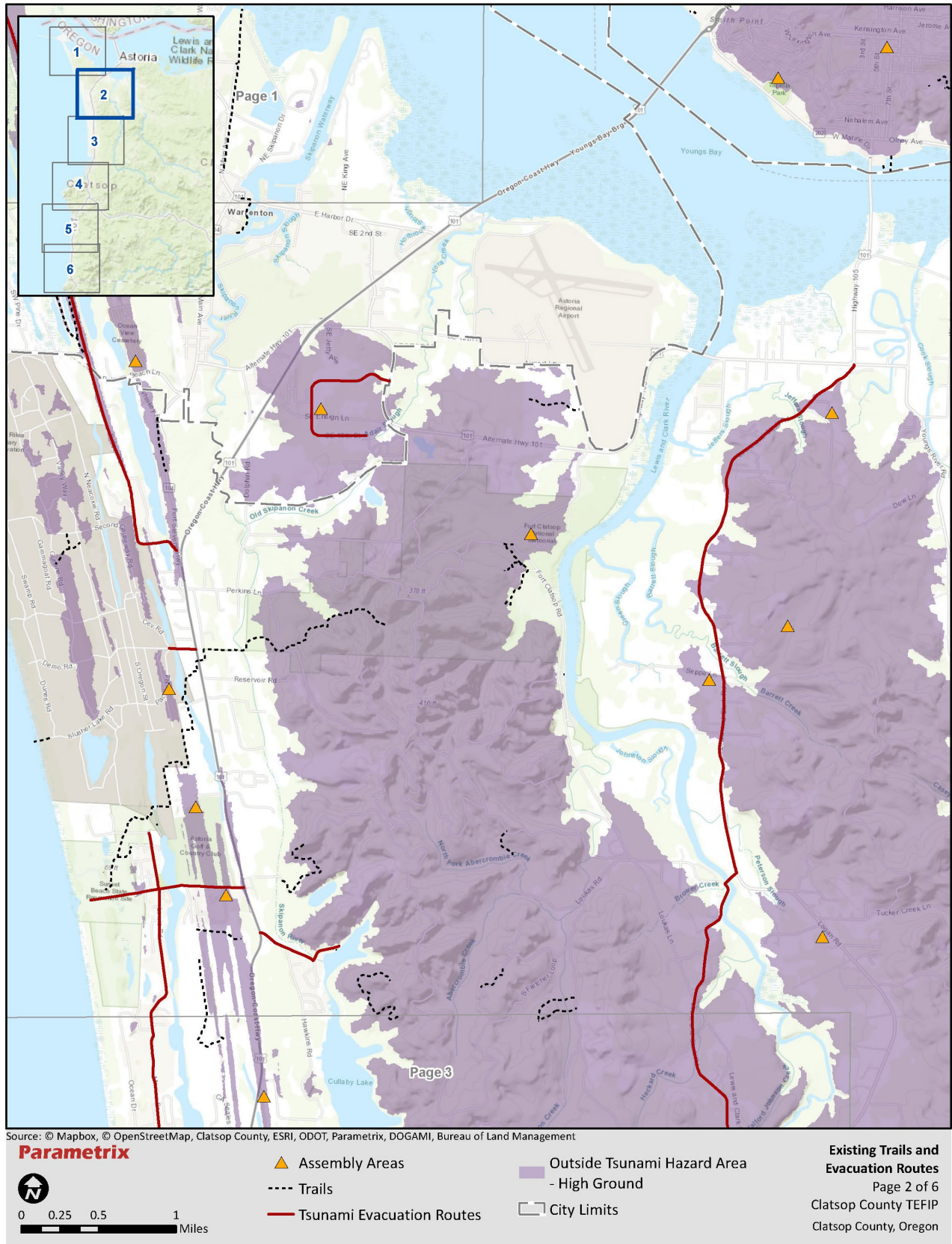


Figure 2. Existing Trails and Evacuation Routes: Page 2

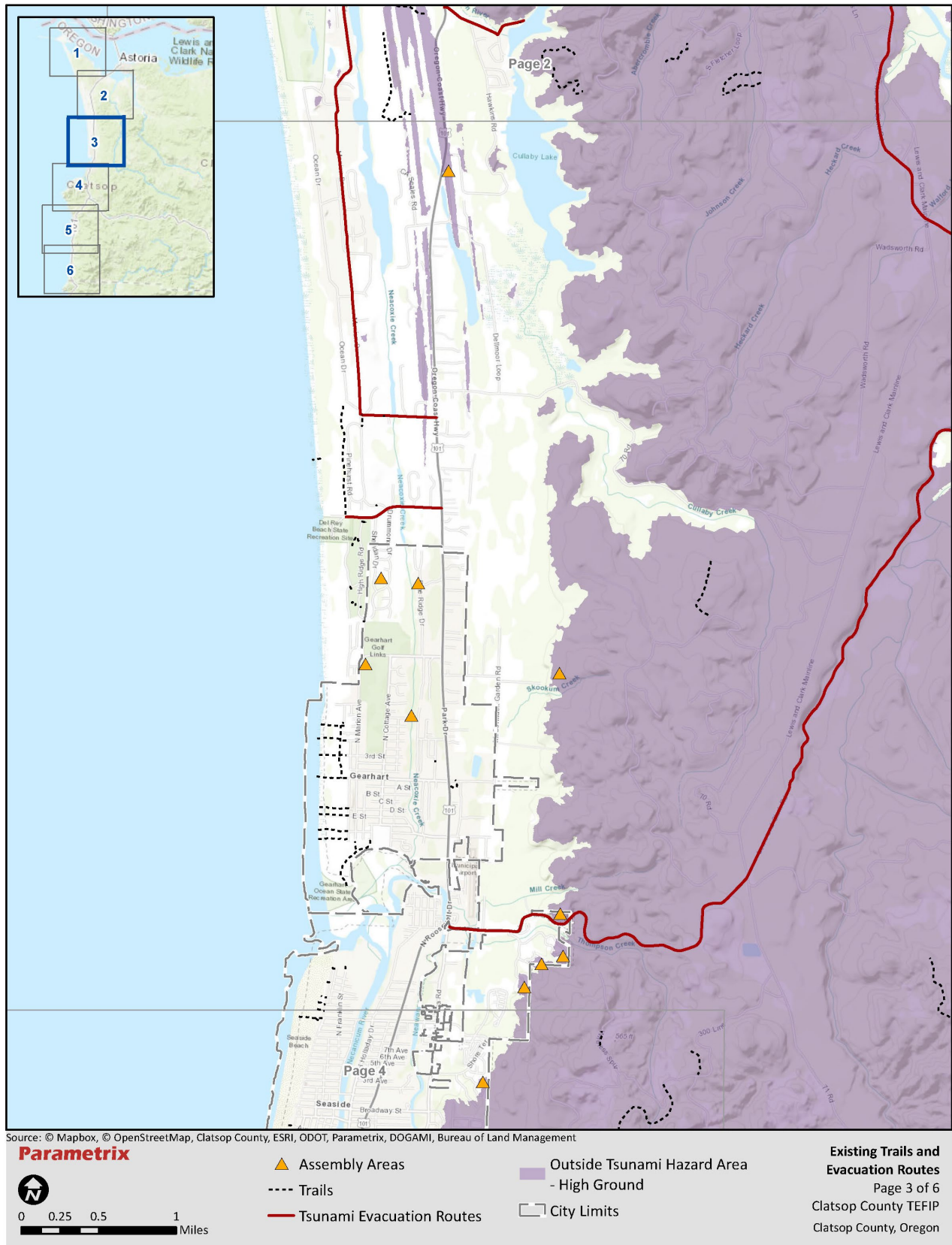
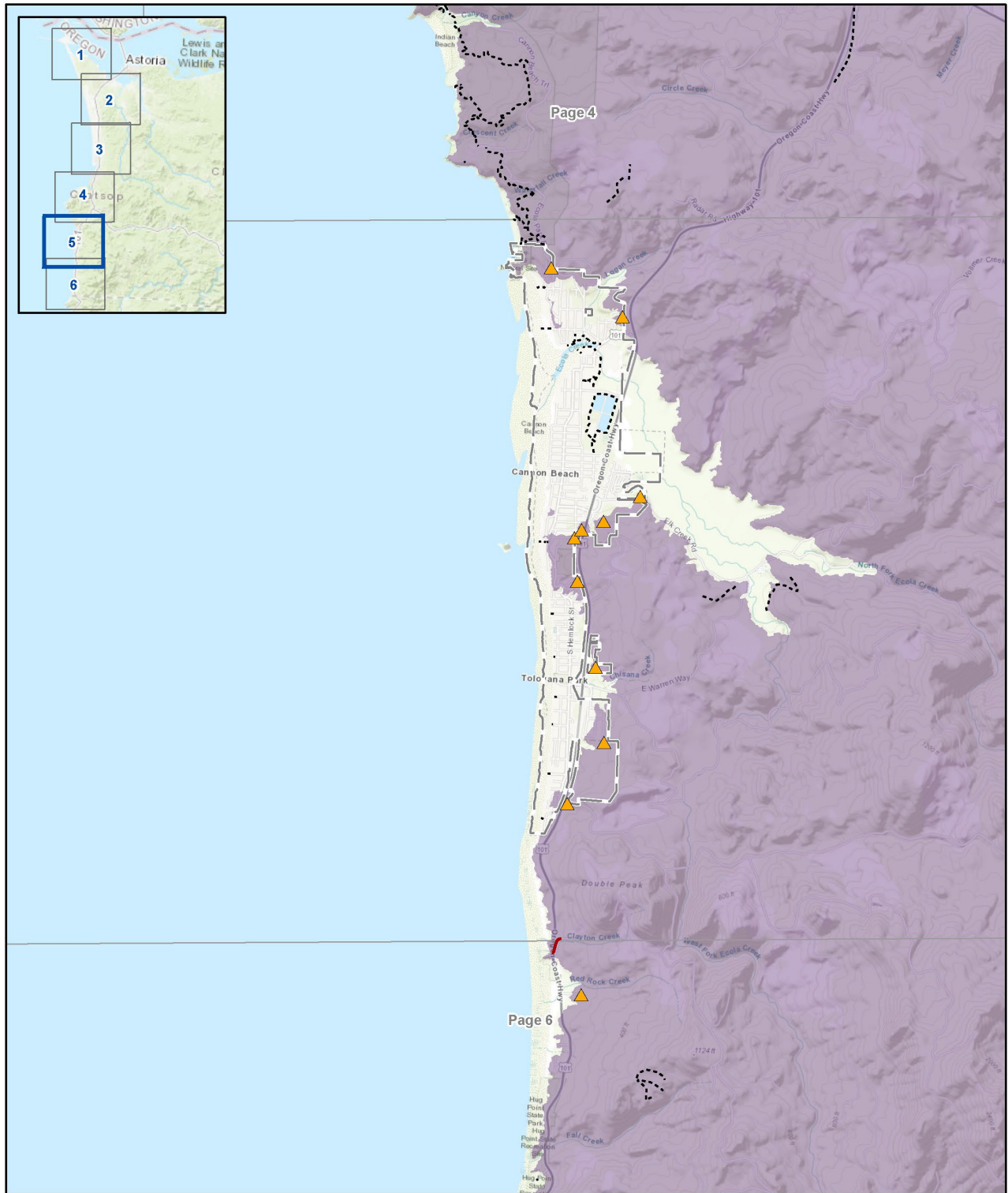
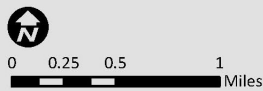


Figure 3. Existing Trails and Evacuation Routes: Page 3



Source: © Mapbox, © OpenStreetMap, Clatsop County, ESRI, ODOT, Parametrix, DOGAMI, Bureau of Land Management

Parametrix



- ▲ Assembly Areas
- Trails
- Tsunami Evacuation Routes
- Outside Tsunami Hazard Area - High Ground
- City Limits

Existing Trails and Evacuation Routes
 Page 5 of 6
 Clatsop County TEFIP
 Clatsop County, Oregon

Figure 5. Existing Trails and Evacuation Routes: Page 5

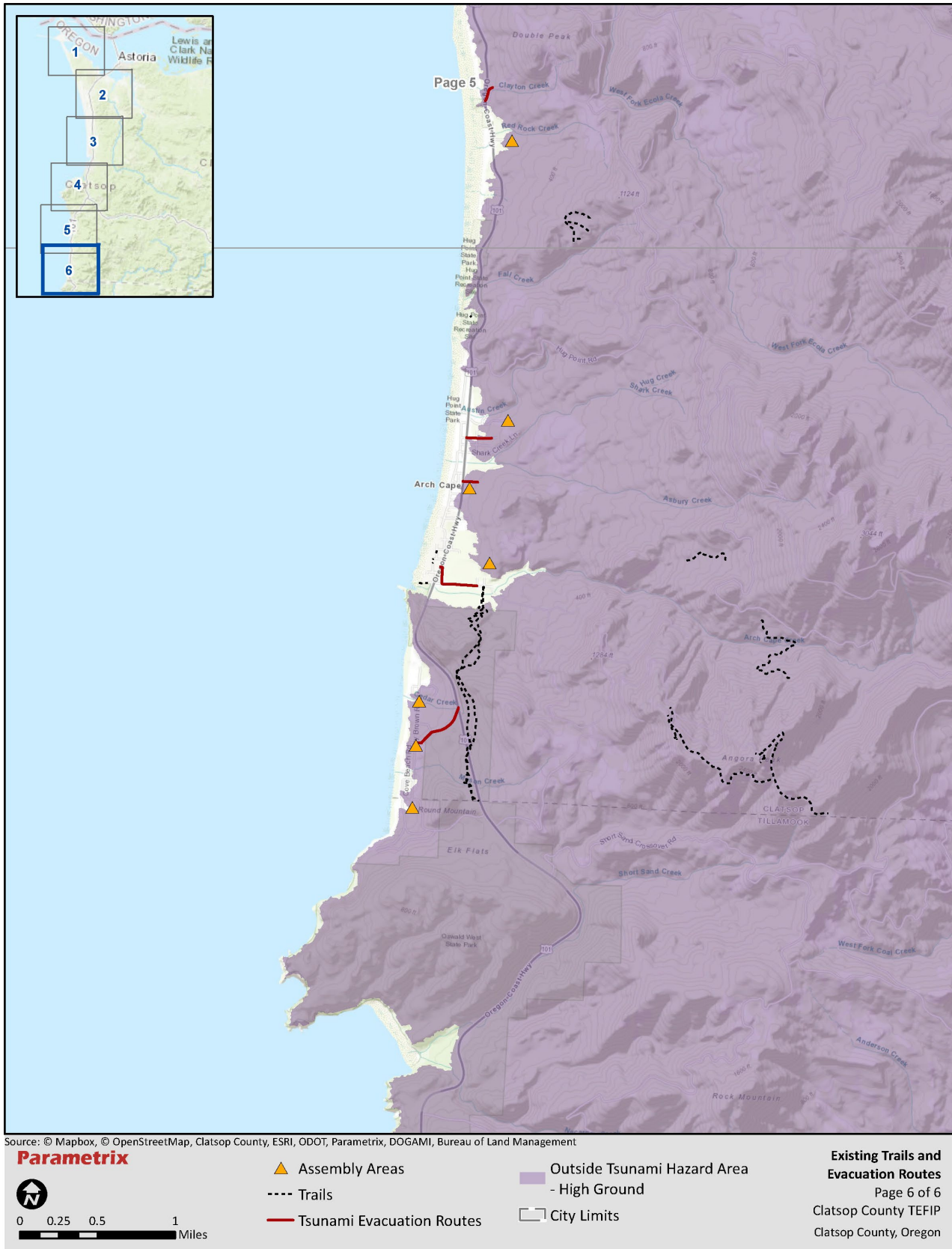


Figure 6. Existing Trails and Evacuation Routes: Page 6

2.1.5 Gaps in the Evacuation Route Network

This section catalogs the gaps found in the existing roadway and trail networks for providing effective evacuation. Gaps are organized by three types:

- Areas of Concern
- Network Gaps
- Potentially Vulnerable Bridges and Culverts

These are illustrated in Figures 7-12 on the following pages.

2.1.5.1 Areas of Concern

Clatsop County’s evacuation routes are based on the existing road network, which does not provide adequate egress from the inundation zone from all coastal areas. Table 3 identifies these “areas of concern,” where timely evacuation is unlikely, particularly for vulnerable populations. Areas of concern take into account:

- The distance needed to travel to escape the inundation zone.
- Whether the evacuation route relies on potentially vulnerable bridges.
- The adequacy of assembly areas (those in C-01 are located on small areas that are just above the inundation level).
- Whether these insufficiencies are compounded by liquefaction and/or landslide susceptibility.

Much of the project area, especially elevations above the inundation zone, have moderate to high landslide risk. Each assembly area will need to consider landslide risk and mitigation strategies.

Table 3. Areas of Concern

#	Map	Note
C-01	Figure 8	The area north of Gearhart is relatively flat and low-lying. This requires travelling long distances to reach high ground. The land has a high risk of liquefaction. High ground and designated assembly areas are on narrow strips of land that are just above the projected inundation zone. Most streets and trails run north-south, with few east-west routes through this area. Sunset Lake, West Lake, Cullaby Lake, Neacoxie Creek, and other water bodies create barriers for east-west travel. Neighborhoods east of Hwy 101 may need to travel west to reach the nearest high ground.
C-02	Figure 7	The Clatsop Spit is low lying and requires travelling a long distance to reach high ground. The land has a moderate to high risk of liquefaction. This area has few residents but is a popular place to visit.
C-03	Figure 8	This community on the peninsula defined by the Lewis and Clark River and Jeffers Slough is surrounded by water and has a long way to travel to reach high ground. The land has a high risk of liquefaction.
C-04	Figure 8	This community on the peninsula defined by Youngs River and Knowland Slough is surrounded by water and has a long way to travel to reach high ground. The land has a high risk of liquefaction.

2.1.5.2 Network Gaps

Trails in the unincorporated County that could also work as evacuation routes do not always lead directly to high ground or may not easily connect to nearby communities. Table 4 lists gaps in the trail network that, if addressed, could serve as evacuation routes, as well as gaps in the evacuation route network that could be served by trails.

Table 4. Gaps in the Trail System or Evacuation Route Network

#	Map	Note
G-01	Figure 8	Fort to the Sea Trail could connect to higher ground at ridge.
G-02	Figure 8	Consider new connection to the east from this neighborhood east of US 101 and near the south end of Camp Rilea. Consider using existing forest road. Existing assembly area is on narrow strip of high ground to the west across 101 and wetlands.
G-03	Figure 8, Figure 9	Evacuation route ends in inundation zone. Needs to extend to high ground. Serves Glenwood Community. Consider new facility connecting north to nearby high ground and avoids crossing US 101.
G-04	Figure 8, Figure 9	Evacuation route in this area west of Sunset Lake is much too long before it connects to higher ground. Consider a route east or vertical evacuation structures.
G-05	Figure 9	Existing evacuation route on Highlands Lane ends within inundation zone.
G-06	Figure 12	Carnahan Road ends within inundation zone. A short extension to the north would get people to high ground. Existing route requires walking much further to the south.
G-07	Figure 12	Evacuation route at the south end of Arch Cape ends within inundation zone. Connection needed. Evacuation route ends within inundation area - need connection to higher ground
G-08	Figure 10	A trail would provide a fast connection to higher ground. This area has a high risk of landslide.

2.1.5.3 Potentially Vulnerable Bridges

The bridges and culverts along evacuation routes are vital for providing movement. However, most of these structures were built before current seismic standards and are likely vulnerable to a tsunami-causing earthquake. Table 5 lists the bridges and culverts on existing or potential routes. These structures were not inspected for this planning effort. Bridge sufficiency is a federally defined term rated on a scale from 0 (poor) to 100 (very good), considers structural adequacy, whether the bridge is functionally obsolete, and level of service provided to the public.

Table 5. Potentially Vulnerable Bridges

#	Map	Bridge Name	Road/ Trail	Crosses	Year Built	Condition	Sufficiency Rating (2019)	Owner	Notes
B-01	Figure 8	Fort-to-Sea-Trail-Pedestrian Culvert	Fort to Sea Trail	US 101	2005	Good	N/A	ODOT	Fort to Sea Trail could make a good evacuation route. Culvert provides a crossing under US 101. Culvert is potentially seismically vulnerable. A detour is possible if culvert fails.
B-02	Figure 8	Arch Bridge at Sunset Lake	Fort to Sea Trail	Sunset Lake	2006	Good	N/A	Corps of Engineers (Military)	Fort to Sea Trail could make a good evacuation route. Bridge is potentially seismically vulnerable. Bridge not in database.
B-03	Figure 8	Sunset Lake Bridge	Sunset Beach Ln	Sunset Lake	1963	Fair	39.3	Clatsop County	Vital link for evacuating community west of Sunset Lake
B-04	Figure 8	Cullaby Creek Bridge	Carnahan Park Rd	Cullaby Creek	1964	Fair	71.0	Clatsop County	On east edge of inundation zone, east of Highway 101. Could be an evacuation connection for the Cullaby Lake neighborhood.
B-05	Figure 9	Maki Bridge	Lounsberry Ln	Cullaby Creek	1976	Fair	70	Clatsop County	East of Surf Pines Could be a link to high ground to the east.
B-06	Figure 9	Neacoxie Cr Bridge	Highlands Ln	Neacoxie Creek	1975	Fair	86.7	Clatsop County	Just north of Gearhart. Important for evacuating community west of Neacoxie Creek.
B-07	Figure 9	Neawanna Creek, Hwy 9	US 101	Neawanna Creek	1930	Fair	49	ODOT	Important route for evacuating the north end of Seaside (high ground is outside city limits)
B-08	Figure 9	Stanley Creek, Lewis and Clark Rd	Lewis and Clark Rd	Stanley Creek	2005	Good	96.7	Clatsop County	East edge of Seaside, leads to higher ground.

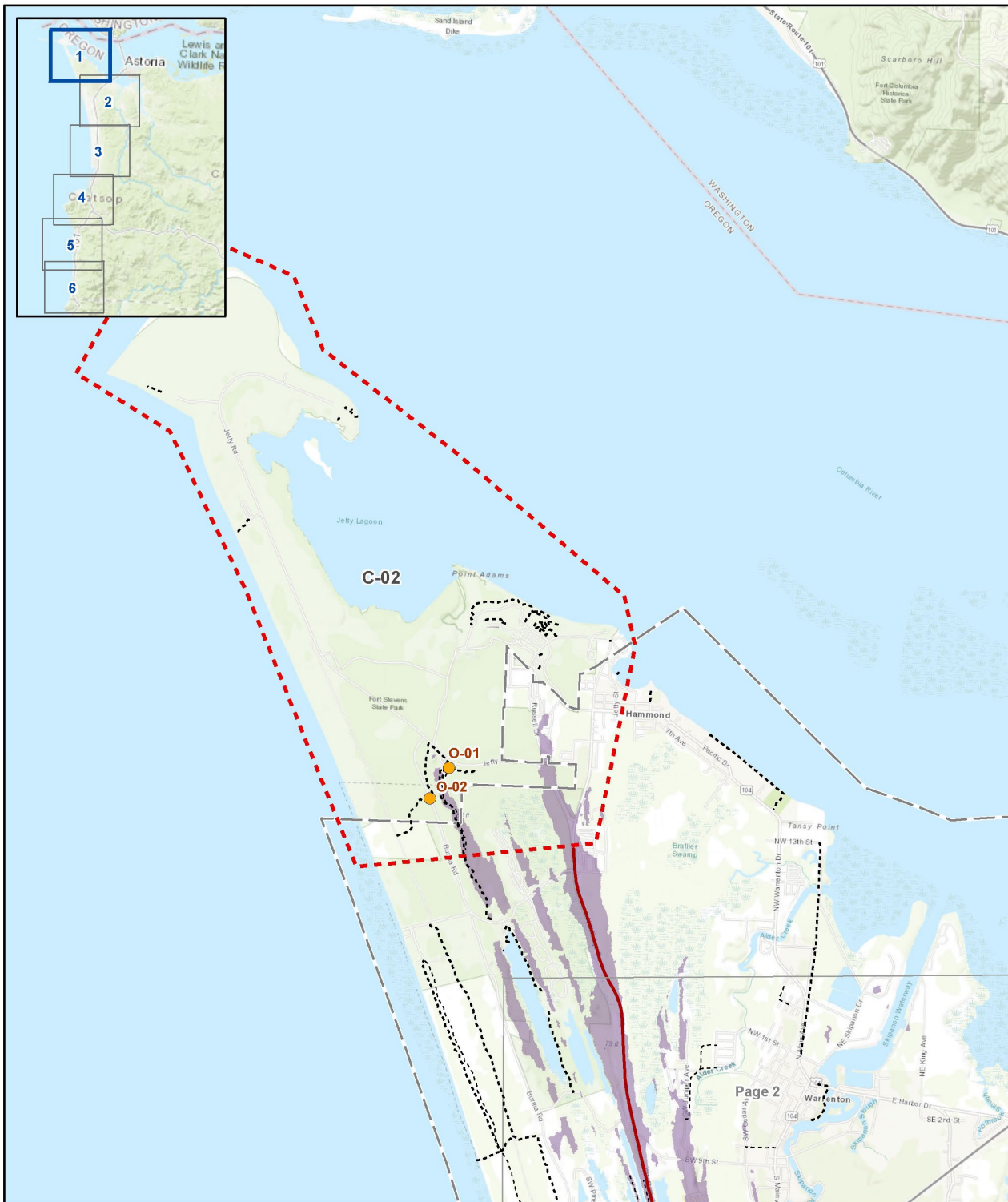
#	Map	Bridge Name	Road/ Trail	Crosses	Year Built	Condition	Sufficiency Rating (2019)	Owner	Notes
B-09	Figure 10	Rippet Rd Bridge	Rippet Ln	Circle Creek		[Unknown, not in available data]	76.1	Clatsop County	South edge of Seaside. Allows quick evacuation of one or two homes
B-10	Figure 8	Unknown Culvert (likely County-owned)	Lewis and Clark Rd (just south of Astoria)			[Unknown, not in available data]			Potential culvert location. This culvert is not in ODOT's database but was inferred from LIDAR data. This is a critical location for evacuating a large area.

2.1.6 Opportunities to Improve Evacuation Routes

Opportunities exist to improve the evacuation network by enhancing existing trails to better serve evacuees, by creating short trail connections, or by locating new assembly areas. Opportunities are listed Table 6 and mapped in Figures 7-12.

Table 6. Opportunities to Improve Evacuation Routes

#	Map	Note
O-01	Figure 7	Trail provides opportunity for evacuation route in Fort Stevens State Park. Connects road (in inundation area) to higher ground. Consider improving trail as evacuation route.
O-02	Figure 7	Existing trail is an opportunity for an evacuation route in Fort Stevens State Park. Unpaved trail intersects with road leading to higher ground.
O-03	Figure 8	Opportunity for new assembly area east of US 101 at the south end of Camp Rilea. Already connected by road/path visible in aerial. Privately owned.
O-04	Figure 9	Structure over the creek just south of Sunset Lake appears to be a foot bridge. Could provide an east-west trail connection. Privately owned.
O-05	Figure 9	Potential for an assembly area at Polo Ridge Road.
O-07	Figure 10	Potential for assembly area at the south end of Seaside.
O-08	Figure 11	Parcels owned by ODOT are platted but undeveloped and unlikely to develop. Opportunity to plan evacuation routes should development become likely.
O-09	Figure 12	Potential connection to high ground for the Arch Cape community with platted but undeveloped Oceanview Ln.



Source: © Mapbox, © OpenStreetMap, Clatsop County, ESRI, ODOT, Parametrix, DOGAMI, Bureau of Land Management

Parametrix

- Opportunity Areas
- Vulnerable Bridges
- Trail Gaps
- Trails
- Tsunami Evacuation Routes
- ▣ Areas of Concern
- ▨ Outside Tsunami Hazard Area - High Ground
- ▭ City Limits
- ▭ Gap Areas

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Clatsop County TEFIP
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0 0.25 0.5 1 Miles

Figure 7. Gaps and Opportunities: Page 1

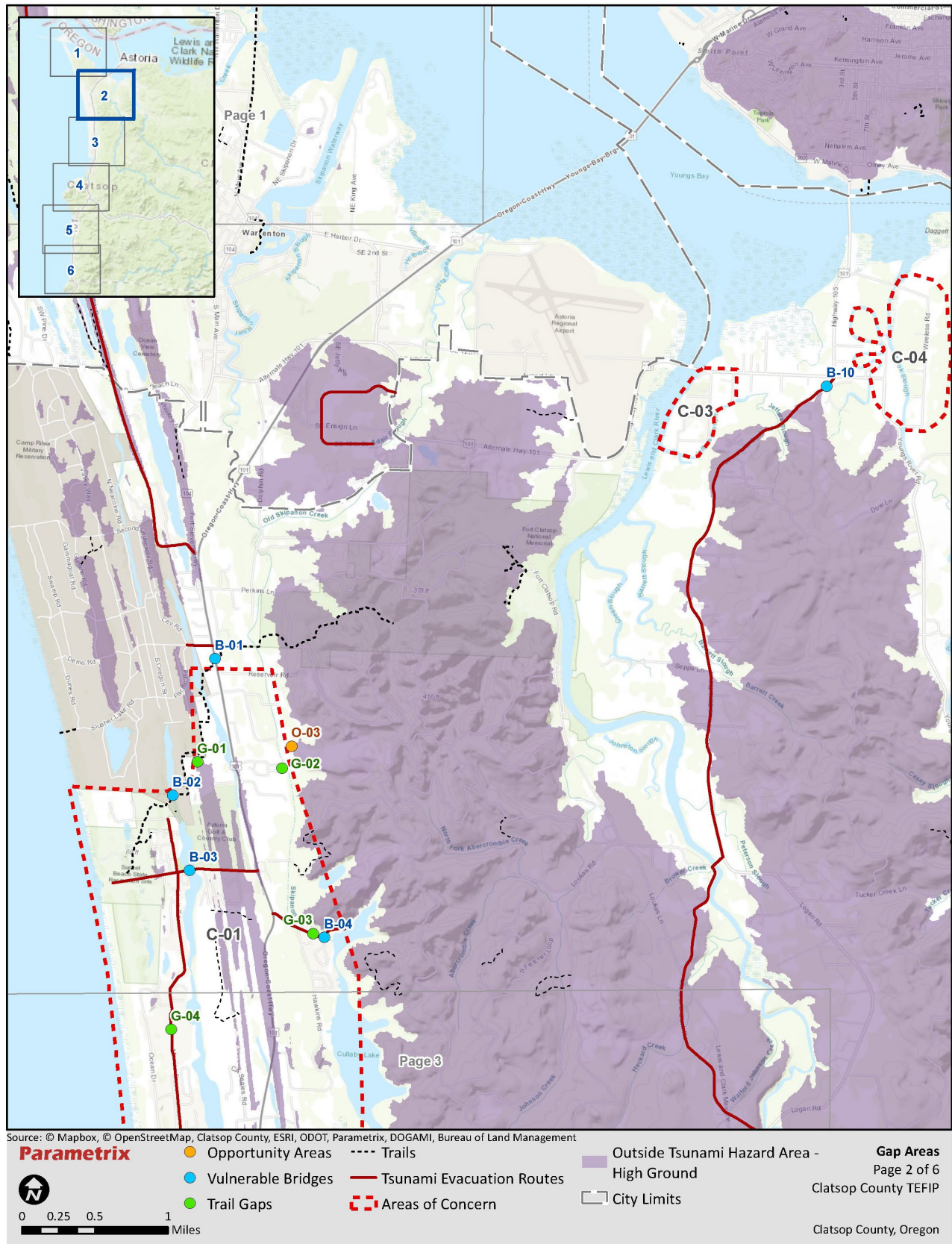


Figure 8. Gaps and Opportunities: Page 2

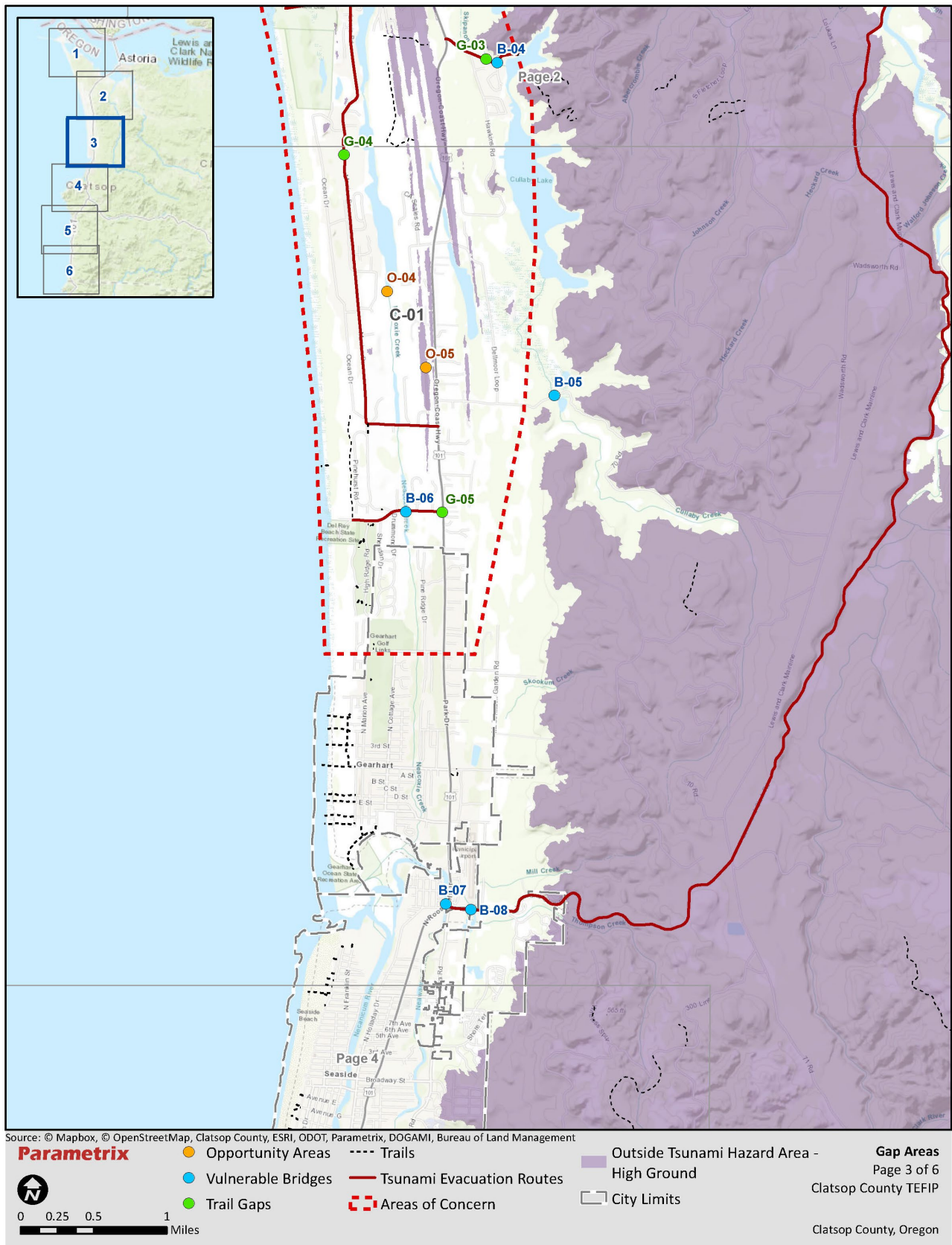


Figure 9. Gaps and Opportunities: Page 3

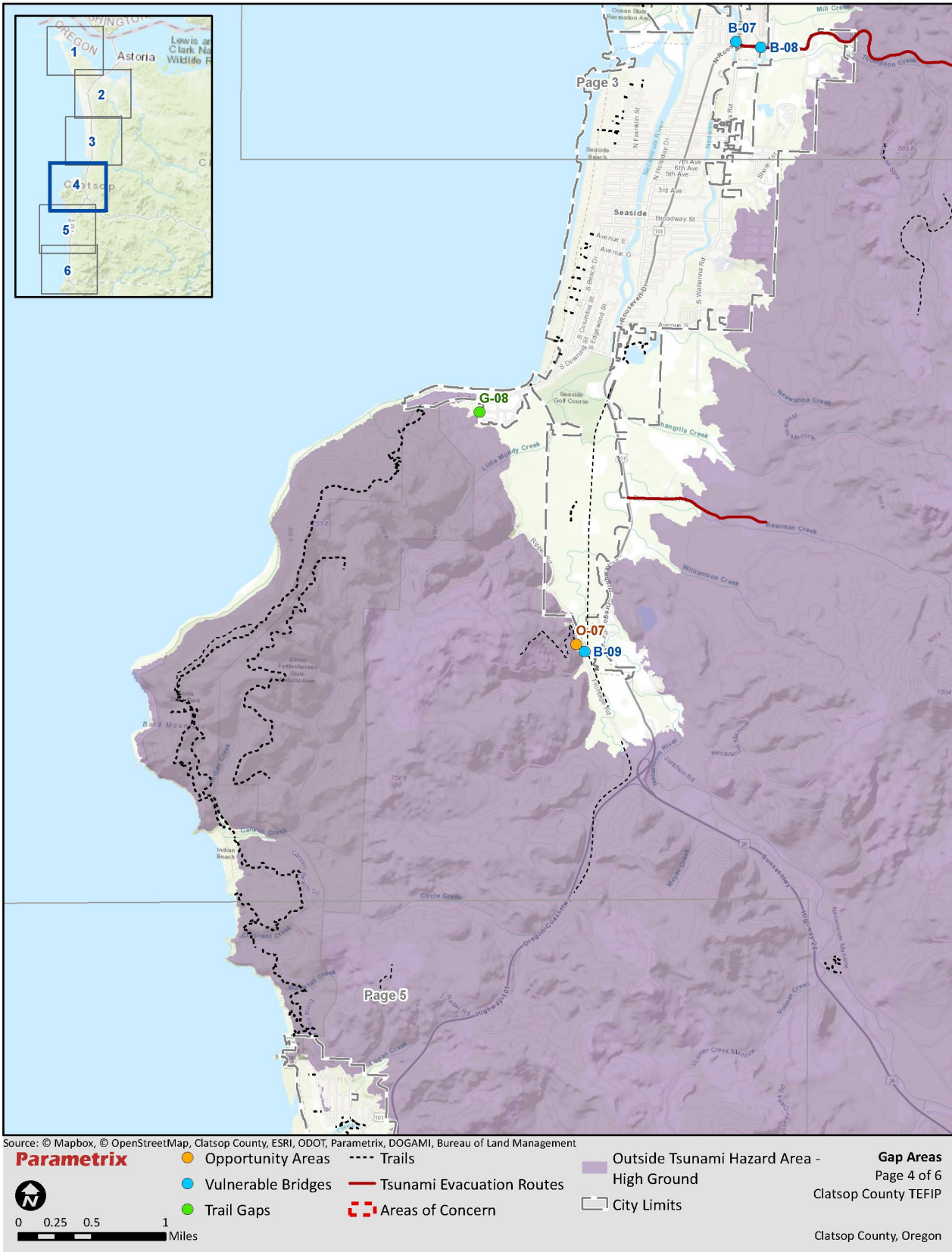


Figure 10. Gaps and Opportunities: Page 4

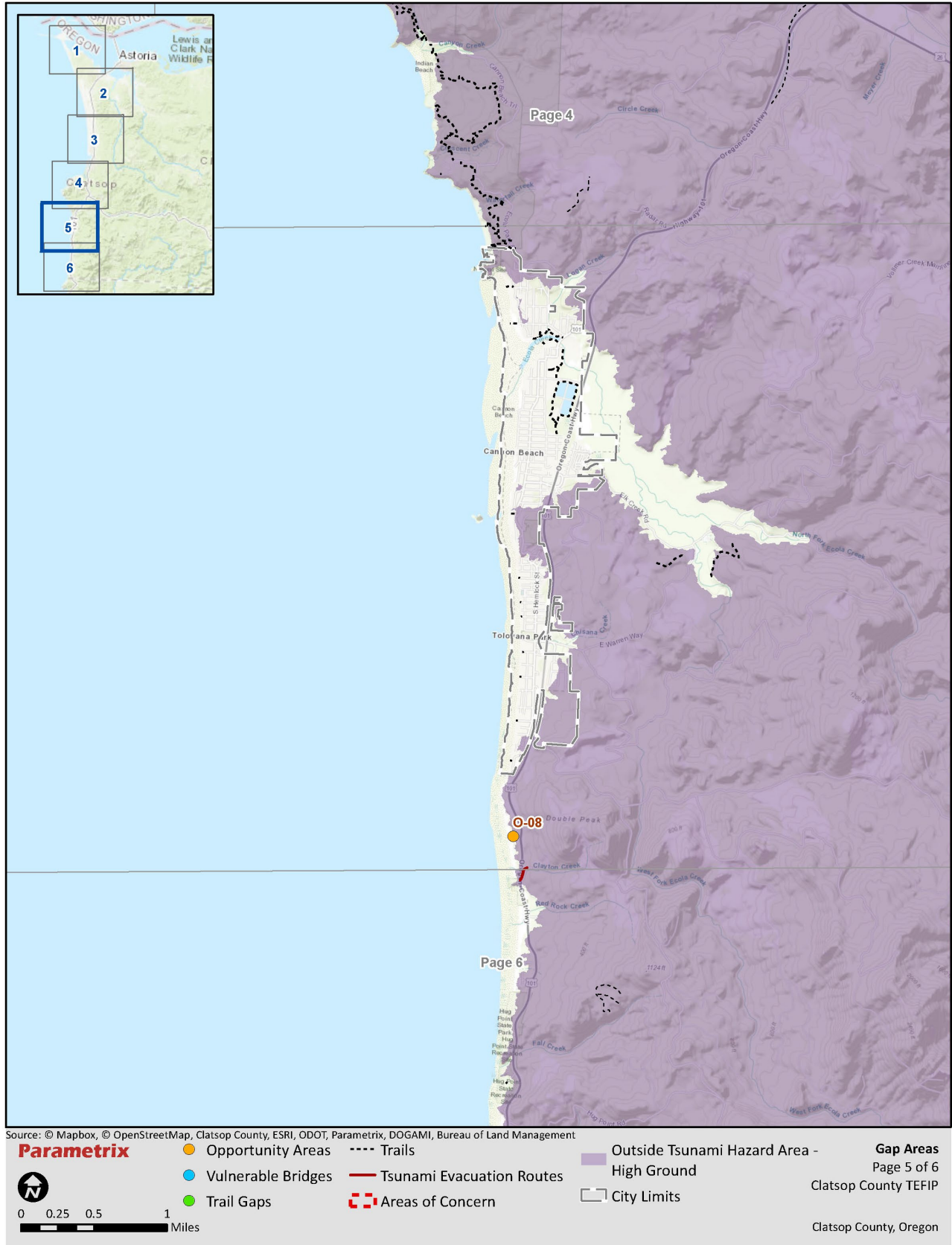
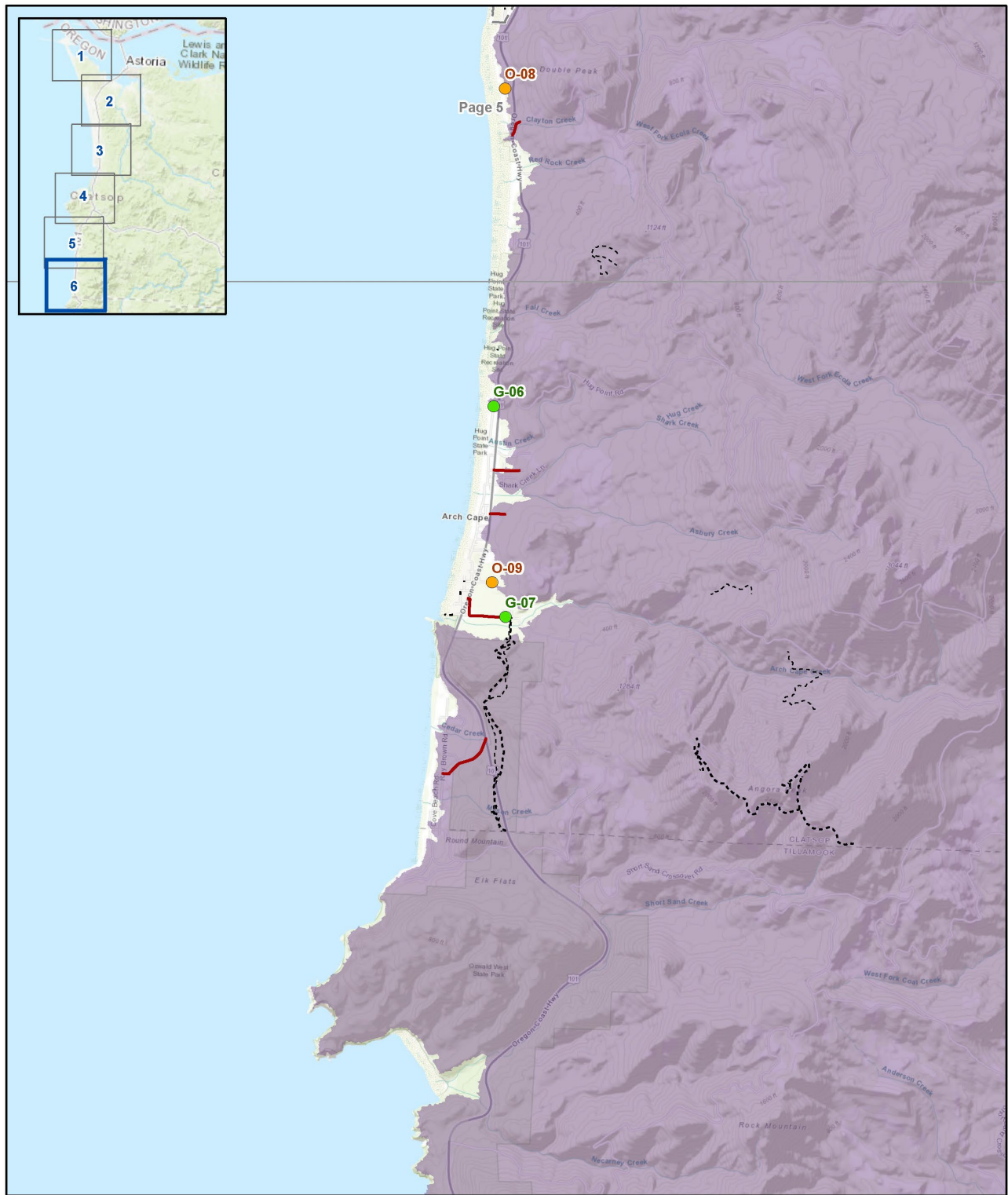


Figure 11. Gaps and Opportunities: Page 5



Source: © Mapbox, © OpenStreetMap, Clatsop County, ESRI, ODOT, Parametrix, DOGAMI, Bureau of Land Management

Parametrix

- Opportunity Areas
- Trails
- Outside Tsunami Hazard Area - High Ground
- Gap Areas
- Vulnerable Bridges
- Tsunami Evacuation Routes
- Areas of Concern
- City Limits

0 0.25 0.5 1 Miles

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Clatsop County TEFIP
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Figure 12. Gaps and Opportunities: Page 6

2.2 Natural and Cultural Resources

The project study area overlaps with many natural and cultural resources. These are reviewed at a high level here. Future project development will require further study.

Table 7. Natural and Cultural Resources

Resource	Notes
Land Use Goal 5 Resources	Many resources protected by Goal 5 are inconsistent with evacuation route siting, particularly if the trail requires a structure. However, some resources, such as Recreation Trails, Natural Areas, and Open Space, could support a trail.
Regulatory floodplains	Floodplains tend to follow waterways inland, such as the Necanicum River, the Skipanon River, the Lewis and Clark River, the Youngs River and several sloughs in the Miles Crossing/Jeffers Garden area. The lower elevation areas of Seaside, Gearhart, and Warrenton are also within floodplains. The tsunami inundation zone largely overlaps with floodplain areas.
Levees, including locations and geometries	Levees have been constructed adjacent to waterways throughout the project area. These are potentially vulnerable to both earthquake and tsunami.
Wetlands and non-wetland waters	A large portion of the project area is covered by wetlands and non-wetland waters. These areas are environmentally sensitive and are almost fully within the tsunami inundation zone.
Endangered Species Act and Oregon-listed sensitive species	Preliminary research reveals 11 endangered species, 3 critical habitats, and 40 migratory bird species that intersect the project area. ³
Hazardous materials sites	Preliminary research reveals 87 environmental cleanup sites ⁴ in Clatsop County, including several that are closed or require no further action. There are 392 leaking underground storage tanks ⁴ with active investigations. Further investigation is needed in a future phase of project development to understand specific impacts related to each project.

³ "Information for Planning and Consultation," U.S. Fish & Wildlife Service, accessed March 29, 2021. <https://ecos.fws.gov/ipac/location/G2GHOLCLBBC23JXBGNPTMF7HE/resources>

⁴ "Environmental Cleanup Site Information Database," Oregon Department of Environmental Quality, accessed March 29, 2021. <https://www.deq.state.or.us/lq/ECSI/ecsiquery.asp>

⁴ "Leaking Underground Storage Tanks (LUST) Database," Oregon Department of Environmental Quality, accessed March 29, 2021. <https://www.deq.state.or.us/lq/tanks/lust/LustPublicLookup.asp>

Resource	Notes
Historic, cultural, and archaeological resources and sites	The areas of Clatsop County along the coast and Columbia River have been inhabited for centuries and are home to historic landmarks and parks. These areas are historical territories of the Clatsop, Nehalem, and Chinook tribes, ⁶ and, are expected to have archaeologically, historically, or culturally significant resources located throughout. Future projects must consider these resources as the projects are developed.
Topographical information, including steep and unstable slopes	Steep or unstable slopes are common near coastal areas. These pose substantial challenges for evacuation routes. Steep slopes may be insurmountable to people walking or biking. Unstable slopes are prone to develop landslides in a seismic event.
Public lands	Publicly owned lands present an opportunity for evacuation routes or assembly areas that will not require new easements. Routes through public lands may require the jurisdictions to develop memoranda of understanding.
Tsunami inundation data	Tsunami inundation data was developed by DOGAMI. This planning effort considers the tsunami zone from the most severe event: a “local” earthquake, also called the Cascadia “XXL” scenario.

2.3 Demographics

2.3.1 Population Estimates

Population estimates were developed for the project area, Clatsop County, and the State of Oregon (Table 8).

The project area population includes Census block groups that are within or intersect the project area boundary and exclude the populations within the incorporated cities of Cannon Beach, Seaside, Gearhart, Warrenton, and Astoria. Some block groups on the east edge of the project area are large and extend outside the project area. These block groups are included because it is assumed that most people within them live closer to the coast, and therefore inside or near the project area.

⁶ “Our home on native land,” Native Lands Digital. Accessed March 29, 2021. <https://native-land.ca/>

Table 8. Population Estimates

	Project Area	Clatsop County	State of Oregon
Total Population	6,481 *	39,102	4,129,803
Age 17 and Under	17.7% *	19.1%	21.0%
Age 65 and Over	23.2% *	21.4%	17.2%
At or Below 200% of the Federal Poverty Level	19.8%	32.7%	30.8%
Limited English Proficiency	0.7%	1.2%	2.5%
People with Disabilities	18.4%	18.5%	14.0%
Race and Ethnicity			
Hispanic (All Races)	5.8% *	8.5%	13.0%
American Indian/Alaska Native	0.9% *	0.4%	0.9%
Black/African American	1.0% *	0.8%	1.8%
Asian	1.6% *	1.0%	4.3%
Pacific Islander	0.2% *	0.3%	0.4%
White	87.7% *	85.5%	75.7%
Other Race	0.2% *	0.0%	0.1%
Multiple Races	2.7% *	3.5%	3.7%

Sources:

* 2020 ESRI Estimates

All others: American Community Survey 5-Year Estimate 2015-2019

2.3.2 Environmental Justice Populations

For the purposes of the Clatsop County TEFIP, members of Title VI and Environmental Justice communities include:

- Black, Indigenous, and people of color (includes non-white Hispanic and Latino)
- Youth (age 17 and younger) and seniors (age 65 and older)
- Low-income (defined as percentage of households earning less than 200% of the poverty line income)
- Limited English proficiency households

Population estimates indicate the portion of residents who identify as Black, Indigenous, or as persons of color is generally lower than the state as a whole. One exception is the population of American Indian/Alaska Native, which is 0.9 percent for both the project area and for Oregon. The youth population is relatively low for the project area, less than 18 percent. However, nearly one quarter of the population is over age 65, with higher concentrations along the coast north of Gearhart through the Clatsop Spit. The portion of low-income residents is below 19 percent, which is less than Clatsop County or Oregon. Less than one percent of project area residents have limited English proficiency.

2.3.3 Vulnerable Populations

Vulnerable and special needs populations are members of the community who experience access, functional or medical care needs and who may require assistance before, during, and after an emergency incident. In the case

of evacuations, examples of individuals who have access and functional needs that may make evacuation challenging include:

- Individuals who experience mobility challenges (e.g., those with physical disabilities, the elderly, children).
- Individuals who are blind or have low vision.
- Individuals who are deaf or hard of hearing.
- Individuals with limited English proficiency.

As indicated in Table 8, over 40 percent of the population is either under age 18 or over age 64. Additionally, 18.4 percent of individuals live with at least one disability. To better understand how many community members may have access or functional needs, **Error! Reference source not found.** lists the portion of the project area population that experience disabilities related to mobility, vision, or hearing. This is not a comprehensive list of disabilities (it does not include cognitive disabilities, for example), and some individuals may experience more than one.

Table 9. Individuals in the Project Area with Ambulatory, Hearing, or Vision Disability

Disability Status	
People with Ambulatory Difficulty	4.3%
People with Vision Difficulty (Age 5 and Over)	5.2%
People with Hearing Difficulty	4.6%

Source: American Community Survey 5-Year Estimate 2015-2019

2.3.4 Visitors

The Oregon Coast is a popular tourist destination and can host many visitors in addition to the residents. According to a recent study for Travel Oregon, over 1.7 million visitors spent at least one night in Clatsop County in 2019.⁷ This number is not specific to coastal areas and does not include day use visitors. Also, the number of visitors in the project area fluctuates with the seasons.

Visitors are likely less familiar with the risk of tsunamis, evacuation procedures, and the geography of the area. Visitors may also not speak English. These are important considerations for the provision of evacuation facility capacity, as well as evacuation information and wayfinding.

⁷ Dean Runyan Associates, *Oregon Travel Impacts, 1992-2019* (2020). <https://industry.traveloregon.com/wp-content/uploads/2020/04/ORImp19.pdf>

3. TSUNAMI EVACUATION FACILITIES IMPROVEMENT PLAN

This TEFIP identifies and evaluates potential tsunami evacuation facility improvements in Clatsop County, with a specific focus on improving existing trails to serve evacuation needs. The plan proposes three types of improvements – trails, assembly areas, and vertical evacuation structures – and describes potential amenities for each. In addition to focusing on evacuation needs and prioritizing life safety in the event of a tsunami, recommendations prioritize improvements which also benefit the community by providing year-round recreation benefits.

3.1 Evacuation and Trail Facility Types

3.1.1 Trail Typology

Trails are classified into three types for the purposes of this plan: on street trails, multi-use paths, and recreational trails.

On Street Trail

A sidewalk or roadway can provide pedestrian travel in case of an evacuation. On street trails that are recommended are all on the roadway surface, not on sidewalks. Because they are at grade on the roadway, they generally can comply with Americans with Disabilities Act (ADA) accessibility guidelines.

- **Shared roadway.** On quieter roads, an on-street trail can share the travel lane, as shown in Figure 13. This facility is appropriate for volumes of less than 2,000 average trips per day and speeds under 30 miles per hour. Shared roadways may encourage drivers to travel slower, though these roads are already low speed, low volume, and likely being used by pedestrians already.
- **Paved shoulder.** On roads with moderate to high volumes and speeds, the trail can follow a paved shoulder, as seen in Figure 14. A paved shoulder is appropriate for volumes of less than 12,000 average trips per day and speeds under 55 miles per hour. Paved shoulders will have minimal effect on the roadway through traffic.

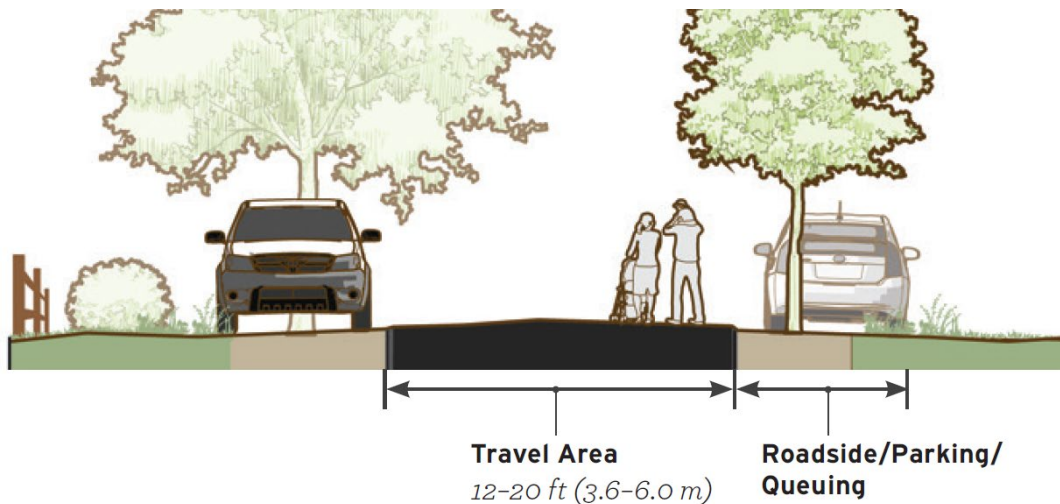


Figure 13. On Street Trail: Shared Roadway
Source: FHWA Small Town and Rural Multimodal Networks

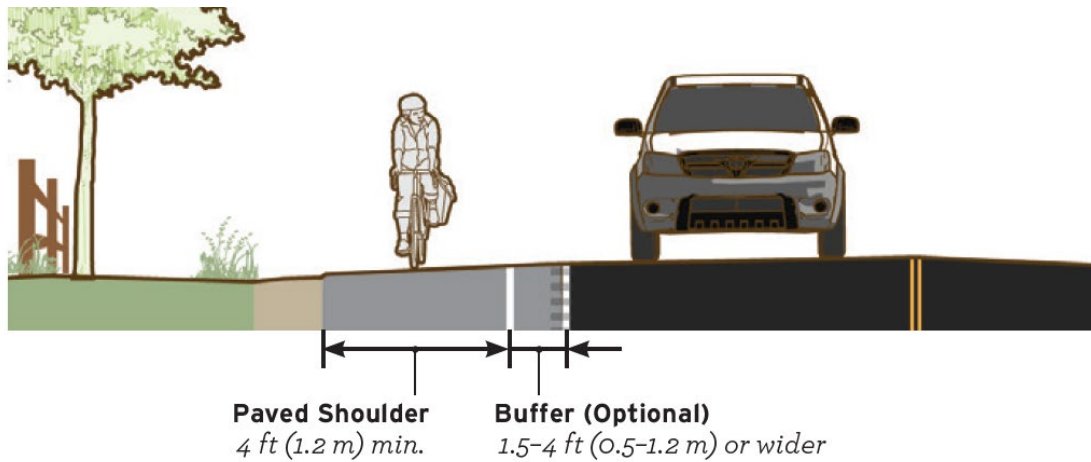


Figure 14. On Street Trail: Paved Shoulder

Source: FHWA Small Town and Rural Multimodal Networks

Multi-Use Path

Multi-use paths (MUPs) are off-street trails that are highly developed and paved, as shown in Figure 15. MUPs would be built to comply with ADA guidelines. MUPs are paved with concrete or asphalt, making them practical for biking, walking, and mobility devices, such as wheelchairs and canes. MUPs tend to be popular because they feel safe and comfortable for a wide range of people. MUPs are practical for evacuation – as long as the facility remains passable after the earthquake – because they are ADA accessible and their narrow cross section allows them to be built in areas where a road will not fit.

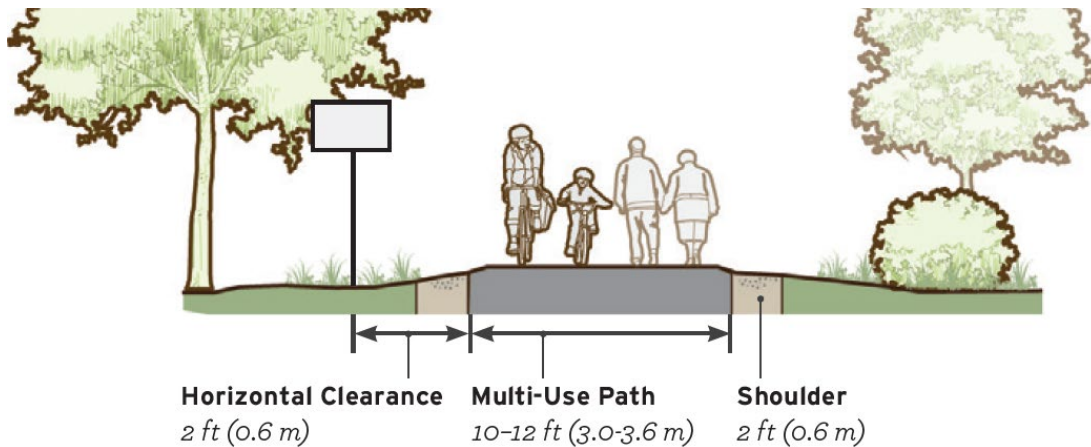


Figure 15. Multi-Use Path (MUP)

Source: FHWA Small Town and Rural Multimodal Networks

Recreational Trail

Recreational trails are less developed and unpaved, as shown in Figure 16. Recreational trails are not built to comply with ADA guidelines. Recreational trails tend to be steeper and more challenging to traverse.

Recreational trails have an unpaved surface of soil, grass, wood chips, or other material. They cost less to construct than a paved MUP and can more easily fit in a natural or undeveloped context. Recreational trails are enjoyable for hiking but may be more difficult to travel along than an MUP. These are appropriate for remote areas that are expected to serve small numbers of people during an evacuation.

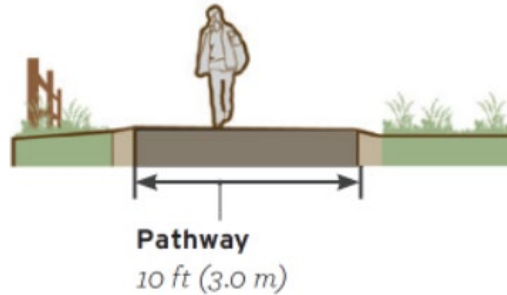


Figure 16. Recreational Trail

Source: Adapted from FHWA Small Town and Rural Multimodal Networks


This plan prioritizes more developed trails for evacuation routes because they are easier to travel and are accessible to more people. However, less developed trails will still be considered in areas that lack other evacuation options.

3.1.2 Trail Amenities

Additional amenities can make trails more attractive for everyday use. Benches and seating, for example, provide opportunities for people to rest or stop and enjoy the scenery. Lighting can help make a trail feel safer in low light conditions. Some amenities can also be helpful after a seismic event. Shelters outside the inundation zone can be used for assembly areas. Wayfinding signs can point toward high ground and can include information about earthquake and tsunami resilience. Garbage and recycling bins may be installed in locations where County staff will be able to adequately manage ongoing maintenance.

Potential trail amenities are listed in Table 10 along with considerations relevant to implementation and tsunami evacuation.

Table 10. Trail Amenities and Considerations

Amenity	Benefits or Constraints	Example
Benches and seating	Generally appropriate for heavily used trails. Provides opportunities for resting, especially helpful for people with mobility impairments.	 <p><i>Seating options on the Seaside Promenade (source: Google Streetview)</i></p>

Amenity**Benefits or Constraints****Example**

Fencing

Useful for separating public right of way from private property.
Can impact accessibility of the evacuation route from adjacent areas.



Fence along the Fort to Sea Trail (source: Google Streetview)

Wayfinding and information signs

Helpful for indicating evacuation route and direction and assembly areas or high ground.
Can increase tsunami awareness.
Can also include recreational wayfinding and information about the trail system.
Signs need to be inventoried on a regular basis to ensure they are still in place and legible.



Tsunami info sign on the Astoria Riverwalk (source: project team)

Shelters or pavilions

Shelters can be practical amenities to protect trail users from rain or sun.
Shelters outside of the inundation zone may also be used for assembly areas.
Shelters within the assembly areas should include clear signage indicating the evacuation route.



Astoria Riverwalk Trolley Stop (source: Astoria Recreational Trail Master Plan 2013)

Amenity**Benefits or Constraints****Example**

Lighting

Useful for trailheads and trails used at night.
Solar-powered lighting can be more seismically resilient than hard-wired, and it avoids the risk of fallen power lines in a seismic event.
Balance lighting provision with wildlife and light pollution impacts and employ “dark sky” strategies.



Pedestrian-scale lighting along the Seaside Promenade (source: Google Streetview)

Bicycle racks and fix-it stations

Appropriate for trails with expected frequent use by people biking.
Consider overlap with or proximity to the Oregon Coast Bike Route.





Bike parking, fix it station, and solar charging at Hagg Lake (source: Washington County Parks)

Motor vehicle parking

Requires space.
May be used as an assembly area if out of the inundation zone.



Trailhead parking lot for Tillamook Head, Seaside (source: Google Streetview)

Amenity	Benefits or Constraints	Example
Restrooms and water fountains	<p>Toilets and water are practical for popular trails, trailheads, and assembly areas.</p> <p>Providing toilets can help protect sensitive ecosystems.</p> <p>Plumbing is vulnerable to a seismic event.</p> <p>More substantial ongoing maintenance needs and costs.</p>	 <p data-bbox="1049 674 1523 730"><i>Vault toilets at the Fort to Sea Trail trailhead (source: Google Streetview)</i></p>
Viewpoints	<p>Unique viewpoints can draw people to a trail, which can increase awareness of it as a potential evacuation option.</p> <p>Viewpoints can also be used to survey the area below after a seismic event.</p>	 <p data-bbox="1049 1115 1523 1205"><i>View from the Neah-Kah-Nie Mountain Trail, Oswald West State Park (source: Google Streetview)</i></p>

3.1.3 Assembly Areas

Assembly areas provide space on high ground outside the inundation area for people to gather temporarily during a tsunami. At minimum, they provide a clear and safe place for people to come together. This requires a plot of land outside the evacuation zone, effective wayfinding signs to get people there, and regular maintenance to keep it in good condition.

The Oregon Department of Geology and Mineral Industries (DOGAMI) has identified locations for assembly areas in coastal communities as part of their evacuation route mapping. This includes the populated communities of Clatsop County. But these assembly area locations primarily exist on maps and may not be clearly marked or signed for people trying to get to them. Assembly areas also may not be sized to accommodate their evacuation shed. Additional assembly areas will be needed as this TEFIP develops more evacuation route options. DOGAMI’s identification of assembly area locations is a good starting point for further development. A thorough review of existing assembly areas is outside the scope of this project.

3.1.3.1 Location

Assembly areas should be located such that everyone in the inundation zone can reach an area within the time between an earthquake and subsequent tsunami. This amount of time varies greatly, depending on the

epicenter of the earthquake and inland location. Generally, locations that are further inland have more time to evacuate. DOGAMI has modeled this to create their *Beat the Wave* evacuation maps. To simplify the planning effort, this TEFIP follows *Guidelines for Design of Structures for Vertical Evacuation from Tsunamis* developed by the Federal Emergency Management Agency (FEMA) and use evacuation time estimate of 15 minutes.⁵ This estimate is for people that are close to the water and for a tsunami caused by a local earthquake, the more conservative case with the shorter evacuation time. The distance that can be traveled depends on when a person leaves after the earthquake begins—a long-lasting earthquake will take several minutes, and then people will typically take time to gather themselves before evacuating—and the person’s walking speed.

This TEFIP uses the following assumptions for tsunami evacuation:

- Time to evacuate: 15 minutes (the time between when the shaking stops and when a local tsunami hits)
- Moderate walking speed: 4 miles per hour
- Mobility-impaired walking speed: 2 miles per hour
- Maximum travel distance: one-half mile

With a maximum travel distance of one-half mile, the maximum distance between assembly areas is 1 mile. This distance may be less in areas with terrain that is steep or difficult to traverse.

Siting an assembly area should consider other seismic risks. Is the land susceptible to liquefaction or landslide? Are there structures, trees, or utilities nearby that could pose a hazard after an earthquake? In the study area, there are a limited number of easily accessible areas outside of the inundation zone, so it is likely that assembly areas will need to be located in places with at least one potential hazard. These sites may require mitigation to minimize the risk.

In some locations, the nearest assembly areas are to the west — toward the incoming tsunami. This may be unintuitive for people and risks confusing evacuees. When possible, assembly areas and vertical structures should be located to the east of a community to take advantage of the instinct to run away from the threat. Where this is not possible, the evacuation route must be made very clear.

Some existing and proposed assembly areas are on relatively small strips of ground that are expected to be surrounded by water in the XXL event. Additional survival equipment may be needed at these locations in case it takes emergency response longer to reach them.

Consider whether each assembly area should have motor vehicle access, and for those that will have access, consider how to manage it. Motor vehicle access can help with facility construction, survival equipment inventory, and upkeep. It can also help by allowing emergency responders easy access to evacuees, if roads are still navigable.

Once located, the assembly area location must have clear indication for evacuees to recognize that they have reached a safe place. Signs and wayfinding ideally would include standard graphical icons that are used consistently in the county, state, and beyond. Additional information should be provided in common languages read by residents and visitors.

3.1.3.2 Size

Assembly areas need to be sized appropriately for the number of people they are likely to serve. Each assembly area should be analyzed to understand the number of residents and potential workers, students, and visitors

⁵ August 2019. FEMA P-646: Guidelines for Design of Structures for Vertical Evacuation from Tsunamis, Third Edition.

who may use it. The assembly area—and survival equipment—need to be scaled to accommodate this total number of potential evacuees.

3.1.3.3 Survival Equipment

Survival equipment can support evacuees at assembly areas after a tsunami event. A covered area will help people stay dry in wet weather and provide shade in hot weather. Assembly areas can also hold stashes of food, water, blankets, first aid supplies, communication devices, and other emergency items as listed in Table 11. Which survival equipment and how much to provide depends on the evacuation shed that the assembly area serves, how many people are likely to assemble there, and whether those people are likely to need support. What to provide also depends on the context of the assembly area. An area that is geographically isolated will benefit more from survival equipment than an area with nearby resources.

Some survival equipment, like supplies and gear, will need storage space at the assembly area that is safe from the weather, pests, earthquake damage, and vandalism or theft, while also being easy to access during a seismic event. Perishable items (food, first aid supplies, water bottles, and batteries, for example) should be regularly maintained or refreshed. This could be provided and managed by the County, or in coordination with a volunteer group. The City of Portland, for example, uses a network of trained volunteers to maintain and — in the case of an emergency — operate their Basic Earthquake Emergency Communications Nodes (BEECNs)

Another method to manage supplies could be similar to the emergency cache programs used by Cannon Beach and Gearhart. For an annual fee, the City will store a personal storage container in a secure building at an assembly area. Individual residents are responsible for acquiring and maintaining the container and the contents of supplies. The City requires the container to meet certain specifications and gives recommendations of the supplies to pack. Cache owners are allowed to access their containers twice a year to maintain their inventory. For more information, see:

https://www.ci.cannon-beach.or.us/sites/default/files/fileattachments/emergency_management/meeting/36218/cache_container_poster_2020_11x17.pdf

And:

https://www.cityofgearhart.com/sites/default/files/fileattachments/general/page/1771/gearhart_cache_program_brochure.pdf

DOGAMI has developed the *Earthquake and Tsunami Disaster Cache Planning Guide* to inform communities wishing to establish supply caches to be used in the event of a tsunami. The guide details a four-step planning process, including design, implementation, maintenance, and deployment. It includes recommended supply lists and case studies of successful supply cache programs. The guide can be viewed at:

<https://www.oregongeology.org/tsuclearinghouse/resources/pdfs/TsunamiDisasterCachePlanningGuide.pdf>

Table 11. Assembly Area Survival Equipment

Amenity	Considerations
Shelter	<ul style="list-style-type: none"> Evacuation shed (number of people expected to evacuate to this location) Seismic stability
Food	<ul style="list-style-type: none"> Storage space for longevity and to keep free of animals or pests Evacuation shed
Drinking water	<ul style="list-style-type: none"> System to maintain potability Evacuation shed
First aid supplies	<ul style="list-style-type: none"> Evacuation shed Potential nearby hazards that may cause injuries to evacuees
Radio	<ul style="list-style-type: none"> Power options

Amenity	Considerations
Communication devices	<ul style="list-style-type: none"> • Could include radio transmitters, walkie-talkies, and cell phones (though cell towers may not be operable after a seismic event)
Lighting	<ul style="list-style-type: none"> • Power options, solar chargeable batteries are a resilient option
Emergency power	<ul style="list-style-type: none"> • Could be used to charge communication devices • Options include solar power, batteries, and generators
Blankets	<ul style="list-style-type: none"> • Evacuation shed
Ponchos	<ul style="list-style-type: none"> • Evacuation shed



3.1.4 Vertical Evacuation Structures

In locations where natural high ground is not available or is not practical to reach in the time before the first tsunami wave arrives, vertical evacuation structures can be appropriately designed and constructed to serve as places of refuge where many people can evacuate and remain for up to 24 hours to escape the initial and subsequent tsunami waves.

Types of vertical evacuation structures include soil berms, towers, and buildings. Vertical evacuation structures of all three types can be designed and built to serve recreational or other community functions, in addition to providing refuge in areas too far from natural high ground. Berms can be incorporated into parks and recreational areas; towers can be made for use as an accessible viewpoint to take in the coastal beauty of Clatsop County, and a rooftop evacuation platform could be located atop of a variety of multistory civic, commercial or residential buildings.

Evacuees with limited physical ability may require assistance from more able-bodied people to climb stairs or ramps. Providing an elevator may seem like an attractive option to provide access for everybody, however elevators are not practical for evacuation uses. First, they require electricity, which will likely be severed by a seismic event. Second, the cost of a seismically resilient elevator would make a project prohibitively expensive. Third, and most important, elevators are slow and only move a few people at a time. They would create a bottleneck that is dangerous during an evacuation. Instead, ramps can be provided where feasible, like on a soil berm. Where only stairs are feasible, signs can be included to encourage evacuees to help one another reach the assembly area.

Table 12. Vertical Evacuation Structure Types

Structure Type	Considerations	Example
<p>Cost Range</p> <p>Soil berms \$1,000,000 – \$5,500,000 (As berm height and the number of refugees to accommodate are among main cost factors, the construction cost range is based on a refugee capacity of 250 to 850, with berm height less than 35 feet.)</p>	<p>Engineered earth mound created with soil or recycled construction materials. Can be integrated into parks and serve a recreational use. More cost effective than other types of vertical evacuation structures.</p>	 <p>A soil berm constructed in Tahara, Japan, in 2018 (Source: Disaster Prevention Bureau of Tahara, Japan)</p>
<p>Cost Range</p> <p>Evacuation towers \$1,500,000 – \$11,000,000 (As the number of refugees to accommodate is a main cost factor, the construction cost range is based on a refugee capacity of 200 to 900.)</p>	<p>Elevated platform, stairs, or ramps. Smaller physical footprint than berms. Space below platforms can serve multiple community uses, including parking. Consider equipping with survival equipment for communications and evacuees’ immediate needs. Could be designed to serve recreational purposes, including a viewing platform; space below could be programmed for community events. Should be constructed at a height substantially above expected tsunami wave height; height determined by structural engineers.</p>	 <p>Rendering of Tsunami Evacuation Tower in Tokeland, Washington (Source: Degenkolb Engineers)</p>
<p>Cost Range</p> <p>Buildings with rooftop refuge areas 10% to 20% increase in total construction costs (This estimate is based on limited data, including the Ocosta Elementary School, Westport, WA)</p>	<p>Multi-story building, typically with rooftop evacuation area. Can be integrated into buildings serving commercial or community uses. Lower levels typically designed with special features such as break-away walls.</p>	 <p>Ocosta Elementary School in Westport, Washington (Source: Degenkolb Engineers)</p>

FEMA has developed FEMA P-646 which contains guidelines to assist communities on the west coast to plan and develop tsunami vertical evacuation structures (FEMA 2019).

3.1.4.1 Soil Berms

Soil berms create high ground using soil and/or recycled construction materials such as concrete or masonry. They have a large footprint on the landscape and can be integrated with school playgrounds, parks, and other recreational facilities. In addition to stairs, access ramps can be installed on the berm to provide easy access for mobility impaired individuals to move from the ground to the elevated surface. Evacuating to berms allows people to follow their instinct to go to high ground and eliminates fear of entering a structure that they perceive may not be safe. Berms are immune to damage from large debris such as shipping containers, barges, and ships, making them suitable for locations near port facilities.

3.1.4.2 Evacuation Towers

A tsunami evacuation tower consists of elevated platforms and stairs and/or ramps to lead people to an elevation that is sufficiently above the projected inundation elevation. When not in use as a refuge, space below the platform can potentially serve other community functions to enhance the quality of life. Towers have a small footprint compared to soil berms and buildings, and therefore, can be more easily distributed throughout potentially affected areas to increase accessibility and availability. The Shoalwater Bay Indian Tribe tsunami evacuation tower in Tokeland, Washington, is an example of a recently designed tsunami evacuation tower that has two refuge levels with an occupancy capacity of approximately 400 evacuees. Two sets of stairs are provided for redundancy and are specially detailed to ensure their functionality immediately after an earthquake. The tower will be fed by commercial power for routine maintenance and by emergency power for radio communication and USB charging. Survival equipment (such as food, water, first aid kits, emergency radios, light sticks, tarps, and blankets) can be stored in benches installed at the refuge levels.

3.1.4.3 Buildings with Rooftop Refuge Area

In a building that is specifically designed as a tsunami evacuation structure, the roof level is often designated as the tsunami refuge area while the lower levels are designed with special features (such as break-away walls) that will allow the tsunami waves to flow through lower levels. Instead of being developed as a single-purpose tsunami evacuation structure, the tsunami refuge area is often integrated into buildings that already serve everyday commercial or community-based functions, including public office buildings, school facilities, multi-story parking garages, and multi-story residential facilities. As an example, the Ocosta Elementary School in Westport, Washington, was constructed in 2016 and included the first tsunami vertical evacuation structure in the continental United States. The rooftop of the gymnasium was designed to be 30 feet above grade to serve as a tsunami refuge for up to 1,000 students, staff, and nearby community members. This approach of leveraging ongoing community development (e.g., construction of schools) is a very cost-effective way to enhance tsunami evacuation capacity to protect local residents and tourists.

Spacing, Location, and Size Considerations

Vertical evacuation structures need to be strategically located to ensure that all persons designated to take refuge at a particular structure can reach it within the time available between the tsunami warning and tsunami inundation. In Oregon and Washington, coastal communities may rely on ground-shaking from an offshore Cascadia Subduction Zone earthquake as tsunami warning. After re-orienting from the physical and emotional turmoil experienced during an earthquake, residents and tourists in Clatsop County may only have as little as 15 minutes for evacuation on foot. Although an average healthy person can walk at approximately 4 mph, people with mobility challenges due to age, health, and disability may only be able to evacuate at 2 mph. This means that the maximum spacing for vertical evacuation structures or natural high ground is about one mile.

In addition to spacing, it is important to consider natural and learned behaviors of human beings when locating tsunami evacuation structures in a community. The natural tendency for evacuees will be moving away from the shore and seeking high ground. Figure 17 illustrates an example for possible arrangement of vertical evacuation structures based on travel distance and evacuation behavior (arrows show anticipated vertical evacuation routes). Once the location of a tsunami evacuation structure is selected, refuge capacity can be estimated based

on the population density within its evacuation radius, and its size can be determined based on the recommendation of 10 square feet per occupant for a short-term vertical evacuation structure.

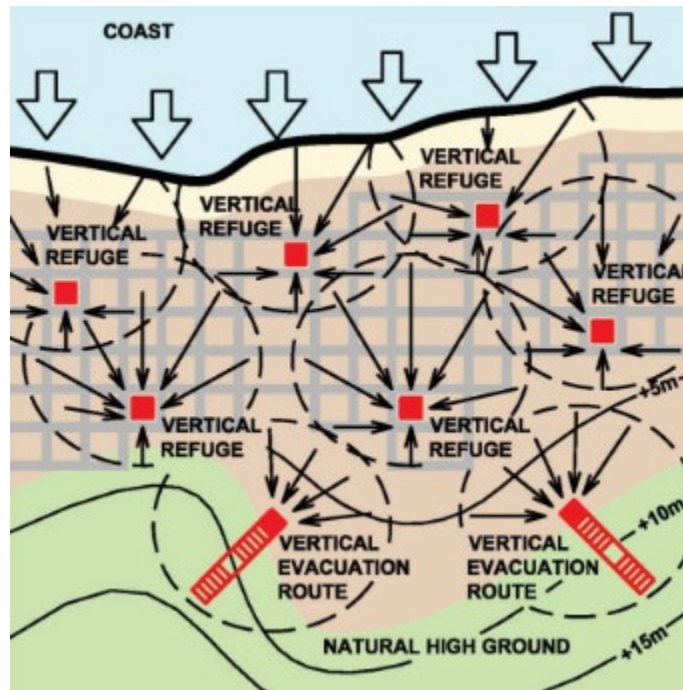


Figure 17. Spacing Diagram for Vertical Evacuation Structures

Example of Vertical Evacuation Refuge Locations and Anticipated Evacuation Routes (FEMA 2019)

Design Considerations

Vertical evacuation structures must be tall enough to ensure safety of those seeking refuge even if the tsunami exceeds the design tsunami event. Determination of elevation for tsunami refuge must consider the uncertainty inherent in the estimation of the tsunami runup elevation, possible splash-up during impact of tsunami waves, and the anxiety level of evacuees seeking refuge in the structure. The minimum refuge elevation recommended by the American Society of Civil Engineers in *Minimum Design Loads and Associated Criteria for Buildings and Other Structures*, ASCE 7-16 (ASCE 2017) is equal to the maximum anticipated tsunami inundation elevation, plus 30 percent, plus 10 feet or one story, whichever is greater.

In the Pacific Northwest, in addition to tsunami load effects, vertical evacuation structures must be designed to resist seismic loads from a Cascadia Subduction Zone earthquake, consider access issues including post-earthquake functionality of vertical circulation systems, and the availability of emergency power. Deep foundation systems are typically required to resist liquefaction and permanent ground deformation during a seismic event and significant scouring during a tsunami.

3.1.4.4 Cost Considerations

The type, height, and size (i.e., refugee capacity) of a vertical tsunami evacuation structure are the main factors that impact the design and construction cost of a vertical evacuation structure. In many cases, tsunami evacuation structures may need to be constructed on a site with poor soil condition, where site-specific hazards such as liquefaction and lateral spreading can create special design challenges, and often require significant cost to improve ground conditions and/or construct robust deep foundation systems. Unlike Japan, designing and constructing a tsunami evacuation structure is relatively new in the Pacific Northwest. In order to develop a planning-level construction cost range (in 2021 dollars) for a tsunami refuge as indicated in Table 12, we have taken a three-pronged approach, including (a) surveying recent tsunami evacuation feasibility studies, (2) compiling overall construction cost of a limited number of tsunami evacuation structures constructed in Oregon and Washington, and (3) leveraging our engineering experience and judgement.

If the county wants to develop a construction cost for budgetary planning or grant application for an individual tsunami evacuation structure, we recommend the county retain a qualified consultant to perform a project-specific engineering study to develop such information. It requires resources and expertise to plan, design, and construct tsunami evacuation structures. Local governments can obtain funding through grants from different departments and agencies of the federal and state governments as well as from local funding sources discussed in section 4.1, Funding and Financing Options.

3.1.4.5 Planning and Implementation in Washington

After the 2011 Tohoku Japan Earthquake and Tsunami, the Emergency Management Division of the State of Washington created Project Safe Haven to increase tsunami preparedness for coastal communities in three counties: Pacific, Grays Harbor, and Clallam. As the outcome of this project, over 43 structures located within a 15-minute walk of population centers have been proposed to provide safe haven for more than 18,450 people with high priority given to children, elderly, and people with disabilities. Project Safe Haven has resulted in planning, design, and construction of a number of tsunami evacuation structures including the completed Ocosta Elementary School, the Shoalwater Bay Indian Tribe tsunami evacuation tower that is under construction, and design of a tsunami evacuation tower in the City of Westport, Washington.

3.1.5 Emergency Operations Center

In the process of researching facility improvements for this plan, it was discovered that the County's Emergency Operations Center (EOC) is located within the inundation zone at Camp Rilea. Though outside of the scope of this planning process, the project team recommends moving the EOC to a more resilient location safely above the inundation zone.

3.2 Preferred Evacuation Facilities

The preferred improvements reflect input from the Project Advisory Committee (PAC), County staff, public feedback, and from the County Board of Commissioners. Alternatives considered, but rejected, are also noted.

Cost estimates are "order of magnitude" estimates based on engineer's judgement, improvement assumptions, and unit prices from recent bid tabs in Oregon. Cost estimating details are contained in Appendix A.

3.2.1 Trails

A primary focus of the TEFIP is to establish tsunami evacuation routes along trails in Clatsop County. This section discusses trail alternatives and their characteristics: the trail type, recommended amenities, crossing improvements (if any), structure improvements (if any), and cost estimates. Trail alternatives and recommendations are listed at the end of this section in Table 13.

3.2.1.1 Trail Types

Trails are classified into three types for the purposes of this TEFIP: on street trails, multi-use paths, or recreational trails. This planning effort prioritizes more developed trails for evacuation routes because they are easier to travel and are accessible to more people. However, less developed trails are recommended in areas where a recreational hiking trail is appropriate or in areas that lack other evacuation options.

3.2.1.2 Trail Amenities

Preferred trail amenities are listed in Table 10 along with considerations relevant to implementation and tsunami evacuation. Amenities should be provided as appropriate for each trail; not all amenities are recommended for every trail. See Table 13 for amenity recommendations for each of the preferred trail projects. Some existing trails may already have amenities.

3.2.1.3 Structures

Some of the proposed trail projects include improvements to structures, such as bridges, boardwalks, and retaining walls. Projects with a possibility of needing structure improvements are described here by structure type. Structure improvements are also listed in Table 13. This assessment is preliminary. More investigation and engineering are required as projects are developed after the completion of this TEFIP.

Bridges

- T-06: Would need a new bridge over the creek (Figure 20).
- T-08: Adds a new pedestrian bridge over the Skipanon River parallel to the existing roadway bridge. A new pedestrian bridge would be more cost effective than seismically retrofitting the existing bridge (Figure 19).
- T-10: Would need a new bridge over the Skipanon River (Figure 19).
- T-15 meets T-16 at an undercrossing of Burma Road in Fort Stevens State Park. The undercrossing is an easier route to high ground than climbing up the steep road embankment and back down to trail level again (Figure 18).

Retaining Walls

- T-01: Steep terrain could require switchbacks and retaining walls (Figure 23).

Boardwalks

- T-06: Proposed trail appears to traverse wetlands. An elevated boardwalk is included to reduce potential wetland impacts from a new trail (Figure 20).

3.2.1.4 Trail Cost Estimates

Costs reported in this memo are conceptual, planning-level estimates and rounded up to the nearest 50,000 dollars. See Appendix A for cost estimating details. Cost estimates are to construct the trail, crossing treatments, anticipated structures, required fencing, and signage. Amenities are not included.

Estimates use unit costs from 2021. They include construction costs based on quantities derived from aerial imagery and unit costs from recent, similar projects. Surveying, mobilization, erosion control, and traffic control services are estimated as an additional percentage of unit costs. A 40 percent contingency was applied to account for unknowns at this high level of conceptual analysis. Engineering and design fees are included as an additional 20 percent of the project subtotal. Projects with a high likelihood of needing environmental permitting have additional costs to cover the permitting.

Costs do not include:

- Recommended amenities or features.
- Escalation or inflation for a future project year. Alternatives do not yet have a build date.


Cost Estimates for Each Trail Type

Each type of trail would be constructed differently and would therefore include different line items.

Cost Estimates for On Street Trails

Cost estimates for on street trails assume one of three options:

- Marking an existing paved roadway with signs and pavement markings to indicate that it is a shared roadway and an evacuation route.

- 
- Paving an unpaved roadway with a 20-foot-wide asphalt surface. This cost includes clearing and grubbing, excavation, subgrade stabilization, aggregate base, and asphalt pavement that is 4 inches thick.
 - Extending the roadway on one side by paving an additional 8-foot-wide shoulder. This cost includes clearing and grubbing, excavation, subgrade stabilization, aggregate base, and asphalt pavement that is 4 inches thick.

Cost Estimates for MUPs

Cost estimates for MUPs assume paving a 12-foot-wide trail. The cost includes clearing and grubbing, excavation, subgrade stabilization, aggregate base, and asphalt pavement that is 4 inches thick.

Cost Estimates for Recreational Trails

Cost estimates for recreational trails assume a 10-foot-wide gravel path. The cost includes clearing and grubbing, excavation, subgrade stabilization, and aggregate base (gravel).

Table 13. Proposed Trail Alternatives

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-01 On street (shared roadway)	Arch Cape	Continue evacuation route outside of inundation zone from E Shingle Mill Lane, north on Fire Rock Road, and east to high ground. Pave 20-foot wide roadway to improve seismic resilience.	Wayfinding	This is an existing evacuation route to serve the southern area of Arch Cape, but the route does not go far enough to escape the Cascadia “XXL” inundation zone. Trail could connect with a future trail system in nearby forest land that is in the process of being acquired by the Arch Cape Water District. Local residents have recently opposed road construction unless it is associated with new permitted development.	Recommended. Criteria: Addresses evacuation need; directness of travel Justification: T-01 extends an existing evacuation route out of the XXL inundation zone. It is located at the south end of Arch Cape, which is vulnerable to a tsunami and has a community of residents and has lodging for visitors. The route is relatively short and is along existing roads.	\$250,000
T-02 MUP	Arch Cape	Create a trail along Oceanview Lane right of way that leads to high ground.	Wayfinding Potential assembly area	The County already has the right of way here, but it has not been built out and it is not maintained. The County owns four parcels at the end of Oceanview Lane that are outside the inundation zone. Trail could connect with a future trail system in nearby forest land that is in the process of being acquired by the Arch Cape Water District. Local residents have recently opposed road construction unless it is associated with new permitted development.	Recommended. Criteria: Addresses evacuation need; directness of travel Justification: T-02 creates an evacuation route along existing County right of way. It is located toward the south end of Arch Cape, which is vulnerable to a tsunami and has a community of residents and has lodging for visitors.	\$400,000
T-03	Arch Cape	Create a trail at the south end of Carnahan Road that continues east past US 101 along Buena Vista Drive to high ground. Improves the existing pedestrian underpass. Roadway is already paved, no additional paving included.			Not recommended. Justification: T-03 creates an evacuation route along existing roads, but these roads are privately owned. The evacuation route would cross US 101 at grade and not through the pedestrian underpass, which may not be passable following an earthquake.	

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-04 MUP	Arch Cape	Create a trail at the north end of Carnahan Road that continues north to high ground.	Wayfinding Fencing to delineate trail right of way from private property	Consider wooden steps for steep slope. Potential need for public easement. Requires coordination with owner of one parcel of private property	Recommended. Criteria: Addresses evacuation need; low-cost increases feasibility; possible need for public easement. Justification: T-04 creates an evacuation route with a new MUP extending to high ground. It is located at the north end of Arch Cape, which is vulnerable to a tsunami and has a community of residents and has lodging for visitors.	\$100,000
T-05	South of Cannon Beach	Area has platted properties but is not yet developed. Consider placing trail(s) as conditions of development.			Not recommended. Justification: Reconsider if the area becomes more likely for housing development.	
T-06 Recreation	North of Gearhart	Create a trail to connect - Shady Pine Road across Neacoxie Creek to higher ground to the west.	Wayfinding Fencing to delineate trail right-of-way from private property	Potential need for easement. Requires coordination with owners of four parcels of private property. If easement for a trail cannot be obtained, consider vertical evacuation structure(s) for people west of Sunset Lake. Locations would need to be determined through analysis and with community input. Requires bridge over Neacoxie Creek, which is a Goal 5 wetland. Will require an elevated boardwalk to reduce impacts to wetland (300-foot boardwalk included in cost estimate). Likely to require environmental permitting. Will require environmental review; this area might be endangered species habitat (silverspot butterfly).	Recommended. Criteria: Addresses evacuation need; feasibility may be difficult because this route involves coordination with multiple property owner and potential environmental permitting. Justification: T-06 provides an evacuation route for residents in the west portion of the Surf Pines community. This area is currently constrained by Sunset Lake and private property ownership. T-06 would provide a more direct path for this community to reach high ground. Challenges: It would require coordination with owners of four properties, an environmental review, and structures to bridge the creek and wetlands. Even so, this trail connection would likely be more practical and more cost effective than building a vertical evacuation structure.	\$1,250,000

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-07 Recreation	North of Gearhart	New trail to high ground from Cullaby Lake County Park parking areas and recreation areas.	Wayfinding Benches Shade structure Associated with potential assembly area A-10	Requires a new trail in wooded hill near the beaches and parking areas. Hill may have steep slopes in some areas.	Recommended. Criteria: Addresses evacuation need; provides multimodal connectivity; high feasibility. Justification: T-07 provides an evacuation route for visitors to Cullaby Lake County Park and creates a new recreational trail for visitors to enjoy.	\$300,000
T-08 Recreation	North of Gearhart	New trail to high ground from Cullaby Lake Lane. Adds a pedestrian bridge over Skipanon River parallel to the existing roadway bridge.	Wayfinding Associated with proposed assembly area A-11	Current evacuation route ends within inundation zone. Short trail segment needed to reach high ground. Hillside appears steep. Trail likely to need switchbacks. Retaining walls are not included in the cost estimate. Trail could be a feature of Carnahan County Park, which is owned by Clatsop County.	Recommended. Criteria: Addresses evacuation need; provides benefit to residents and park visitors; high feasibility because land is publicly owned. Justification: T-08 extends an existing evacuation route out of the XXL inundation zone into Carnahan County Park.	\$300,000
T-09	South of Camp Rilea	Connect Fort to the Sea Trail to high ground with a trail spur at ridge.			Not recommended. Justification: Fort to the Sea trail is located very near to higher ground; formal trail spur is not needed.	
T-10 MUP	Southeast of Camp Rilea	Connect the neighborhood at Glenwood Village to high ground with trail to the east.	Benches or seating for recreational use Fencing to delineate trail right of way from private property	Requires a bridge over the Skipanon River. Potential need for easement acquisition. Likely to require environmental permitting.	Recommended. Criteria: Addresses evacuation need; direct route to higher ground; need for bridge and environmental permitting makes the project more challenging. Justification: T-10 connects the neighborhood at Glenwood Village to high ground.	\$450,000

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-11 On street (shared roadway)	Camp Rilea	Improve Pacific Road to serve as an evacuation route.	Wayfinding Associated with proposed assembly area A-14	Needs to be coordinated with Camp Rilea.	Recommended. Criteria: Safety and security for people in the area; uses existing roadway; high benefit for low cost of signage. Justification: T-11 would provide an evacuation route for visitors at Camp Rilea. At some areas of the camp, the shortest/easiest route to high ground is to the west, which is not intuitive, and this trail would help clarify. Existing road is paved and would only require signage/wayfinding.	<\$50,000
T-12 On street (shared roadway)	Camp Rilea	Improve Demo Road to serve as an evacuation route. Paves a 20-foot-wide roadway surface.	Wayfinding Associated with proposed assembly area A-15	Needs to be coordinated with Camp Rilea.	Recommended. Criteria: Safety and security for people in the area; uses existing roadway; high benefit for low cost of signage. Justification: T-12 would provide an evacuation route for visitors at Camp Rilea. At some areas of the camp, the shortest/easiest route to high ground is to the west, which is not intuitive, and this trail would help clarify. Existing road is gravel and would require paving.	\$700,000
T-13	Camp Rilea	Connect the residential area along Douglas Lane to high ground at Camp Rilea with a short trail to 2nd Causeway Road.			Not recommended. Justification: Trail segment connects to assembly area; Douglas Lane leads to higher ground, so trail is not needed for evacuation.	
T-14	South of Warrenton	Delaura Beach Lane is an important connection from the beach to higher ground. Improve to be an effective evacuation route. Pave an 8-foot-wide shoulder.			Not recommended. Justification: T-14 would improve Delaura Beach Lane, which provides an evacuation route for nearby residents. There are few alternative routes near here because the road has water on both sides: Cemetery Lake to the north and Smith Lake to the south.	

ID & Trail Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation & Justification	Cost Estimate
T-15 MUP	Fort Stevens	Improve existing trail to serve as evacuation route for people in park or at beach.	Wayfinding	Trail is oriented east-west and provides fairly direct route to high ground.	Recommended. Criteria: Addresses evacuation need; multimodal connection; potential to serve many recreational users. Justification: T-15 would provide an evacuation route for visitors at Fort Stevens State Park and would improve the existing trail for everyday use.	\$450,000
T-16 MUP	Fort Stevens	New connection from existing trail to high ground.	Wayfinding	May be steep terrain.	Recommended. Criteria: Addresses evacuation need; multimodal connection; potential to serve many recreational users. Justification: T-16 would provide an evacuation route for visitors at Fort Stevens State Park and would improve the existing trail for everyday use. Includes seismic upgrades to the Burma Road undercrossing.	\$400,000
T-17 MUP	Fort Stevens	New connection from existing Jetty Road parking area to high ground.	Wayfinding	May be steep terrain.	Recommended. Criteria: Addresses evacuation need; multimodal connection; potential to serve many recreational users from the Jetty Road parking area. Justification: T-17 would provide an evacuation route for visitors at Fort Stevens State Park and would improve the existing trail for everyday use.	\$100,000

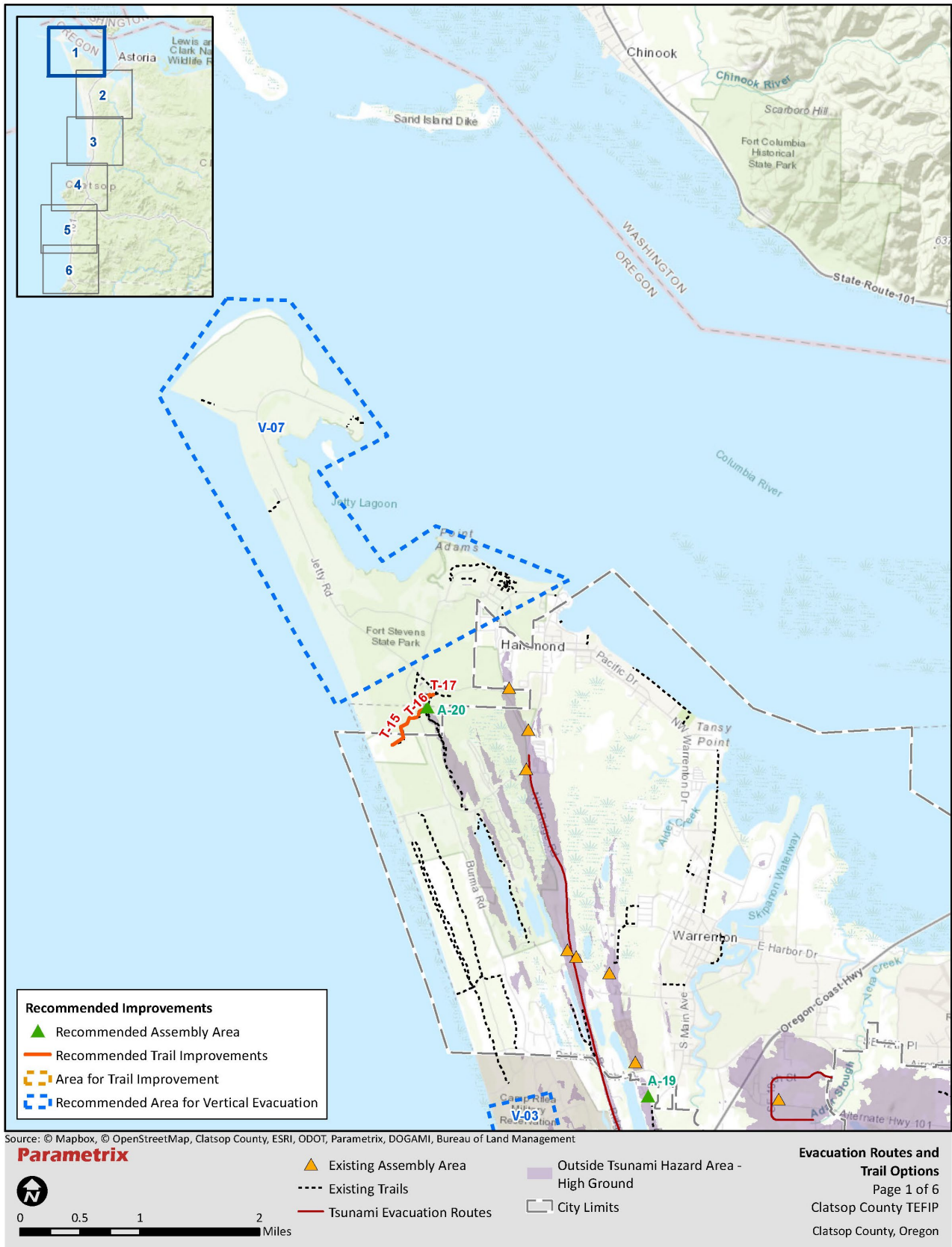


Figure 18. Evacuation Routes and Trail Options – Page 1

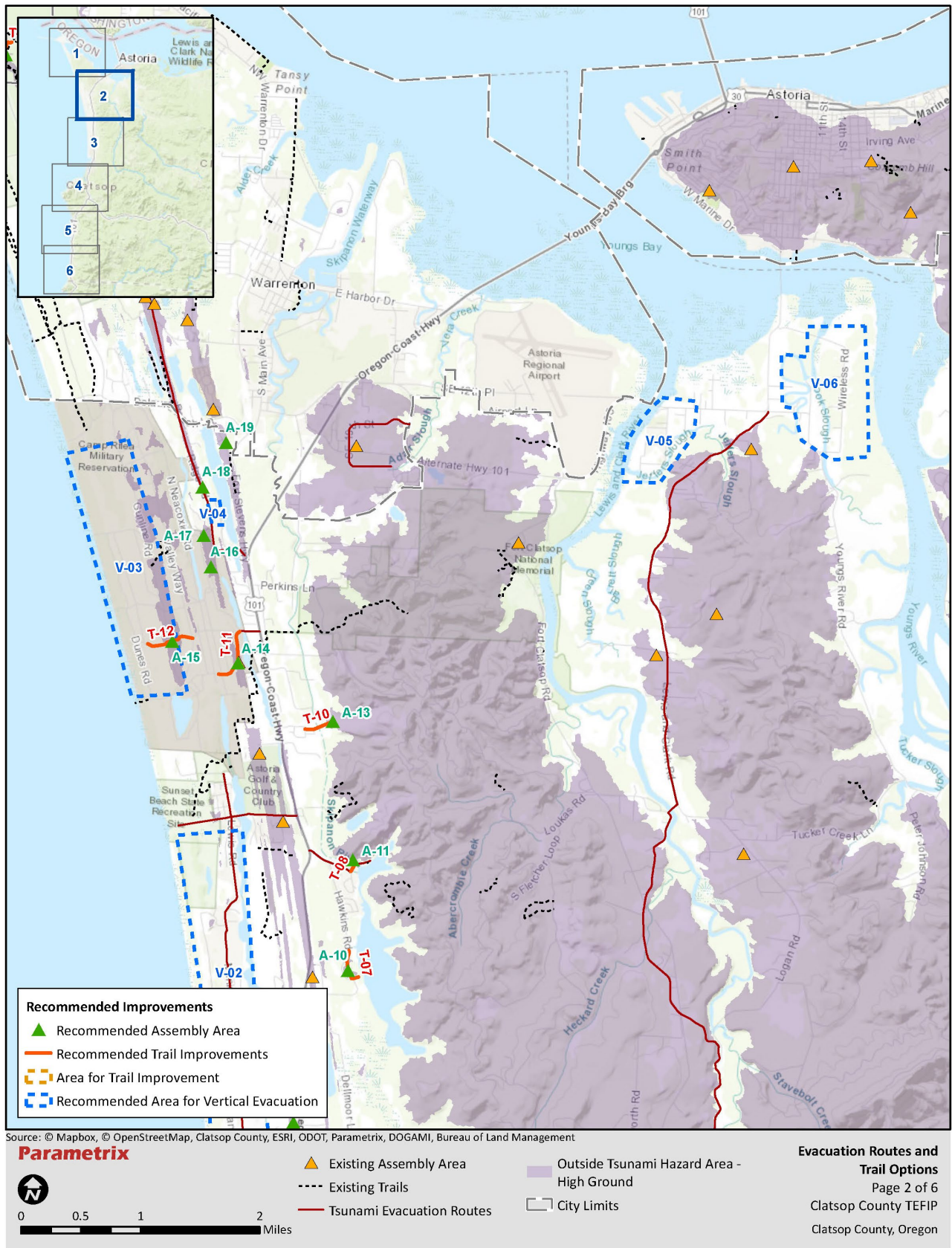


Figure 19. Evacuation Routes and Trail Options – Page 2

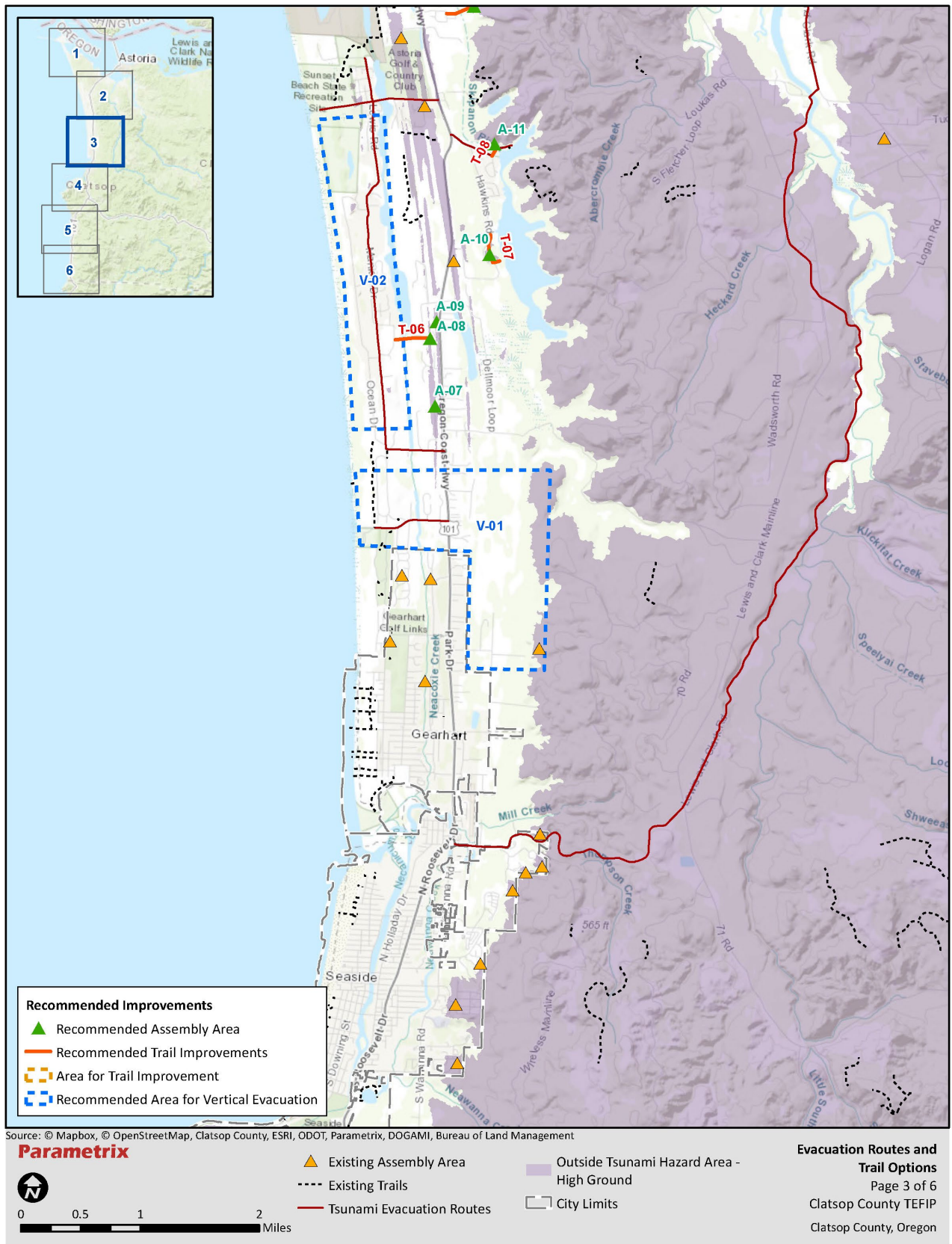


Figure 20. Evacuation Routes and Trail Options – Page 3

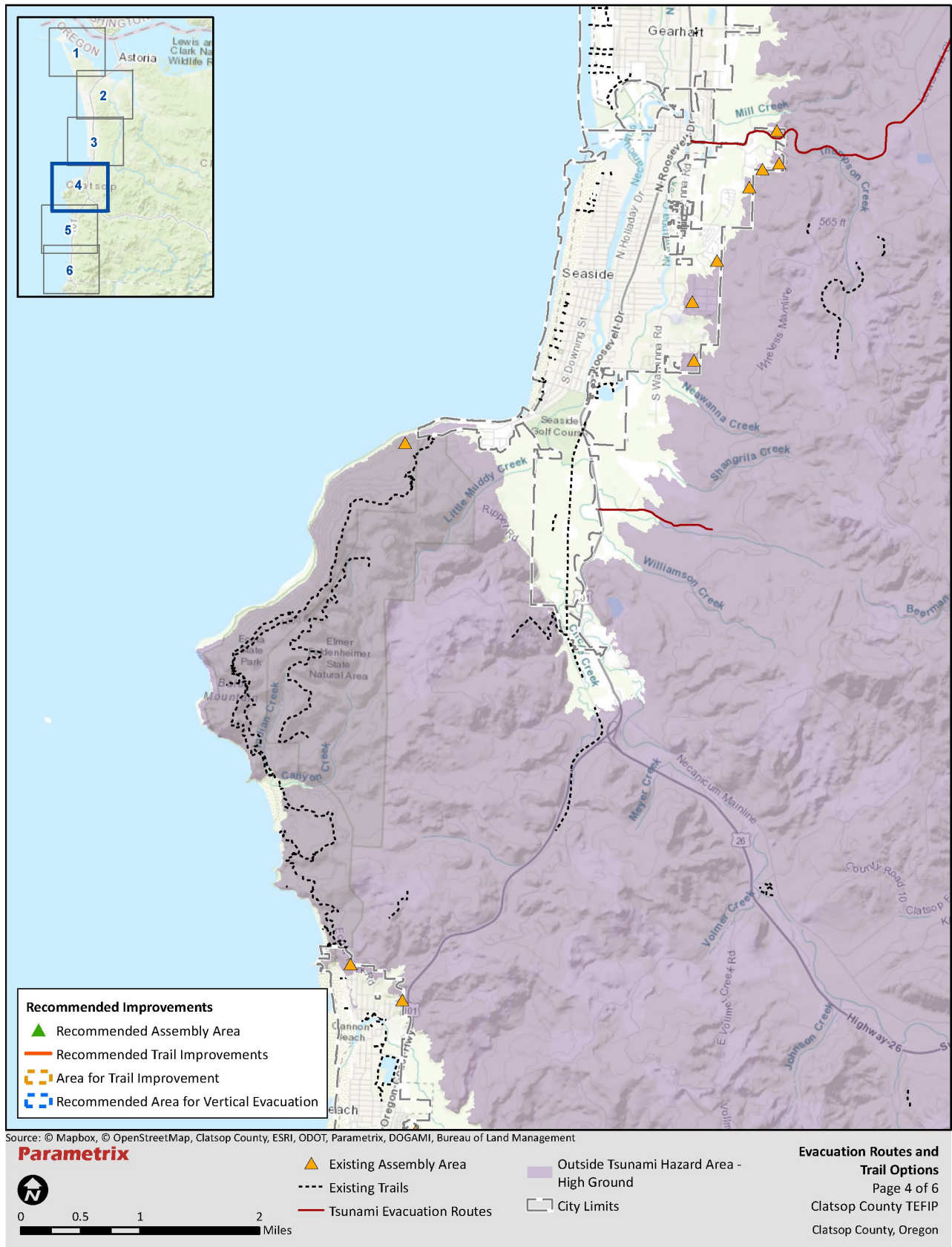


Figure 21. Evacuation Routes and Trail Options – Page 4

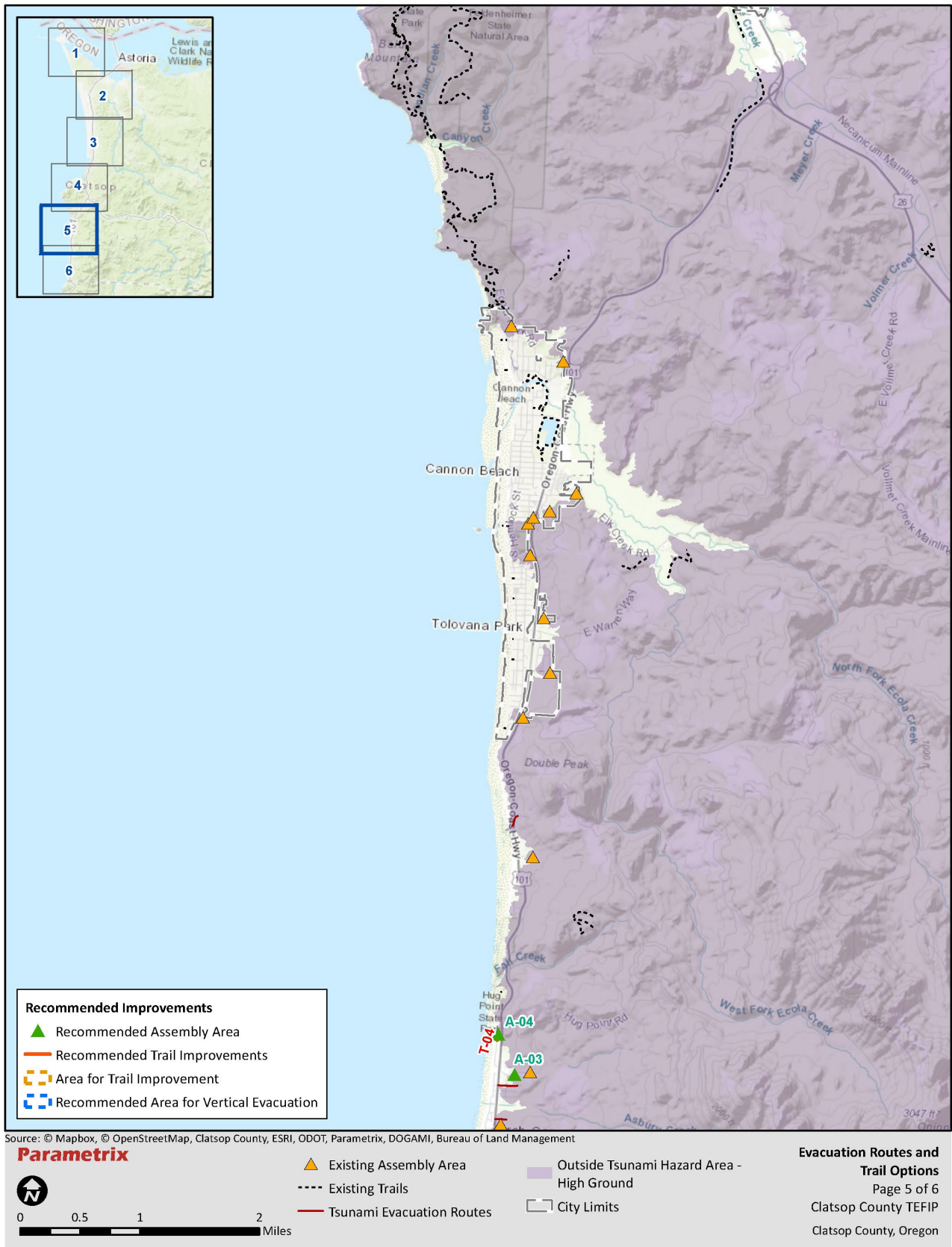


Figure 22. Evacuation Routes and Trail Options – Page 5

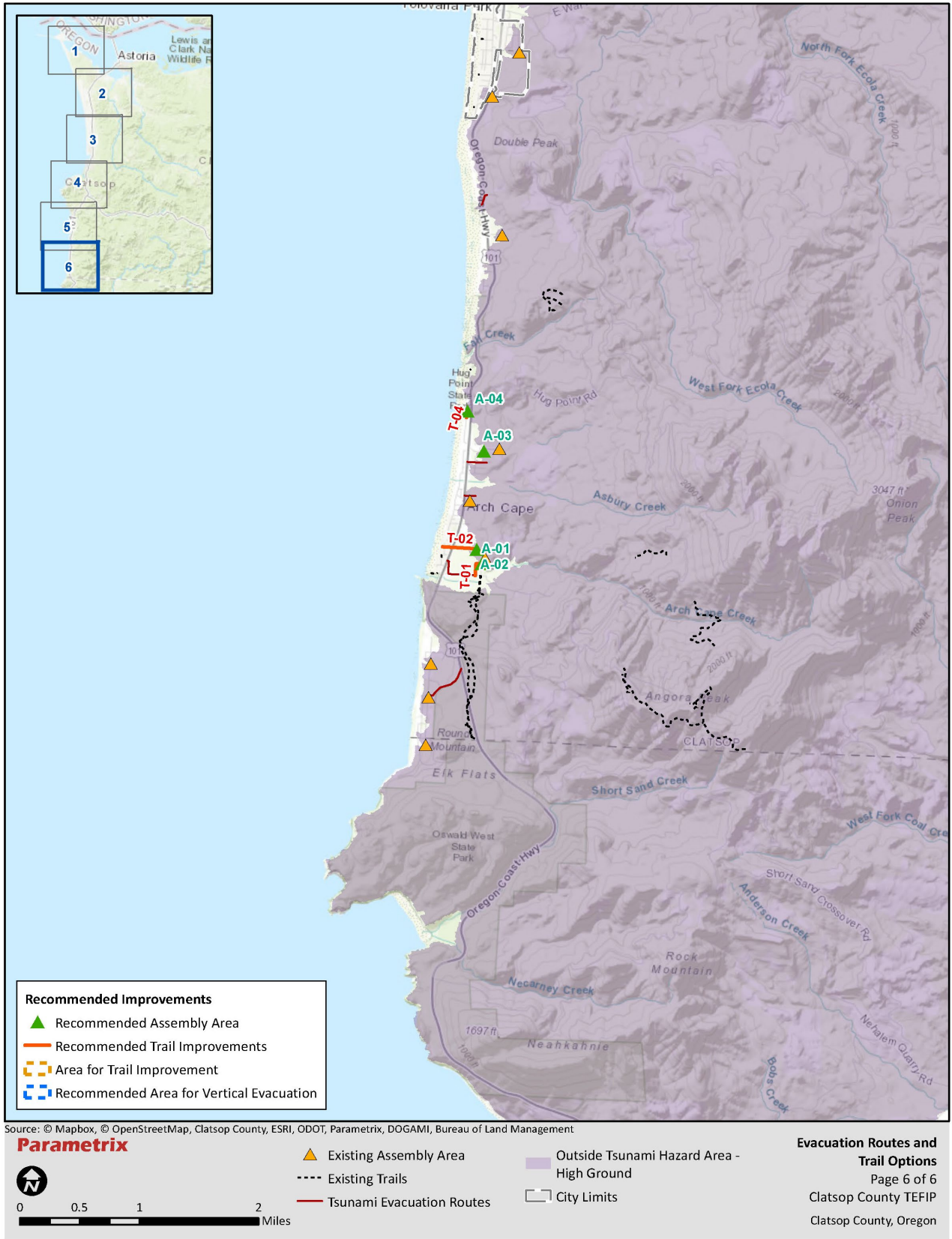


Figure 23. Evacuation Routes and Trail Options – Page 6

3.2.2 Assembly Areas

Assembly areas provide space on high ground outside the inundation zone for people to gather temporarily during a tsunami. At minimum, they provide a clear and safe place for people to come together until the high water recedes. This requires a plot of land outside the evacuation zone, effective wayfinding signs to get people there, and regular maintenance to keep it in good condition.

It is worth noting that it is not necessary for people to evacuate to assembly areas specifically. It is most important that people get to high ground, which does not need to be an assembly area. But assembly areas help by indicating to people that they are in a safe place on high ground and by bringing people together for collective support.

3.2.2.1 Assembly Area Investment Packages

The appropriate amount of investment in each assembly area depends on its evacuation shed and how accessible it is for emergency responders. Locations expected to serve many residents or visitors will require more space and survival equipment than locations expected to serve a small number. Assembly areas in more remote or isolated locations would benefit from more survival equipment because it will take more time for emergency responders to reach them. Assembly areas that would be disconnected from resources during a tsunami could have survival equipment to keep people safe and comfortable, and to treat injuries incurred during the evacuation.

Assembly areas that are in neighborhoods or are connected by roads that lead to high ground outside the inundation zone would require less investment. Evacuees at assembly areas in neighborhoods on high ground would have access to resources from their neighbors. Assembly areas that are connected to other areas outside the inundation zone would be relatively easy to reach (assuming the area is still passable following the earthquake), and evacuees there could safely travel beyond their assembly area. Assembly areas that are connected to other areas require less survival equipment.

To ensure the correct level of investment for each assembly area, three investment packages are defined (Table 14). One package is proposed for each assembly area.

Table 14. Assembly Area Investment Packages

Minimum Investment Package	Medium Investment Package	High Investment Package
<i>The minimum investment package is the lowest cost and is just enough infrastructure to establish and declare the assembly area.</i>	<i>The medium investment package includes investments to make people more comfortable without requiring much maintenance or management of the assembly area.</i>	<i>The high investment package is the highest cost and includes survival equipment to keep people safe and comfortable for some time after the tsunami. The high investment package requires the most ongoing maintenance and management. Supplies could be provided by the county or other organization. Supplies could also be brought by residents and stored on site in a locked facility.</i>
<ul style="list-style-type: none"> Signs indicate that people are above the inundation zone and that they have reached the assembly area (with language such as “this is an official assembly area”). Assembly area is the appropriate size for the expected evacuation shed. 	<ul style="list-style-type: none"> Signs indicate that people are above the inundation zone and that they have reached the assembly area (with language such as “this is an official assembly area”). Assembly area is the appropriate size for the expected evacuation shed. 	<ul style="list-style-type: none"> Signs indicate that people are above the inundation zone and that they have reached the assembly area (with language such as “this is an official assembly area”). Assembly area is the appropriate size for the expected evacuation shed.

Minimum Investment Package	Medium Investment Package	High Investment Package
<p><i>The minimum investment package is the lowest cost and is just enough infrastructure to establish and declare the assembly area.</i></p>	<p><i>The medium investment package includes investments to make people more comfortable without requiring much maintenance or management of the assembly area.</i></p>	<p><i>The high investment package is the highest cost and includes survival equipment to keep people safe and comfortable for some time after the tsunami. The high investment package requires the most ongoing maintenance and management.</i></p> <p><i>Supplies could be provided by the county or other organization. Supplies could also be brought by residents and stored on site in a locked facility.</i></p>
<ul style="list-style-type: none"> • Assembly area is maintained to be accessible and clear for evacuees. 	<ul style="list-style-type: none"> • Assembly area is maintained to be accessible and clear for evacuees. • Shelter. • Furniture, such as benches and seats. • Solar lighting. 	<ul style="list-style-type: none"> • Assembly area is maintained to be accessible and clear for evacuees. • Shelter. • Furniture, such as benches and seats. • Solar lighting. • Communication devices (radio transmitters or walkie talkies). • First aid supplies. • Blankets. • Drinking water. • Food.

3.2.2.2 Assembly Area Alternatives

Proposed assembly area alternatives are listed in Table 15 and shown in Figures 18-23.

Table 15. Proposed Assembly Area Alternatives

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-01	Arch Cape	Establish a formal assembly area at the end of the trail from Option T-01.	High Arch Cape could be quite isolated following an earthquake. This location can take advantage of the fire station nearby by stocking water, food, supplies, and other survival equipment to serve the surrounding neighborhood.	Area is available on undeveloped right of way.	Recommended. Provides a place for nearby residents and visitors to evacuate to. Establishes a safe ending location for the existing evacuation route. This area could become quite isolated following an earthquake.
A-02	Arch Cape	Establish a formal assembly area at the end of the trail from Option T-02.	Medium Shelters, benches, and lighting	Area is available on undeveloped right of way.	Recommended. Provides a place for nearby residents and visitors to evacuate to.
A-03	Arch Cape	Establish a formal assembly area at the end of the evacuation route on Buena Vista Drive from Option T-03.	Minimum	An assembly area would indicate that evacuees have made it to a safe place. Area appears to be privately owned but undeveloped.	Recommended. Provides a place for nearby residents and visitors to evacuate to.
A-04	Arch Cape	Establish a formal assembly area at the end of the trail from Option T-04.	Minimum	An assembly area would indicate that evacuees have made it to a safe place. Area appears to be privately owned but undeveloped.	Recommended. Provides a place for nearby residents and visitors to evacuate to.

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-07	North of Gearhart	Establish one or multiple formal assembly areas along Polo Ridge Road.	Medium Shelters, benches, and lighting could also serve as everyday amenities for residents of Pole Ridge Road. This area is surrounded by low ground expected to be inundated.	Polo Ridge Road is on a narrow ribbon of high ground above the inundation zone. This is the most accessible high ground for most of the Surf Pines community. Multiple assembly areas spaced along the road to maximize accessibility is preferred. Much of the property along the road is developed with homes, and some of the space is required landscape buffer. Some parcels of undeveloped land may be common spaces for the subdivision, opportune locations for assembly areas pending coordination with the landowner (Clatsop Estates LLC).	Recommended. Provides a place for nearby residents to evacuate to. Amenities could be features for everyday use by nearby residents. This area is surrounded by low ground expected to be inundated.
A-08	North of Gearhart	Establish a formal assembly area at the end of the trail from Option T-06.	Minimum Though this area is surrounded by low ground, it is approximately one half mile from A-07 on the same patch of high ground.	Land appears to be privately owned but undeveloped.	Recommended. This provides a place for nearby residents to evacuate to. Evacuees could walk to A-07 for additional survival equipment during non-emergency situations.
A-09	North of Gearhart	Establish one or multiple formal assembly areas near West Lake Acres Drive.	High This location can take advantage of the fire station by stocking water, food, supplies, and other survival equipment to serve the surrounding neighborhood. This area is surrounded by low ground expected to be inundated.	Could co-locate with Gearhart Rural fire station. Multiple assembly areas spaced along the road to maximize accessibility is preferred. Constraints: this area is near wetlands and potential habitat for a federally listed threatened species.	Recommended. Provides a place for nearby residents to evacuate to. The fire station is an ideal opportunity to also provide other survival equipment. This area is surrounded by low ground expected to be inundated.
A-10	North of Gearhart	Establish an assembly area on the wooded hill in Cullaby Lake County Park that connects with T-07.	Medium Shelters, benches, and lighting would also serve as everyday amenities for Cullaby Lake County Park.	A majority of the park land is owned by the Finlandia Foundation. A portion of the land is owned by Clatsop County.	Recommended. Provides a place to evacuate for visitors to Cullaby Lake. Also provides amenities for park visitors.

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-11	North of Gearhart	Establish a formal assembly area at the end of the trail from Option T-08.	Medium Shelters, benches, and lighting would also serve as everyday amenities for Carnahan County Park.	Land is Carnahan Park, owned by Clatsop County.	Recommended. Provides a place to evacuate for residents of North Cullaby Lake and visitors of Cullaby Lake Park. Amenities could be integrated into the park's trail system.
A-13	East of Camp Rilea, east of Hwy 101	Establish a formal assembly area at the end of the trail from Option T-10.	Minimum	Well connected with existing roads. Could serve as evacuation point for several neighborhoods.	Recommended. Provides a place to evacuate for nearby neighborhood residents.
A-14	Camp Rilea	Establish a formal assembly area along Pacific Road in Camp Rilea. Connects with Option T-11.	Medium Shelters, benches, and lighting can serve as features of Camp Rilea. This area is surrounded by low ground expected to be inundated.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for visitors to Camp Rilea. Amenities could be features for everyday visitors of Camp Rilea. This area is surrounded by low ground expected to be inundated.
A-15	Camp Rilea	Establish a formal assembly area along Demo Road in Camp Rilea. Connects with Option T-12.	Medium Shelters, benches, and lighting can serve as features of Camp Rilea. This area is surrounded by low ground expected to be inundated.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for visitors to Camp Rilea. Amenities could be features for everyday visitors of Camp Rilea. This area is surrounded by low ground expected to be inundated.
A-16	Camp Rilea	Establish a formal assembly area along 2nd Causeway Road near the south intersection with Cev Road in Camp Rilea.	Medium Shelters, benches, and lighting can serve as features of Camp Rilea. This area is surrounded by low ground expected to be inundated.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for visitors to Camp Rilea. Amenities could be features for everyday visitors of Camp Rilea. This area is surrounded by low ground expected to be inundated.
A-17	Camp Rilea	Establish a formal assembly area for Option T-13 along 2nd Causeway Road near the north intersection with Cev Road in Camp Rilea.	Minimum A-17 is approximately 1,500 feet north of A-16 and on the same patch of high ground.	Well connected with existing roads. Needs to be coordinated with Camp Rilea.	Recommended. Provides a place to evacuate for residents of Spirit Place and Douglas Lane as well as for visitors to Camp Rilea. A-17 is approximately 1,500 feet north of A-16 and on the same patch of high ground.

ID	General Location	Description	Recommended Investment Package	Benefits or Constraints	Recommendation & Justification
A-18	North of Camp Rilea	Establish a formal assembly area at the south end of Smith Lake County Park; provide signage identifying high ground.	Minimum	Can be co-located with Smith Lake County Park. Potential wetlands in the west part of the park. The south end of the neighborhood is roughly one-half mile from the proposed assembly area, consider a vertical evacuation structure to serve this area (V-03)	Recommended; low priority. Provides a place to evacuate for residents of Smith Lake Road.
A-19	North of Camp Rilea	Establish a formal assembly area along Whiskey Road to serve neighbors on the northeast side of Smith Lake.	Minimum	Located on platted, but undeveloped right of way. Adjacent to Warrenton city limits. Coordinate with the City of Warrenton.	Recommended. Provides a place for nearby residents and visitors to evacuate to.
A-20	Fort Stevens	Establish a formal assembly area on this ridge of high ground to serve the trails in Options T-15, T-16, and T-17.	Medium Shelters, benches, and lighting can serve as features of Fort Stevens State Park.	Evacuation shed may be large for this location when the park hosts many visitors.	Recommended. Provides a place to evacuate for visitors to Fort Stevens State Park. Amenities can serve as everyday features of the park.
A-21	Cove Beach	Establish a formal assembly area for people in Cove Beach to gather following a tsunami.	High Cove Beach could be quite isolated following an earthquake. This location can take advantage of the fire station nearby by stocking water, food, supplies, and other survival equipment to serve the surrounding neighborhood.	Located in a neighborhood above the inundation zone. The Cove Beach area may be difficult to access after a seismic event. Located on Falcon Cove Water District land.	Not recommended. Falcon Cove Water District is not in favor of an assembly area at this location. Provides a place to evacuate for residents and visitors of Cove Beach. Amenities could be features for everyday use by nearby residents. This area is surrounded by low ground expected to be inundated.



3.2.3 Vertical Evacuation Structures

In locations where natural high ground is not available or is not practical to reach in time before the first tsunami wave arrives, vertical evacuation structures can be appropriately designed and constructed to serve as places of refuge where many people can evacuate and remain for up to 24 hours to escape the initial and subsequent tsunami waves.

3.2.3.1 Structure Locations

Vertical evacuation structures would provide needed refuge in low-lying coastal areas of Clatsop County. General areas that would benefit from vertical evacuation structures are identified in Table 16 and shown in Figures 18-23. Further study is recommended to determine the number of structures in each area, their sizes and types, and their exact location. The study should include robust community involvement. This level of planning for vertical evacuation structures is outside the scope of this TEFIP.

Table 16. Proposed Vertical Evacuation Structure Alternatives

ID	Type	General Location	Description	Recommended Amenities or Features	Benefits or Constraints	Recommendation
V-01	Vertical structure	North of Gearhart	Area north of Gearhart is not well connected and requires traversing long distances to reach high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-02	Vertical structure	North of Gearhart	Area is separated from high ground by Sunset Lake. Requires traveling long distances to evacuate the inundation zone. Consider vertical evacuation structures.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-03	Vertical structure	Camp Rilea	Beach area is nearly one-half mile to high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach and coordination with Camp Rilea.	Recommended.
V-04	Vertical structure	South of Warrenton	The community at the southwest end of Smith Lake is roughly one-half mile from high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach. Option A-17 proposes an assembly area at the high ground on the north end of the community.	Recommended.
V-05	Vertical structure	Jeffers Garden	Area is surrounded by water and not well connected to high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-06	Vertical structure	Miles Crossing	Area is surrounded by water and not well connected to high ground.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach.	Recommended.
V-07	Vertical structure	Clatsop Spit	The Clatsop Spit is long, flat, and vulnerable to a tsunami. It is also popular with visitors of Fort Stevens State Park.	Wayfinding, solar charging, communications.	Placement should be considered through community outreach and coordination with Fort Stevens State Park.	Recommended.

4. IMPLEMENTATION AND NEXT STEPS

4.1 Funding and Financing Options

The following funding sources should be considered for implementing evacuation trail improvements to provide a supplement to existing local funding. Tsunami evacuation planning completed for Washington's three southern-most counties has received substantial interest and support from FEMA, and there is a good opportunity for Oregon and Clatsop County to work with FEMA and others to identify and fund innovative tsunami evacuation facilities including trails, assembly areas, and vertical evacuation structures.

4.1.1 Federal Emergency Management Agency (FEMA)

One of the grant programs is FEMA's Building Resilient Infrastructure and Communities (BRIC). It is a relatively new FEMA pre-disaster hazard mitigation program that replaced the former Pre-Disaster Mitigation Grant Program to support states, local communities, tribes, and territories through capability- and capacity-building to reduce the risks they face from disasters and natural hazards. Eligible projects should: be cost effective, reduce or eliminate risk from future natural hazards, meet published codes/standards, align with community hazard mitigation plan, and meet environmental and historic preservation requirements. The Oregon point of contact is the State Hazard Mitigation Officer, Amie Bashant. Contact information: 503-378-4660; amie.bashant@state.or.us.

More information: <https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities>

In 2016, the City of Newport, Oregon, partnered with FEMA and ODOT to develop Safe Haven Hill as a tsunami evacuation assembly area. In Washington, FEMA has funded the construction of the Shoalwater Bay Indian Tribe tsunami evacuation tower and provided grant assistance to develop the design of a tsunami evacuation platform in the City of Westport.

Oregon Community Paths Program

The Community Paths Program is a new funding program that ties together several pre-existing as well as new funding sources for trails and multimodal pathway improvements. The program is funded through both state and federal sources including funding from the new state bicycle excise tax as well as federal funding from the Transportation Alternatives pot of federal transportation monies. There are two main funding tracks with the Community Paths Program:

- Project refinement – Furthers planning, environmental or permitting work, and design on projects, but does not fund construction explicitly.
- Construction – Funding for final design and construction of trails projects. These can be state or federal funds.

In 2021, the Oregon Transportation Commission approved approximately \$15 million in funding for projects across the state. To be competitive, projects need to be well defined, ideally link communities together, fill a critical missing link in a corridor, or serve as an element of the larger regional trail network. Clatsop County would be eligible to apply for both project refinement and construction funds.

More information: <https://www.oregon.gov/odot/Programs/Pages/OCP.aspx>

4.1.2 Rivers, Trails, and Conservation Assistance Grants from the National Park Service

The National Park Service (NPS) offers the Rivers, Trails and Conservation Assistance grant program for community-led natural resource conservation and outdoor recreation projects. Selection criteria favor projects with a near-term implementation schedule (within 5 years), clearly defined roles for project sponsors, evidence of broad community support, and project attributes that fit with the program's five focus areas, which are listed below. NPS will consider projects outside these focus areas as well.

- Build healthy communities.
- Conserve natural lands, rivers, and watersheds.
- Engage youth in outdoor recreation and stewardship.
- Strengthen organizational capacity of partners.
- Support NPS and community networks.

More information: <https://www.nps.gov/orgs/rtca/apply.htm>

4.1.3 Oregon Recreational Trails Program

The Recreational Trails Program (RTP) is a federally funded grant program administered by the Oregon Parks and Recreation Department. Since 1993, Oregon has funded over 500 projects with RTP funds to develop, improve, or expand motorized and non-motorized trails and their facilities. This annual grant program allocates approximately \$1.5 million each year and prioritizes projects that are accessible for users of all ages and abilities. The RTP grants can be used for a variety of trails projects, including the following:

- New trail construction
- Heavy trail restoration
- Trail head facilities
- Purchase or lease of trail construction and maintenance equipment
- Land or easement acquisition for trail purposes
- Safety and education programs or materials
- Assessment of trail conditions for accessibility or maintenance
- Water trails

More information: <http://www.oregon.gov/oprd/grants/Pages/trails.aspx>

4.1.4 Land and Water Conservation Fund

The Land and Water Conservation Fund State Grants program provides 50/50 matching grants to state and tribal governments for the acquisition and development of public parks and other outdoor recreation sites. Grants have funded projects in every county in the country—over 40,000 projects since 1965. Land and Water Conservation Fund monies are distributed to states based on population, and

project selection for these funds is conducted at the state level. Selection criteria for the grants are aligned with Oregon’s statewide recreation plan goals and priorities.

More information: <https://www.oregon.gov/oprd/GRA/Pages/GRA-lwcf.aspx>

4.2 Next Steps

4.2.1 Vertical Evacuation Structures

To implement vertical evacuation structures, we recommend that Clatsop County build upon the success of Washington’s Project Safe Haven. The County should leverage the work completed as part of this current TEFIP planning effort to develop a community engagement process and implementation strategy to determine the desired locations for vertical evacuation structures. The plan would develop initial tsunami vertical evacuation options and associated budgetary needs for planning, design, construction, maintenance, and management.

The general areas recommended for vertical evacuation structures in the this TEFIP will need to be refined to determine specific locations, based on land availability, development feasibility, impacts to the surrounding community, and overall benefit to the evacuation network. This refinement should be conducted alongside a robust community engagement process to allow for public input on vertical evacuation structure location, type, and design.


This analysis may determine that locating a vertical evacuation structure in each of the recommended locations may not be feasible, due to funding constraints, lack of available land, or undesirable impacts to the surrounding community. The county will likely need to make difficult decisions about where to prioritize the construction of vertical evacuation structures. This prioritization should be based on a thorough examination of tradeoffs, establishing an acceptable level of risk, and determining which communities may be most at-risk, based on geographic location, vulnerable populations, or other factors. The county should work closely with subject matter experts, stakeholders, and community members throughout this planning process.

Several funding sources are available to assist with the construction of vertical evacuation structures. The county should coordinate with FEMA and the Oregon Office of Emergency Management to explore grant opportunities for specific projects. The county may also wish to explore alternative funding sources, such as public-private partnerships.

With help from potential grants and funding from federal, state, and local partners, Clatsop County can take the important step of beginning to build the first vertical evacuation structure in the county and steadily increase the capability of its local governments and community champions to plan and implement additional future tsunami vertical evacuation structures. These vertical evacuation structures will save lives following a Cascadia Subduction Zone earthquake, enhance the tsunami resilience of the community, and by leveraging potential synergies between vertical evacuation structures and other community enhancements (e.g., parks, community centers, etc.), improve the everyday quality of life for Clatsop County residents and tourists.

4.2.2 Evacuation Route Improvements

Evacuation route improvements may be implemented through a variety of approaches. An important first step is ensuring that the goals and recommendations within the TEFIP are consistent with county policy and regulations. The county should amend its planning documents to reflect the goals of the TEFIP and support the development of recommended evacuation facility improvements. This should



include supportive goals and policies in the Clatsop County Comprehensive Plan for Statewide Planning Goal 7 (Natural Hazards), Goal 8 (Recreational Needs), Goal 11 (Public Facilities and Services), Goal 12 (Transportation), and Goal 14 (Urbanization), and any other relevant chapters. Incorporating TEFIP goals into the Comprehensive Plan will support the county in making land use and development decisions that implement recommended evacuation facility improvements.

Improvements to the transportation network should be incorporated into the Clatsop County Transportation System Plan (TSP). Identifying recommended improvements will allow the county to prioritize, plan for, and obtain funding for projects identified within the TEFIP.

Amendments to the Clatsop County Land and Water Development and Use Code should be made to support the goals and recommendations within the TEFIP. Code changes may include amendments to zone regulations to allow for the construction of evacuation facilities, such as modification of height limits to allow for vertical evacuation structures, or permitting emergency evacuation facility uses in farm, forest, and residential zones.

Development standards may be amended to require either on- or off-site evacuation facility improvements as a condition of development, in proportion to the impact that the development will have on the evacuation system. Requirements may include trail development or providing amenities such as wayfinding signage or lighting. Additional code amendments may incentivize developers to contribute to evacuation facility improvements, through incentives such as providing flexibility in setbacks, height, or lot coverage.

4.2.3 Assembly Areas

Assembly areas are a critical part of evacuation system infrastructure, as they provide a gathering place and survival equipment for evacuees in the event of a tsunami. This TEFIP makes recommendations for the establishment or improvement of assembly areas throughout the county. An important first step is for the County to designate land for each assembly area and negotiate with private property owners to obtain easements if needed. Dedicating space for an assembly area should be considered a condition of development for new subdivisions or major development occurring in area of high ground that may be used during an evacuation. Signage should be placed at each assembly area location, so evacuees will know when they have reached safety. Design of assembly areas and survival equipment should consider the needs of people with disabilities.

The need for survival equipment will vary for each assembly area, based on location, nearby amenities, and the number of people the area is expected to serve. Because the need is so dependent on local conditions, many jurisdictions have had success in encouraging neighborhoods and communities to create and maintain their own local supply caches. The county should consider establishing a program that would assist communities in establishing their own supply caches at the assembly area they will use in the event of a tsunami. This program should rely on guidance from DOGAMI's *Earthquake and Tsunami Community Disaster Planning Guide* in supporting communities as they design, implement, and maintain their supply caches. Supporting community ownership of supply caches has the added benefit of increasing familiarity with tsunami assembly areas and evacuation procedures.

Funding for supply caches may come from a variety of sources. Some communities may have the ability to purchase and maintain their own supplies, while others, especially vulnerable communities, may lack the resources to establish a supply cache. The county may wish to establish a grant program to distribute funding to communities who need financial assistance to obtain emergency supplies. Supplies or funding may also be obtained through non-profits, community groups, or donations from local businesses.

4.2.4 Coordination

Ongoing coordination between the County and stakeholders will be essential to realizing implementation of the TEFIP. These stakeholders should include all relevant state and federal agencies, local community organizations and institutions, and landowners.

Lewis and Clark Timberlands has expressed interest in partnering with Clatsop County to permit the development of evacuation facilities on their land, which is primarily located outside of the inundation zone. County staff should work with Lewis and Clark to explore opportunities for evacuation pathways and assembly areas. Evacuation routes could be co-located with existing logging roads but would need to have appropriate signage and maintenance to remain accessible. Gated logging roads may present barriers to vehicular access, and the County should work with Lewis and Clark to coordinate gate access in the event of an evacuation. Assembly areas on timberlands could contain amenities such as informational kiosks with information about forest policies, fire awareness, wildlife, and wayfinding.

While this plan focuses on evacuation facilities outside of incorporated cities, the County should coordinate with City staff members and institutions such as hospitals and schools outside of the inundation zone to establish locations that could act as regional gathering places for evacuees in the days after a tsunami event.

Junction at 101 and 26

The US 101/US 26 interchange has been identified as a strategic location for an assembly area and/or evacuation point, due to its high level of traffic and location on natural high ground. A parking structure at this location could be used year-round as overflow parking for the cities of Seaside and Cannon Beach and may be used to store emergency supplies and act as a helipad in the event of a tsunami and subsequent evacuation.

Project selection for the TEFIP prioritized projects located on public lands. However, some recommendations are identified on private property. Any easements for trails located on private property will be voluntary. For areas not yet developed, trail rights-of-way or easements could be incorporated into future site design. County staff should communicate with property owners where improvements have been proposed to discuss potential easements, trail access, maintenance, and any other concerns.

4.2.5 Education

By incorporating evacuation routes into the recreational trail network, residents and visitors will become more familiar with the location of trails that lead to assembly areas and high ground. Naming these trails to reflect their purpose (for example, “Warrenton *High Ground Trail*”) will help residents and visitors identify them as evacuation routes in the event of a tsunami.

Educating the community about evacuation procedures and evacuation routes is an essential component of tsunami preparedness. Maps of evacuation routes and instructions on what to do in the event of an earthquake and tsunami should be made available to both residents and visitors. This material should include information on what to expect during the hours and days after a tsunami event, how to establish a supply cache, and where the nearest assembly areas with emergency supplies and shelter are located. In addition to the information already provided on the Clatsop County website, tsunami information may be shared via mail or posting in spaces such as parks, community centers, hotels, and vacation rentals.

Tsunami preparedness educational resources:



<https://nctr.pmel.noaa.gov/education/>

<https://www.oregongeology.org/tsuclearinghouse/>

<https://community.fema.gov/ProtectiveActions/s/article/Tsunami>

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Issue/ Agenda Title: Approve the 2021-22 Budget and Appropriation Adjustments

Category: Consent Calendar

Presented By: Jennifer Carlson, Budget & Finance Manager

Issues Before the Commission: Approve the 2021-22 budget and appropriation adjustment as required by ORS 294.463.

Informational Summary: In an effort to preserve the Historic Old Fir Log outside the Clatsop County Court House, staff will be installing a 6 foot tall ornamental iron fence at a cost of \$19,400 and will be replacing the existing cedar roof shakes, cedar gutters and downspouts at a cost of \$34,800. The full project cost is \$54,200 and will be paid out of the Special Projects Fund with tourism monies. This budget is necessary to move appropriation authority between material and service category and transfer category within the Tourism organizational unit.

Due to the reclassification of a staff assistant to an Accountant I and a higher than anticipated County wide cost of living adjustment, the Sheriff Support Division will need a budget adjustment in the amount of \$20,000 to remain in compliance with Local Budget Law.

Due to a higher than anticipated county wide cost of living adjustment along with additional outside legal services used beyond anticipated, the County Counsel organizational unit will need a budget adjustment in the amount of \$15,000 to remain in compliance with Local Budget Law.

To remain in compliance with Oregon Budget Law the County will need to increase spending authority by doing a budget and appropriation adjustment that is detailed in the attached Schedule A. In addition, attached the R&O required by Oregon Revised Statutes for budget adjustments for fiscal year 2021-22. This adjustment is necessary to be compliant with budget law.

Fiscal Impact: The fiscal impact to County Tourism organizational unit is zero, as it is just a transfer of appropriations between categories within the same organizational unit.

The fiscal impact to the Sheriff Support Division is an increase in \$20,000 which will be offset by a decrease in General Fund Contingency.

The fiscal impact to County Counsel organizational unit is an increase in \$15,000 which will be offset by a decrease in General Fund Contingency.

Recommended Action:

Approve the budget adjustment to remain in compliance with Oregon budget law per ORS 294.463 and authorize the Chair to sign.

Attachment List

- A. Resolution and Order
- B. Schedule "A" Appropriation adjustments

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

In the matter of the adjustment of the fiscal year 2021-22 budget and appropriations by authorizing transfer of appropriations between categories within an organizational unit and between organizational units within a Fund, per ORS 294.463.)
)
)
)
)
)

RESOLUTION AND ORDER

It appearing to the Board that there is a need to make adjustments in the fiscal year 2021-22 budget by transferring appropriations between categories within an organizational unit and transferring appropriations between organizational units within a fund;

Where as the need for said adjustments, the purpose of the authorized expenditures and the amount of appropriations adjustments, is more particularly described in the Schedule of Revenue and Appropriation Adjustments attached hereto and incorporated herein as Schedule "A"; and

Where as it appearing to the Board that such adjustments are allowed pursuant to ORS 294.463; now, therefore, it is

RESOLVED AND ORDERED that the Schedule of Revenue and Appropriation Adjustments attached hereto as Schedule "A" be approved.

ADOPTED AND APPROPRIATED this 8th Day of June, 2022.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

Mark Kujala, Chair

Schedule A

2021-2022 Budget Adjustments

I. ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATIONS BETWEEN CATEGORIES WITHIN AN ORGANIZATIONAL UNIT

<u>ORGANIZATION UNIT/FUND</u>	<u>INCREASE</u>	<u>DECREASE</u>
County Tourism – Transfer to Special Projects 001/1110/82-8100	\$54,200	
County Tourism – Contractual Services 001/1110/82-2471		\$54,200

Comment: In an effort to preserve the Historic Old Fir Log outside the Clatsop County Court House, staff will be installing a 6 foot tall ornamental iron fence (\$19,400) and will replace existing cedar roof shakes, cedar gutters and downspouts (\$34,800). This project will be paid out of the Special Projects Fund and paid for by a transfer from Tourism monies.

II. ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATIONS BETWEEN ORGANIZATIONAL UNITS WITHIN A FUND

<u>ORGANIZATION UNIT/FUND</u>	<u>INCREASE</u>	<u>DECREASE</u>
Sheriff Support Division – Personnel Services 001/2190/82-1850	\$20,000	
Contingency – General Fund 001/9900/82-9901		\$20,000

Comment: Due to reclassification of a staff assistant to an Accountant I and budgeting only for a 2.5% COLA versus the 4.5% that was implemented, the Sheriff Support Division will need a budget adjustment in the amount of \$20,000 to remain in compliance with local budget law.

III. ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATIONS BETWEEN ORGANIZATIONAL UNITS WITHIN A FUND

<u>ORGANIZATION UNIT/FUND</u>	<u>INCREASE</u>	<u>DECREASE</u>
County Counsel – Personnel Services 001/1300/82-1010	\$7,000	
County Counsel – Legal Services 001/1300/82-2469	\$8,000	
Contingency – General Fund 001/9900/82-9901		\$15,000

Comment: Due to only budgeting a 2.5% COLA and implementing a 4.5% COLA along with additional outside legal services used beyond anticipated, the County Counsel organizational unit will need a budget adjustment in the amount of \$15,000 to remain in compliance with local budget law.

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Award of Contract to replace roof at Log Display at the Courthouse
Category: Consent Calendar
Presented By: David Dieffenbach, Capital Improvement Projects Manager

Issue Before the Commission: Contract to replace the cedar shake roof at the Log Display, in the amount of \$34,800 with Vitan Construction, LLC.

Informational Summary: The Log Display at the Courthouse was installed decades ago, and is protected from the weather by a wood structure with a cedar roof. As this is adjacent to the Courthouse which is a listed historic structure, we are required to use the same materials as the original roof. The new roof will use cedar shakes to replace the existing cedar shakes. The log structure is visited by many tourists. The log is a Douglas Fir that came from the David Douglas County Park.

We issued an RFQ to get quotes to replace the roof. We contacted several of the local roofing companies, and sent an email to the roofing companies listed on the Oregon Buys website. We received three bids; Vitan Construction (\$34,800), Coastline Roofing (\$35,000) and Weatherguard Roofing (\$49,815). We have checked that Vitan Construction is licensed as a contractor and listed on the Secretary of State Business Registry.

Fiscal Impact: The replacement of the roof is funded from the County Tourism fund.

Requested Action:

Award the Log Display Roof replacement contract to Vitan Construction, LLC and authorize the County Manager to sign the Contract in the amount of \$34,800 and authorize the County Manager to sign amendments.

Attachment List

- A. Contract
- B. RFQ, bidding documents



CLATSOP COUNTY, OREGON
800 Exchange Street, Suite 310
Astoria, Oregon 97103
An Equal Opportunity Employer

Contract No. C7996

Clatsop County Construction Contract

This Contract is by and between **Clatsop County (County)** and Vitan Construction, LLC (**Contractor**). Whereas **County** has need of the services which **Contractor** has agreed to provide; **Now Therefore**, in consideration of the sum not to exceed \$34,800.00 to be paid to **Contractor** by **County**, **Contractor** agrees to perform between date of execution and September 30, 2022, inclusive, the following specific construction services:

- A. The Work: Replacing the historic log roof and gutters at the Courthouse, 749 Commercial St., Astoria, Oregon.
- B. Payment Terms: Payment will be made 30 days from receipt of invoice and approval of work by County.
- C. Miscellaneous: Install per attached Bid Proposal.

1. **Written Notice.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.

2. **Governing Law/Venue.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the District or Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of **County** shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of **County** according to law.

3. **Compliance.** **Contractor** shall comply with all applicable Federal, State and local laws, rules and regulations. All provisions of ORS 279C.505 through 530 (Construction Contracts) are incorporated herein. Specifically, Contractor shall:

- a. Promptly pay, as due, all persons supplying labor and material for the performance of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due or to become due the Contractor by reason of the contract, pursuant to ORS 279C.515.

- b. If this contract is for a public improvement, if Contractor or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the County, the Contractor or first-tier subcontractor shall owe the person the amount due plus interest commencing at the end of the 10 day period that payment is due under ORS 279C.580 and ending upon final payment.
- c. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract.
- d. Not permit any line or claim to be filed or prosecuted against **County**, on account of any labor or material furnished by **Contractor**.
- e. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- f. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279A.055, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279C.520.
- g. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279C.530.
- h. If Contractor is a subject employer, Contractor will comply with ORS 656.017.
- i. If this contract is for a public improvement, **Contractor** represents and warrants that at the time of the execution of this agreement they have, and shall maintain during the term of this agreement an employee drug-testing program for its employees.
- j. If this contract is for a public improvement, if Contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with this contract, the person may file a complaint with the Construction Contractors Board, subject to ORS 279C.515.
- k. If this contract is for a public improvement exceeding \$50,000, Contractor, subcontractor or other person doing or contracting to do any of the work of this contract will pay workers prevailing wage rates as contained in bid specifications and workers shall be paid not less than the specified minimum hourly rate of wage.
- l. Contractor shall comply with all rules, regulations and ordinances of agencies of the State of Oregon, Army Corps of Engineers, Environmental Protection Agency and Clatsop County that deal with the prevention of environmental pollution and the preservation of natural resources.
- m. If this contract is for a public improvement exceeding \$50,000, and contractor is required to pay prevailing wages under ORS 279C.800 to 279C.870, then contractor must file a \$30,000 BOLI bond with the Construction Contractors Board before starting work on a contract or subcontract. Contractor will include in every subcontract a provision requiring the subcontractor to have a public works bond filed v

the Construction Contractor's Board before starting work on the project, unless exempt.

- n. If this is for a public improvement exceeding \$50,000, a fee is required to be paid to the Commissioner of the Bureau of Labor and Industries as provided in ORS 279C.825. The fee shall be paid to the Commissioner under the administrative rule of the Commissioner.
- o. Workers shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838 and 279C.840.
- p. If this contract includes demolition, the contractor shall salvage or recycle construction and demolition debris if feasible and cost-effective. If contract includes lawn and landscape maintenance, contractor shall compost or mulch yard waste material at an approved site if feasible and cost-effective, per ORS 279C.510.

4. **Judicial Rulings.** If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

5. **Independent Contractor.** **Contractor**, in carrying out the services to be provided under this Agreement, is acting as an "independent Contractor" and is not an employee of **County**, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an Independent Contractor", **Contractor** will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, **Contractor** is free to contract with other parties, on other matters, for the duration of this Agreement.

6. **Indemnification.** **Contractor** shall save harmless, indemnify, and defend **County** for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from **Contractor's** performance of or failure to perform the obligations of this Agreement, to the extent same are caused by the negligence or misconduct of **Contractor** or its employees or agents.

7. **Worker's Compensation.** **Contractor** shall comply with ORS 656.017 for all employees who work in the State of Oregon. If the **Contractor** hires employees, he or she shall provide **County** with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

8. **Nondiscrimination.** No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by **County**.

9. **Termination of Agreement.** This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon fifteen (15) calendar days written notice by either Party to the other of its intent to terminate.

c. Immediately on breach of the contract.

10. **Subcontracting/Nonassignment.** No portion of this Agreement may be contracted or assigned to any other individual, firm, or entity without the express and prior approval of **County**.

11. **Survival.** The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

12. **Standard of Services and Warranty.** **Contractor** agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that the **Contractor** must perform the services based in part on information furnished by **County** and that **Contractor** shall be entitled to rely on such information. However, the **Contractor** is given notice that **County** will be relying on the accuracy, competence and completeness of **Contractor's** services in utilizing the results of such services. The **Contractor** warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

13. **Ownership and Use of Documents.** All documents, or other material submitted to the **County** by **Contractor** shall become the sole and exclusive property of **County**. All material prepared by **Contractor** under this Agreement may be subject to Oregon's Public Records Law.

14. **Tax Compliance Certification.** **Contractor** hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of **Contractor's** knowledge, **Contractor** is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. **Contractor** represents that Contract will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If **Contractor** fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the **Contractor** shall be in default and County may terminate this agreement and pursue its remedies under the agreement and under applicable law.

15. **Insurance.** **Contractor** shall purchase and maintain at **Contractor's** expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$1,000,000 for property damage and minimum of \$1,000,000 per person for bodily injury and no less than \$1,000,000 for each occurrence, \$2,000,000 aggregate. In addition, all such insurance, with the exception of Professional Liability, shall name **County**, its Commissioners, employees and agents, as an Additional Insured. A copy of the policy or certificate of insurance acceptable to **County** shall be submitted to **County**. Some, or all, of the required insurance may be waived or modified if approved by **County's** counsel as follows:

_____ (Approved by County Counsel)

(Comments)

(Contractor's Initials)_____

All terms on the previous pages of this document are hereby made a part of this Agreement.

This Agreement will not be effective until approved by the County Commission.

FOR COUNTY:

Signature Date

Title

Contractor Address:
Vitan Construction, LLC
9327 NE Glisan St.
Portland, OR 97220

FOR CONTRACTOR:

Vitto Ponomarev 5/24/2022

Signature Date

COO

Title

EXHIBIT 1

Bid Proposal Form

Clatsop County

749 Commercial St.

Astoria, OR

The undersigned, as bidder declares:

That the only person or parties interested in this Proposal as principals are those named therein;

That this Proposal is made without collusion with any other person, firm or corporation;

That he has carefully examined and fully understands the applicable Specifications, Supplemental Specifications, Special Provisions, Plans, Drawings, Form of Contract, General Information and General Requirements and other required provisions relating to the "Construction Project", on file in the office of the Central Services Department of Clatsop County and as hereby made a part of this agreement;

That he submits this Proposal subject to the terms and conditions stated in the Specifications and Form of Contract;

That if this bid is accepted, he will contract with said Clatsop County in the approved form of contract, to provide all necessary machinery, tools, apparatus, and other means of construction and to do all work and furnish all the materials specified in the contract in the manner and time therein prescribed and according to the requirements as therein set forth;

That he will accept as full payment, therefore, the amount earned under the contract in the manner described in the General Requirements;

That he will comply with the provisions of ORS 279C.800 through 279C.870 regarding prevailing wage rates (if a contract for work or improvement) and all other applicable provisions of Oregon law as well as all Clatsop County ordinances and rules relating to public contracting; **(Prevailing Wage applies if cost of the Work exceeds \$50,000)**

That he has not discriminated against minorities, women, or small business enterprises in obtaining any subcontracts;

That he is not in violation of any Oregon Tax Law;

That after having carefully examined the Specifications covering the project, the bidder proposes to furnish all necessary labor, materials, and equipment to complete the project as described herein and to perform the work in full accordance with said Specifications and drawings, and to meet the performance and prescriptive requirements describe herein and made necessary by system requirements and governing regulations.

Bid Proposal Form

BASE BID: Clatsop County: 749 Commercial St. Re-roof Log Covering

	Base Bid
General Cost (O&P, Delivery, Bonds, Permits, Supervision, Etc.)	\$ 5,200
Remove and dispose of existing roofing	\$ 6,800
Install new cedar roof system	\$ 16,000
Misc. Gutters	\$ 6,800
Total	\$ 34,800.00

Thirty Four Thousand Eight Hundred 00/100

Written amount (total)

DOLLARS (\$ 34,800.00)

Date (5/10/2022)

Hourly Rate for Extra work

Staff	Hourly Rate
Employee	\$195.00
Supervisor	\$205.00

The bidder acknowledges that the Work must be completed prior to June 30, 2022.

If this proposal is accepted and the undersigned shall fail to or neglect to contract as aforesaid within ten (10) days from date of receiving from the County, the contract, prepared and ready for execution, the County may at their option, determine that the bidder has abandoned the contract and thereupon forfeiture of the security accompanying this proposal shall operate and the same shall be property of the County.

The names of the president, treasurer, and manager of the bidding corporation, or the names and residences of all persons and parties interested in this Bid as partners or principals are as follows:

Name Vitaliy Ponomarev Address 9327 NE Glisan St. Portland, OR 97220

The names of the surety by which the Performance Bond covering the Contract, if awarded, will be furnished, and the name and address of the surety's local agent are as follows:

Name of Surety Surity Bond

Name of Agent Mark Karr 800-308-4358 #238

Address 3514 Interstate 70 Drive SE • Columbia, MO 65201



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AIC Insurance Agency LLC / Chris Green 7831 SE Lake Rd Ste 100 Portland, OR 97267	CONTACT NAME: Natalie Brown PHONE (A/C, No. Ext): 503-607-0702 E-MAIL ADDRESS: Nbrown@aicinsagency.com	FAX (A/C, No): (503)908-1963
	INSURER(S) AFFORDING COVERAGE	
INSURED VITAN CONSTRUCTION LLC 9327 NE Glisan St Portland, OR 97220-4569	INSURER A : Clear Blue Specialty Insurance Company	
	INSURER B : Austin Mutual Insurance Company	
	INSURER C : Scottish American	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 00045409-580807

REVISION NUMBER: 44

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	AR01-RS-2002146-01	12/22/2021	12/22/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			B1P7995K	01/03/2022	01/03/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			BE 032019034	12/22/2021	12/22/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured per written contract.

CERTIFICATE HOLDER**CANCELLATION**

Clatsop County Building & Grounds
800 Exchange St Suite #310
Astoria, OR 97103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agenda Item #9.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Blanket as required by virtue of written contract	All locations as required by written contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

Blanket as required by written contract

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV - Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



BUILDING & GROUNDS

INFORMAL REQUEST FOR COMPETITIVE QUOTES

**Project Location: Clatsop County, Courthouse
749 Commercial Street
Astoria, Oregon**

Return Quotes no later than: May 10, 2022 prior to 3:00 p.m.

Clatsop County is seeking competitive quotes for the following project:

Re-roof the Historic Log Covering – Like for Like Material

Scope of Work: 749 Commercial St., Astoria. In general, the scope is to replace the existing cedar roof shakes, cedar skip sheeting (if necessary), cedar gutters and install new downspouts.

Schedule:

- April 28, 2022. Issue RFQ
- May 3, 2022. Pre-Bid meeting – Not Mandatory
- May 10, 2022. Bids Due
- May 25, 2022. County Board approve contract if needed
- May 26, 2022. Contract completed. Notice to Proceed.
- June 30, 2022 Complete all work.

Contractors / Bidders:

Pre-Bid meeting: May 3, 2022, 2:00 P.M. 749 Commercial St., Astoria, OR. Not Mandatory.
The building is available for inspection.

CONTRACTOR SHALL:

Submit manufactures information on all products that will be used on site.

Provide contractors own means and methods for performing work. Submit work and safety plan to County for review.

Comply with State Building Codes and the requirements of local Code Officials. Comply with all OSHA safety requirements.

Obtain and pay for permit if required.

Assume damage to existing building caused by work on this project and restore any damage.
Guarantee all work for (1) year from date of completion, unless manufacture provides longer

warranty.

David Dieffenbach, Capital Improvement Projects Manager 800
Exchange, Suite 222
Astoria, OR 97103
Direct: 503-338-3695
Fax: 503-325-8606

Contact email: ddieffenbach@co.clatsop.or.us

Clatsop County will be the sole judge in determining award of the contract and reserves the right to reject all proposals.

Attached:

- Bid form
- Exterior Photos with notes
- Sample contract
- Site Map

EXHIBIT 1

Bid Proposal Form

Clatsop County

749 Commercial St.

Astoria, OR

The undersigned, as bidder declares:

That the only person or parties interested in this Proposal as principals are those named therein;

That this Proposal is made without collusion with any other person, firm or corporation;

That he has carefully examined and fully understands the applicable Specifications, Supplemental Specifications, Special Provisions, Plans, Drawings, Form of Contract, General Information and General Requirements and other required provisions relating to the "Construction Project", on file in the office of the Central Services Department of Clatsop County and as hereby made a part of this agreement;

That he submits this Proposal subject to the terms and conditions stated in the Specifications and Form of Contract;

That if this bid is accepted, he will contract with said Clatsop County in the approved form of contract, to provide all necessary machinery, tools, apparatus, and other means of construction and to do all work and furnish all the materials specified in the contract in the manner and time therein prescribed and according to the requirements as therein set forth;

That he will accept as full payment, therefore, the amount earned under the contract in the manner described in the General Requirements;

That he will comply with the provisions of ORS 279C.800 through 279C.870 regarding prevailing wage rates (if a contract for work or improvement) and all other applicable provisions of Oregon law as well as all Clatsop County ordinances and rules relating to public contracting; **(Prevailing Wage applies if cost of the Work exceeds \$50,000)**

That he has not discriminated against minorities, women, or small business enterprises in obtaining any subcontracts;

That he is not in violation of any Oregon Tax Law;

That after having carefully examined the Specifications covering the project, the bidder proposes to furnish all necessary labor, materials, and equipment to complete the project as described herein and to perform the work in full accordance with said Specifications and drawings, and to meet the performance and prescriptive requirements describe herein and made necessary by system requirements and governing regulations.

Bid Proposal Form

BASE BID: Clatsop County: 749 Commercial St. Re-roof Log Covering

	Base Bid
General Cost (O&P, Delivery, Bonds, Permits, Supervision, Etc.)	\$
Remove and dispose of existing roofing	\$
Install new cedar roof system	\$
Misc.	\$
Total	\$

Written amount (total)

DOLLARS (\$ _____)

Date (_____)

Hourly Rate for Extra work

Staff	Hourly Rate
Employee	
Supervisor	

The bidder acknowledges that the Work must be completed prior to June 30, 2022.

If this proposal is accepted and the undersigned shall fail to or neglect to contract as aforesaid within ten (10) days from date of receiving from the County, the contract, prepared and ready for execution, the County may at their option, determine that the bidder has abandoned the contract and thereupon forfeiture of the security accompanying this proposal shall operate and the same shall be property of the County.

The names of the president, treasurer, and manager of the bidding corporation, or the names and residences of all persons and parties interested in this Bid as partners or principals are as follows:

Name	Address
_____	_____
_____	_____

The names of the surety by which the Performance Bond covering the Contract, if awarded, will be furnished, and the name and address of the surety's local agent are as follows:

Name of Surety _____

Name of Agent _____

Address _____

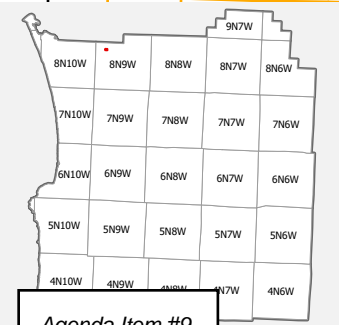
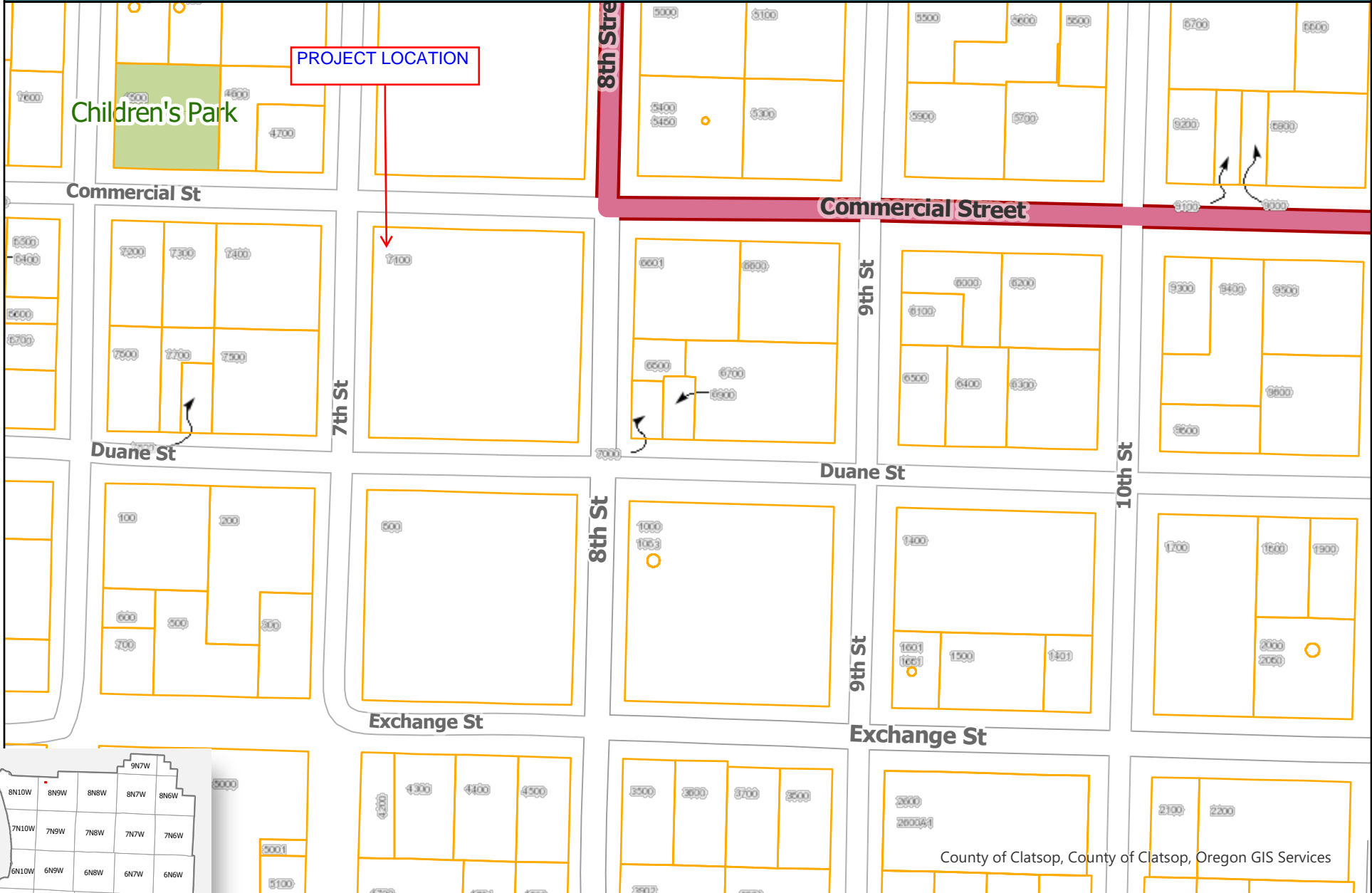


Existing Cedar Roof



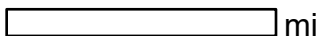
Log Roof

Courthouse Map



Clatsop County

0.05



This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, omissions, misuse, or misinterpretation.

CLATSOP COUNTY, OREGON
800 Exchange, Suite 310
Astoria, Oregon 97103
An Equal Opportunity Employer

Clatsop County Construction Contract

This Contract is by and between **Clatsop County (County)** and **(Contractor)**. Whereas **County** has need of the services which **Contractor** has agreed to provide; **Now Therefore**, in consideration of the sum not to exceed \$_____ to be paid to **Contractor** by **County**, **Contractor** agrees to perform between date of execution and _____, inclusive, the following specific construction services:

- A. The Work:
- B. Payment Terms: Payment will be made 30 days from receipt of invoice and approval of work by County.
- C. Miscellaneous:
1. **Written Notice.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
 2. **Governing Law/Venue.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the District or Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of **County** shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of **County** according to law.
 3. **Compliance.** **Contractor** shall comply with all applicable Federal, State and local laws, rules and regulations. All provisions of ORS 279C.505 through 530 (Construction Contracts) are incorporated herein. Specifically, Contractor shall:
 - a. Promptly pay, as due, all persons supplying labor and material for the performance of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due or to become due the Contractor by reason of the contract, pursuant to ORS 279C.515.
 - b. If this contract is for a public improvement, if Contractor or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the County, the Contractor or first-tier subcontractor shall owe the person the amount dues plus interest commencing at the end of the 10 day period that payment is due under ORS 279C.580 and ending upon final payment.

- c. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract.
- d. Not permit any line or claim to be filed or prosecuted against **County**, on account of any labor or material furnished by **Contractor**.
- e. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- f. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279A.055, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279C.520.
- g. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279C.530.
- h. If Contractor is a subject employer, Contractor will comply with ORS 656.017.
- i. If this contract is for a public improvement, **Contractor** represents and warrants that at the time of the execution of this agreement they have, and shall maintain during the term of this agreement an employee drug-testing program for its employees.
- j. If this contract is for a public improvement, if Contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with this contract, the person may file a complaint with the Construction Contractors Board, subject to ORS 279C.515.
- k. If this contract is for a public improvement exceeding \$50,000, Contractor, subcontractor or other person doing or contracting to do any of the work of this contract will pay workers prevailing wage rates as contained in bid specifications and workers shall be paid not less than the specified minimum hourly rate of wage.
- l. Contractor shall comply with all rules, regulations and ordinances of agencies of the State of Oregon, Army Corps of Engineers, Environmental Protection Agency and Clatsop County that deal with the prevention of environmental pollution and the preservation of natural resources.
- m. If this contract is for a public improvement exceeding \$50,000, and contractor is required to pay prevailing wages under ORS 279C.800 to 279C.870, then contractor must file a \$30,000 BOLI bond with the Construction Contractors Board before starting work on a contract or subcontract. Contractor will include in every subcontract a provision requiring the subcontractor to have a public works bond filed with the Construction Contractor's Board before starting work on the project, unless exempt.

- n. If this is for a public improvement exceeding \$50,000, a fee is required to be paid to the Commissioner of the Bureau of Labor and Industries as provided in ORS 279C.825. The fee shall be paid to the Commissioner under the administrative rule of the Commissioner.
- o. Workers shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838 and 279C.840.
- p. If this contract includes demolition, the contractor shall salvage or recycle construction and demolition debris if feasible and cost-effective. If contract includes lawn and landscape maintenance, contractor shall compost or mulch yard waste material at an approved site if feasible and cost-effective, per ORS 279C.510.

4. **Judicial Rulings.** If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

5. **Independent Contractor.** **Contractor**, in carrying out the services to be provided under this Agreement, is acting as an "independent Contractor" and is not an employee of **County**, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an Independent Contractor", **Contractor** will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, **Contractor** is free to contract with other parties, on other matters, for the duration of this Agreement.

6. **Indemnification.** **Contractor** shall save harmless, indemnify, and defend **County** for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from **Contractor's** performance of or failure to perform the obligations of this Agreement, to the extent same are caused by the negligence or misconduct of **Contractor** or its employees or agents.

7. **Worker's Compensation.** **Contractor** shall comply with ORS 656.017 for all employees who work in the State of Oregon. If the **Contractor** hires employees, he or she shall provide **County** with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

8. **Nondiscrimination.** No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by **County**.

9. **Termination of Agreement.** This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon fifteen (15) calendar days written notice by either Party to the other of intent

- to terminate.
- c. Immediately on breach of the contract.

10. **Subcontracting/Nonassignment.** No portion of this Agreement may be contracted or assigned to any other individual, firm, or entity without the express and prior approval of **County**.

11. **Survival.** The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

12. **Standard of Services and Warranty.** **Contractor** agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that the **Contractor** must perform the services based in part on information furnished by **County** and that **Contractor** shall be entitled to rely on such information. However, the **Contractor** is given notice that **County** will be relying on the accuracy, competence and completeness of **Contractor's** services in utilizing the results of such services. The **Contractor** warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

13. **Ownership and Use of Documents.** All documents, or other material submitted to the **County** by **Contractor** shall become the sole and exclusive property of **County**. All material prepared by **Contractor** under this Agreement may be subject to Oregon's Public Records Law.

14. **Tax Compliance Certification.** **Contractor** hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of **Contractor's** knowledge, **Contractor** is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. **Contractor** represents that Contract will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If **Contractor** fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the **Contractor** shall be in default and County may terminate this agreement and pursue its remedies under the agreement and under applicable law.

15. **Insurance.** **Contractor** shall purchase and maintain at **Contractor's** expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$1,000,000 for property damage and minimum of \$1,000,000 per person for bodily injury and no less than \$1,000,000 for each occurrence, \$2,000,000 aggregate. In addition, all such insurance, with the exception of Professional Liability, shall name **County**, its Commissioners, employees and agents, as an Additional Insured. A copy of the policy or certificate of insurance acceptable to **County** shall be submitted to **County**. Some, or all, of the required insurance may be waived or modified if approved by **County's** counsel as follows:

_____ (Approved by County Counsel)

(Comments)

(Contractor's Initials)_____

All terms on the previous pages of this document are hereby made a part of this Agreement.

This Agreement will not be effective until approved by the County Commission.

FOR COUNTY:

FOR CONTRACTOR:

Signature Date

Signature Date

Title

Title

Contractor Address:

SAMPLE CONTRACT

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Public Hearing and Adoption of the Fiscal Year 2022-23 County Budget
Category: Public Hearing
Presented By: Monica Steele, Assistant County Manager & Budget Officer

Issue Before the Commission: To hold the public hearing on the Approved FY 2022-23 Budget and following the public hearing Adopt the 2022-23 fiscal year budget in accordance with Oregon Local Budget Law.

Informational Summary: At its meeting on May 12, 2022 the Clatsop County Budget Committee approved the County's 2022-23 annual budget. The Board will need to now allow for a hearing to receive public comments. Following public comments staff is asking for the Board to formally adopt the County's Budget in compliance with Local Budget Law. The attached resolution and order adopts the 2022-23 County Budget of \$100,225,980, imposes and categorizes the taxes provided for in the Approved Budget at the rate of \$1.5338 per \$1,000 of assessed value of all taxable property within Clatsop County for operations and at the rate of \$0.07 per \$1,000 of assessed value for a local option levy, levies bonded debt in the amount of \$1,188,500, and makes appropriations in accordance with Oregon Local Budget Law. It reflects the budget as approved by the Budget Committee with the exception of the following adjustments that staff is proposing as described and are within the limitations of ORS 294.456:

Increase of \$830,660 for Transfers to Other Funds in the General Fund (001/9800); This is to decrease the transfer to Special Projects so there is no longer an unappropriated fund balance in Fund 100 and to add a transfer to the GF Stabilization Fund (003/1200). This change is in efforts to increase transparency of the General Fund reserves, holding them in one place.

Increase of \$1,151,410 in the GF Stabilization Fund (003/1200). This is due to the added transfer from the GF and removing the \$1M transfer to the Bond & UAL Reserve Fund. The removal of this transfer is to increase the GF Reserves.

Decrease the Capital Projects Fund by \$1,007,160. The decreased transfer from the General Fund balances this fund and leaves the fund with no unappropriated fund balance.

Decrease of \$1M in the Bond & UAL Fund. This decrease is due to the removal of the \$1M transfer from the GF Stabilization Fund.

The adjustments described above increase the General Fund reserves by \$1,949,160 from the approved budget. Increasing the General Fund ending fund balance from 23% to 28% of operating expenditures.

If the Board wants to make additional adjustments to the Budget, the resolution will be revised accordingly. Oregon Budget Law limits governing bodies to increases in approved budget expenditures to \$5,000 or 10 percent of the fund, whichever is greater. Adoption of this resolution represents the Board's final action in the annual budget process.

Fiscal Impact: The 2022-23 Approved County Budget with proposed adjustments totals \$100,225,980. There are unappropriated fund balances of \$922,740 in the General Fund and \$8,008,790 in the General Roads Fund.

Requested Action:

"I move that the Board approve the resolution adopting the Budget for 2022-23 by organizational unit, imposing taxes, categorizing taxes, levying for bonded debt, and making appropriations for Clatsop County as approved by the Budget Committee with Board requests as well as the staff recommended changes."

Attachment List

- A. Resolution and Order Adopting the Budget for 2022-23, Imposing Taxes, Categorizing Taxes, Levying for Bonded Debt, and Making Appropriations for Clatsop County;
- B. FY 2022-23 Budget Approved Appropriations Report – Exhibit A

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

IN THE MATTER OF ADOPTING THE)
 BUDGET FOR 2022-23, IMPOSING)
 TAXES, CATEGORIZING TAXES,)
 LEVYING FOR BONDED DEBT, AND) RESOLUTION AND ORDER
 MAKING APPROPRIATIONS FOR)
 CLATSOP COUNTY)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of Clatsop County, Oregon, hereby adopts the Clatsop County Budget by organizational unit, for all funds approved by the Clatsop County Budget Committee and adjusted per ORS 294.456 for 2022-23 in the total sum of \$109,157,510 of which \$100,225,980 is appropriated and

IT IS FURTHER RESOLVED AND ORDERED that the amounts for the Fiscal Year beginning July 1, 2022 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, are hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the Board of County Commissioners hereby imposes the taxes provided for in the Adopted Budget at the rate of \$1.5338 per \$1,000 of assessed value for operations and at the rate of \$.07 per \$1,000 of assessed value for local option levy and that these taxes are hereby imposed and categorized for the tax year 2022-23 upon the assessed value of all taxable property within Clatsop County and levies for bonded debt in the amount of \$1,188,500. The following allocation and categorization as provided in ORS 310.060 make up the above taxes:

	SUBJECT TO THE GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM THE LIMITATION
General Government	\$1.5338/\$1,000	-0-
Local Option Levy	\$.07/\$1,000	-0-
Levy for Bonded Debt	\$0.00	\$1,188,500

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 8th day of June, 2022.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

Mark Kujala, Chair

Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
001	General							
	0000	Discretionary Revenue	0	0	0	0	0	0
	1100	Board of Commissioners	139,340	0	0	0	0	139,340
	1105	Brd of Property Tax Appeal	43,480	0	0	0	0	43,480
	1110	County Tourism	610,720	0	4,000	5,000	0	619,720
	1120	County Manager	1,224,500	0	0	0	0	1,224,500
	1125	Human Resources	604,590	0	0	0	0	604,590
	1150	Assessment & Taxation	1,929,820	0	0	0	0	1,929,820
	1155	Property Management	86,220	0	300	0	0	86,520
	1300	County Counsel	150,000	0	0	0	0	150,000
	1350	Clerk - Admin. & Elections	491,620	0	0	0	0	491,620
	1355	Clerk Recordings	203,860	0	0	0	0	203,860
	1625	Budget & Finance	619,110	0	0	0	0	619,110
	1650	Information Systems	1,520,200	0	0	0	0	1,520,200
	1790	Building & Grounds	1,444,980	0	900	0	0	1,445,880
	1795	Parks Maintenance	378,350	0	640	0	0	378,990
	1940	Surveyor	278,720	0	0	0	0	278,720
	1990	Dues & Special Assessments	498,970	0	352,710	0	0	851,680
	2160	District Attorney	2,312,660	0	0	0	0	2,312,660
	2180	Medical Examiner	194,100	0	0	0	0	194,100
	2190	Sheriff Support Division	853,960	0	0	0	0	853,960
	2200	Sheriff Enforcement Division	5,234,540	0	0	0	0	5,234,540
	2300	Sheriff Corrections Division	5,354,190	0	0	0	0	5,354,190
	2325	Jail Medical	1,223,790	0	0	0	0	1,223,790
	2340	Juvenile Department	969,520	0	0	0	0	969,520
	2350	Corrections Workcrew	0	0	0	0	0	0
	2700	Planning Division	786,440	0	0	0	0	786,440
	2710	Code Compliance	347,920	0	0	0	0	347,920
	2750	Emergency Management	515,620	0	0	0	0	515,620
	2800	Animal Control Division	541,080	0	0	0	0	541,080
	9700	General Fund Stabilization	0	0	0	0	0	0
	9800	Transfers To Other Funds	0	0	0	1,930,280	0	1,930,280
	9900	Approp. For Contingency 1	0	0	0	0	3,086,570	3,086,570
		001 Total:	28,558,300	0	358,550	1,935,280	3,086,570	33,938,700

Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
002	General Roads							
	3110	Road Admin. And Support	1,172,550	0	0	0	0	1,172,550
	3120	Road Maint & Construction	10,354,020	0	42,250	0	0	10,396,270
	9905	Approp. For Contingency 2	0	0	0	0	2,868,960	2,868,960
		002 Total:	11,526,570	0	42,250	0	2,868,960	14,437,780
003	General Fund Stabilization							
	1200	GF Stabilization	0	0	0	1,000,000	2,933,300	3,933,300
		003 Total:	0	0	0	1,000,000	2,933,300	3,933,300
004	Clerk Archived Records							
	1354	Clerk Archived Records	10,200	0	0	0	8,950	19,150
		004 Total:	10,200	0	0	0	8,950	19,150
007	Public Health							
	4110	Community Health	1,211,700	0	0	0	0	1,211,700
	4112	Tobacco Prevention	203,600	0	0	0	0	203,600
	4129	Immunization	280,620	0	0	0	0	280,620
	4133	Babies First	238,220	0	0	0	0	238,220
	4140	W I C Program	278,750	0	0	0	0	278,750
	4160	Family Planning	252,190	0	0	0	0	252,190
	4163	School-Based Health Centers	157,070	0	0	0	0	157,070
	4168	Harm Reduction/OD Prevention	343,940	0	0	0	0	343,940
	4169	Household Hazardous Waste	198,290	75,900	0	0	0	274,190
	4170	Emergency Preparedness	729,820	0	0	0	0	729,820
	4174	Onsite Sewage Systems	245,620	0	0	0	0	245,620
	4175	Environmental Health	423,850	0	0	0	0	423,850
	9915	Approp. For Contingency 7	0	0	0	0	724,950	724,950
		007 Total:	4,563,670	75,900	0	0	724,950	5,364,520
009	Child Support							
	2165	Child Support	263,290	0	0	0	41,500	304,790
		009 Total:	263,290	0	0	0	41,500	304,790
020	Juvenile Crime Prevention							
	2170	Juv Crime Prevention	43,090	0	0	0	174,420	217,510
		020 Total:	43,090	0	0	0	174,420	217,510

Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
024	Community Corrections Division							
	2385	Community Corrections Division	2,856,200	0	440,910	33,730	1,323,310	4,654,150
	024 Total:		2,856,200	0	440,910	33,730	1,323,310	4,654,150
027	Marine Patrol							
	2245	Marine Patrol	325,690	0	0	0	95,190	420,880
	027 Total:		325,690	0	0	0	95,190	420,880
033	Mental Health Grants							
	7150	Developmental Disabilities	0	0	0	0	0	0
	7152	Mental Health	27,280	0	1,775,930	0	0	1,803,210
	7156	Drug & Alcohol Prevention	214,580	0	0	0	0	214,580
	9920	Approp. For Contingency 033	0	0	0	0	411,880	411,880
	033 Total:		241,860	0	1,775,930	0	411,880	2,429,670
036	Building Codes							
	7165	Building Codes	963,790	0	0	93,340	1,182,540	2,239,670
	036 Total:		963,790	0	0	93,340	1,182,540	2,239,670
039	Clatsop County Fisheries							
	8500	Clatsop County Fisheries	840,120	0	0	0	227,250	1,067,370
	039 Total:		840,120	0	0	0	227,250	1,067,370
090	COVID							
	2006	American Rescue Plan	645,100	0	1,695,000	481,750	0	2,821,850
	2007	PA COVID-19	0	0	0	0	0	0
	9910	Approp. For Contingency 90	0	0	0	0	2,621,080	2,621,080
	090 Total:		645,100	0	1,695,000	481,750	2,621,080	5,442,930
100	Capital Projects							
	2000	Special Projects	9,698,760	0	0	163,350	1,507,160	11,369,270
	2002	Fleet Replacement	69,000	0	0	0	72,460	141,460
	100 Total:		9,767,760	0	0	163,350	1,579,620	11,510,730
102	General Roads Eq Replace							
	2001	Equipment Replacement	661,810	0	0	0	0	661,810
	102 Total:		661,810	0	0	0	0	661,810
105	Insurance Reserve							
	2105	Insurance Reserve	443,720	0	0	0	0	443,720
	105 Total:		443,720	0	0	0	0	443,720

Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
120	Land Corner Preservation							
	1941	Surveyor - Land Corner 120	90,970	0	0	0	458,730	549,700
	120 Total:		90,970	0	0	0	458,730	549,700
150	Fair & Expo							
	9300	Fair & Expo	1,056,500	0	0	0	519,510	1,576,010
	150 Total:		1,056,500	0	0	0	519,510	1,576,010
205	Child Custody Mediation & Drug Pi							
	5705	Child Custody Mediation	43,770	0	0	0	16,670	60,440
	205 Total:		43,770	0	0	0	16,670	60,440
206	Video Lottery Fund							
	5710	Video Lottery	17,900	0	170,000	477,770	0	665,670
	206 Total:		17,900	0	170,000	477,770	0	665,670
209	Courthouse Security							
	5720	Courthouse Security	92,620	0	0	4,000	30,270	126,890
	209 Total:		92,620	0	0	4,000	30,270	126,890
225	Bike paths							
	5805	Bike Paths	75,600	0	0	0	38,350	113,950
	225 Total:		75,600	0	0	0	38,350	113,950
230	Law Library							
	5810	Law Library	28,700	0	0	0	52,170	80,870
	230 Total:		28,700	0	0	0	52,170	80,870
235	Animal Shelter Donations							
	2810	Animal Shelter Enhance.	65,000	0	0	0	362,180	427,180
	235 Total:		65,000	0	0	0	362,180	427,180
240	Park & Land Acq. & Maint							
	5815	Parks & Land Acq. Maint	22,400	0	0	50,000	738,500	810,900
	240 Total:		22,400	0	0	50,000	738,500	810,900
305	State Timber Enforcement Fund							
	5828	State Timber Enforcement	150,500	0	0	10,000	973,590	1,134,090
	305 Total:		150,500	0	0	10,000	973,590	1,134,090

Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
325		Industrial Development Revolving						
	5836	Industrial Develop.Revolving Fund	201,800	0	0	0	2,995,240	3,197,040
		325 Total:	201,800	0	0	0	2,995,240	3,197,040
400		Debt Service Fund						
	5855	Debt Service	0	1,551,850	0	0	385,140	1,936,990
		400 Total:	0	1,551,850	0	0	385,140	1,936,990
405		Bond & UAL Reserve Fund						
	5860	Bond & UAL Reserve Fund	0	0	1,000,000	0	1,484,660	2,484,660
		405 Total:	0	0	1,000,000	0	1,484,660	2,484,660
		Totals:	63,556,930	1,627,750	5,482,640	4,249,220	25,334,530	100,251,070

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Issue/ Agenda Title: Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Clatsop County 4-H & Extension Special District

Category: Public Hearing

Presented By: Jennifer Carlson, Budget & Finance Manager

Issues Before the Commission: Hold the public hearing on the Approved FY 2022-23 Budget and following the public hearing adopt the 2022-23 fiscal year budget in accordance with Oregon Local Budget Law.

Informational Summary: At its meeting on May 4, 2022, the Clatsop County 4-H & Extension Special Service District Budget Committee approved the District's 2022-2023 annual budget. The Board will need to now allow for a hearing to receive public comments. Following public comments staff is asking the Board to formally adopt the Clatsop County 4-H & Extension Special District budget in accordance with Local Budget Law. The attached resolution and order adopt the 2022-23 Clatsop County 4-H & Extension Special Service District Budget of \$703,870, imposes and categorizes the taxes provided for in the Approved Budget at the rate of \$0.0534 per \$1,000 of assessed value of all taxable property within Clatsop County and makes appropriations in accordance with Oregon Local Budget Law. It reflects the budget as approved by the Budget Committee.

If the Board wants to make additional adjustments to the Budget, the resolution will be revised accordingly. Oregon Budget Law limits governing bodies to increases in approved budget expenditures to \$5,000 or 10 percent of the fund, whichever is greater. Adoption of this resolution represents the Board's final action in the annual budget process.

Fiscal Impact: The 2022-23 Approved Clatsop County 4-H & Extension Special Service District Budget totals \$703,870.

Recommended Motion:

“I move that the Board approve the resolution adopting the Budget for 2022-23 by organizational unit, imposing taxes, categorizing taxes and making appropriations for Clatsop County 4-H & Extension Special Service District Budget as approved by the Budget Committee with staff recommended changes.”

Attachment List

- A. Resolution and Order Adopting the Budget for 2022-23, Imposing Taxes, Categorizing Taxes and Making Appropriations for Clatsop County 4-H & Extension Special Service District; and
- B. FY 2022-23 Budget Approved Appropriations Report – Exhibit A

Budget Approved Appropriations 4-H & Ext Ser Spec Dist

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
395	4-H & Ext Ser Spec Dist							
	5850	4-H & Extension	545,910	0	0	0	157,960	703,870
		395 Total:	545,910	0	0	0	157,960	703,870

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY 4-H AND EXTENSION SERVICE SPECIAL DISTRICT

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2022-23, IMPOSING TAXES,)
CATEGORIZING TAXES AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR CLATSOP COUNTY)
4-H & EXTENSION SERVICE SPECIAL)
DISTRICT)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County 4-H and Extension Service Special District, hereby adopts the Clatsop County 4-H and Extension Service Special District Budget by organizational unit in the sum of \$703,870 and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2022 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of \$.0534 per \$1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2022-23 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	\$.0534/\$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 8th day of June 2022.

BOARD OF COUNTY COMMISSIONERS FOR
CLATSOP COUNTY, OREGON GOVERNING
BODY OF CLATSOP COUNTY 4-H AND
EXTENSION SERVICE SPECIAL DISTRICT

Mark Kujala, Chair

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Issue/ Agenda Title: Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Clatsop County Rural Law Enforcement District

Category: Public Hearing

Presented By: Jennifer Carlson, Budget & Finance Manager

Issues Before the Commission: To hold the public hearing on the approved FY 2022-23 budget and following the public hearing, adopt the 2022-23 fiscal year budget in accordance with Oregon Local Budget Law.

Informational Summary: At its meeting on May 4, 2022, the Clatsop County Rural Law Enforcement District Budget Committee approved the District's 2022-23 annual budget. The Board will need to now allow for a hearing to receive public comments. Following public comments staff is asking the Board to formally adopt the Clatsop County Rural Law Enforcement District budget in accordance with Local Budget Law. The attached resolution and order adopts the 2022-2023 Clatsop County Rural Law Enforcement District Budget in the amount of \$4,707,560, imposes and categorizes the taxes provided for in the Approved Budget at the rate of \$0.7195 per \$1,000 of assessed value of all taxable property within Clatsop County, and makes appropriations in accordance with Oregon Local Budget Law. It reflects the budget as approved by the Budget Committee.

If the Board wants to make additional adjustments to the Budget, the resolution will be revised accordingly. Oregon Budget Law limits governing bodies to increases in approved budget expenditures to \$5,000 or 10 percent of the fund, whichever is greater. Adoption of this resolution represents the Board's final action in the annual budget process.

Fiscal Impact: The Budget Committee has approved the Clatsop County Rural Law Enforcement District 2022-23 budget with budget authority in the amount of \$4,707,560.

Recommended Motion:

"I move that the Board approve the resolution adopting the Budget for 2022-23 by organizational unit, imposing taxes, categorizing taxes and making appropriations for Clatsop County Rural Law Enforcement District as approved by the Budget Committee or as revised by the Board."

Attachment List

- A. Resolution and Order Adopting the Budget for 2022-23, Imposing Taxes, Categorizing Taxes and Making Appropriations for Clatsop County Rural Law Enforcement District;
- B. FY 2022-23 Budget Approved Appropriations Report – Exhibit A

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY RURAL LAW ENFORCEMENT DISTRICT

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2022-23, IMPOSING TAXES,)
CATEGORIZING TAXES AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR CLATSOP COUNTY)
RURAL LAW ENFORCEMENT DISTRICT)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County Rural Law Enforcement District, hereby adopts the Clatsop County Rural Law Enforcement District Budget by organizational unit in the total appropriated sum of \$4,707,560; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2022 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of \$0.7195 per \$1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2022-23 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	\$0.7195/\$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 8th day of June 2022.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF THE CLATSOP
COUNTY RURAL LAW ENFORCEMENT
DISTRICT

Mark Kujala, Chair

Budget Approved Appropriations Rural Law Enforcement District

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
005		Rural Law Enforcement District						
	2191	Sheriff Rural Law Enf Dis	3,276,850	0	26,000	0	1,404,710	4,707,560
		005 Total:	3,276,850	0	26,000	0	1,404,710	4,707,560

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Issue/ Agenda Title: Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Clatsop County Road District Number 1

Category: Public Hearing

Presented By: Jennifer Carlson, Budget & Finance Manager

Issues Before the Commission: To hold the public hearing on the approved fiscal year 2022-23 budget and following the public hearing, adopt the 2022-23 fiscal year budget in accordance with Oregon Local Budget Law.

Informational Summary: At its meeting on May 4, 2022, the Clatsop County Road District Number 1 Budget Committee approved the District's 2022-23 annual budget. The Board will need to now allow for a hearing to receive public comments. Following public comments staff is asking the Board to formally adopt the Clatsop County Road District Number 1 budget in accordance with Local Budget Law. The attached resolution and order to adopt the 2022-23 Clatsop County Road District Number 1 Budget of \$4,042,220, imposes and categorizes the taxes provided for at the rate of \$1.0175 per \$1,000 of assessed value of all taxable property within Clatsop County, and makes appropriations in accordance with Oregon Local Budget Law. It reflects the budget as approved by the Budget Committee.

If the Board wants to adjust the Budget, the resolution will be revised accordingly. Oregon Budget Law limits governing bodies to increases in approved budget expenditures to \$5,000 or 10 percent of the fund, whichever is greater. Adoption of this resolution represents the Board's final action in the annual budget process.

Fiscal Impact: The 2022-23 Approved Clatsop County Road District Number 1 Budget totals \$4,042,220.

Recommended Motion:

"I move that the Board approve the resolution adopting the Budget for 2022-23 by organizational unit, imposing taxes, categorizing taxes and making appropriations for Clatsop County Road District Number 1 as approved by the Budget Committee or as revised by the Board."

Attachment List

- A. Resolution and Order Adopting the Budget for 2022-23, Imposing Taxes, Categorizing Taxes and Making Appropriations for Clatsop County Road District Number 1; and
- B. FY 2022-23 Budget Approved Appropriations Report—Exhibit A

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY ROAD DISTRICT NUMBER 1

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2022-23, IMPOSING TAXES,)
CATEGORIZING TAXES AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR CLATSOP COUNTY)
ROAD DISTRICT NUMBER 1)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County Road District Number 1, hereby adopts the Clatsop County Road District Number 1 Budget by organizational unit in the sum of \$4,042,220; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2022 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of \$1.0175 per \$1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2022-23 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	\$1.0175/\$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 8th day of June 2022.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF CLATSOP COUNTY
ROAD DISTRICT NUMBER 1

Mark Kujala, Chair

Budget Approved Appropriations Road District #1

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
300		Road District #1						
	5825	Road District #1	2,900	0	4,039,320	0	0	4,042,220
		300 Total:	2,900	0	4,039,320	0	0	4,042,220

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Issue/ Agenda Title: Public Hearing and Adoption of Fiscal Year 2022-23 Budget for Westport Sewer Service District

Category: Public Hearing

Presented By: Jennifer Carlson, Budget & Finance Manager

Issues Before the Commission: To hold the public hearing on the approved fiscal year 2022-23 budget and following the public hearing adopt the 2022-23 fiscal year budget in accordance with Oregon Local Budget Law.

Informational Summary: At its meeting on May 4, 2022, the Westport Sewer Service District Budget Committee approved the District's 2022-23 annual budget. The Board will need to now allow for a hearing to receive public comments. Following public comments staff is asking the Board to formally adopt the Clatsop County Westport Sewer Service District budget in accordance with Local Budget Law. The attached resolution and order adopt the 2022-23 Westport Sewer Service District Budget of \$371,570 and makes appropriations in accordance with Oregon Local Budget Law. It reflects the budget as approved by the Budget Committee with no proposed adjustments.

If the Board wants to adjust the Budget, the resolution will be revised accordingly. Oregon Budget Law limits governing bodies to increases in approved budget expenditures to \$5,000 or 10 percent of the fund, whichever is greater. Adoption of this resolution represents the Board's final action in the annual budget process.

Fiscal Impact: The 2022-23 Approved Westport Sewer Service District Budget totals \$371,570.

Recommended Motion:

"I move that the Board approve the resolution adopting the Budget for 2022-23 by organizational unit and making appropriations for Westport Sewer Service District as approved by the Budget Committee or as revised by the Board."

Attachment List

- A. Resolution and Order adopting the budget for 2022-23 and making appropriations for Westport Sewer Service District; and
- B. FY 2022-23 Budget Approved Appropriations Report—Exhibit A.

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
WESTPORT SEWER SERVICE DISTRICT

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2022-23 AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR WESTPORT SEWER)
SERVICE DISTRICT)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Westport Sewer Service District hereby adopts the Westport Sewer Service District Budget by organizational unit in the sum of \$371,570; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2022 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the Board imposes NO taxes provided for in the Adopted Budget as of July 1, 2022; and

IT IS FURTHER RESOLVED AND ORDERED that a copy of the Adopted Budget shall be filed with the County Assessor and Clerk.

DATED this 8th day of June, 2022.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF WESTPORT
SEWER SERVICE DISTRICT

Mark Kujala, Chair

Budget Approved Appropriations Westport Sewer Serv Dist

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
385		Westport Sewer Serv Dist						
	5845	Westport Sewer Service	124,800	6,590	1,040	9,000	83,010	224,440
		385 Total:	124,800	6,590	1,040	9,000	83,010	224,440

Budget Approved Appropriations Westport Sewer Equip Rplc

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
386		Westport Sewer Equip Rplc						
	5846	Westport Sewer Equipment	145,500	0	0	0	1,630	147,130
		386 Total:	145,500	0	0	0	1,630	147,130

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Ordinance 22-05: Short-Term Rental Revisions - LAWDUC
Category: Public Hearing
Presented By: Gail Henrikson, Community Development Director

Issue Before the Commission: Conduct the first public hearing regarding Ordinance 22-05 amending the Clatsop County Land and Water Development and Use Code by revising Article 4 – Zone Regulations, to add short-term rentals as a Type I permitted use to specific zones

Informational Summary:

Since 2003, short-term rentals have been listed as a permitted use in the Arch Cape Rural Community Residential (AC-RCR) zone. Short-term rentals, however, were not specified as either a permitted or conditional use in any other zone within unincorporated Clatsop County. In January 2018, the Board adopted Ordinance 18-01, which established operating standards for short-term rentals outside of Arch Cape. The ordinance, however, did not amend the zoning code to specify in which zones, other than AC-RCR, the use should be allowed. In order to address this issue, staff has prepared amendments to the Land and Water Development and Use Code (LAWDUC) to allow short-term rentals as a Type I use in the following zones:

- 4.0720: Miles Crossing, Jeffers Gardens and Westport Rural Community Residential (RCR)
- 4.1020: Knappa and Svensen Rural Community Residential (KS-RCR)
- 4.1120: Rural Service Area - Single Family Residential (RSA-SFR)
- 4.1220: Rural Community Multi-Family Residential (RC-MFR)
- 4.1320: Rural Service Area – Multi-Family Residential (RSA-MFR)
- 4.1420: Rural Community Commercial (RCC)
- 4.2220: Coastal Beach Residential (CBR)
- 4.2320: Coastal Residential (CR)
- 4.2420: Single Family Residential-1 (SFR-1)
- 4.2520: Residential – Agriculture-1 (RA-1)
- 4.2620: Residential – Agriculture-2 (RA-2)
- 4.2720: Residential – Agriculture-5 (RA-5)

- 4.2820: Residential – Agriculture-10 (RA-10)
- 4.2920: Neighborhood Commercial (NC)
- 4.3030: General Commercial (GC)
- 4.3130: Tourist Commercial (TC)

At its March 8 meeting, the Planning Commission approved the following recommendations to the Board of Commissioners:

- Allow STRs in the AC-RCR, TC, GC, NC, RCC, RSA-MFR, and RC-MFR zones as a Type IIA use (Approved 5-2, with Planning Commissioners Kraushaar and Johnson dissenting)
- Support staff recommendations, but establish a limit on the number of future STRs at a level to be determined (Motion failed 3-4, with Planning Commissioners Orr, Farrarr, Powers, and Gardner dissenting)
- Repeal Sections 5.4900-5.4970 and revise Section 4.2620(12), LAWDUC (Approved 7-0)

The Planning Commission’s recommendations were based upon the following:

- Preserving neighborhood livability and quality of life
- Encroachment of commercial development into residential neighborhoods
- Impacts of short-term rentals on housing pricing and availability

Following the Planning Commission’s recommendation staff prepared an ordinance for a first public hearing on April 13. At the request of your Board, additional information regarding the impacts of housing pricing and availability was also presented at a work session on May 18. At that work session, the Board directed staff to move forward with amendments to allow short-term rentals as a permitted use in non-resource zones.

Fiscal Impact: None

Requested Action:

Conduct the first reading of Ordinance 22-05, open the public hearing and take testimony, and continue the matter to June 22, 2022.

Attachment List

- A. Ordinance 22-05
- B. DLCD Notice
- C. Background Memo
- D. STR Data Report
- E. [March 8, 2022 Planning Commission Meeting Video](#) (via link)
- F. [Written Public Comments](#) (via link)

EXHIBIT A

Ordinance 22-05

**BEFORE THE BOARD OF COMMISSIONERS
FOR THE COUNTY OF CLATSOP**

In the Matter of:

An Ordinance adopting amendments to the Clatsop County Land and Water Development and Use Code (LAWDUC) Article 4 – Zoning Regulations, to address short-term rentals.

ORDINANCE NO. 22-05

Doc # _____

Recording Date: _____

RECITALS

WHEREAS, on February 11, 2004, the Clatsop County Board of Commissioners adopted Ordinance 03-13, establishing operating standards for short-term rentals in Arch Cape; and

WHEREAS, on May 24, 2017, the Clatsop County Board of Commissioners adopted Ordinance 17-02, amended operating standards for short-term rentals in Arch Cape; and

WHEREAS, on January 24, 2018, the Clatsop County Board of Commissioners adopted Ordinance 18-01, establishing regulations for short-term rentals in unincorporated Clatsop County, excluding Arch Cape; and

WHEREAS, on December 12, 2018, the Clatsop County Board of Commissioners adopted Ordinance 18-09, amending the processing and application requirements for short-term rentals within unincorporated Clatsop County, excluding Arch Cape; and

WHEREAS, on October 30, 2019, the Clatsop County Board of Commissioners adopted Ordinance 19-04, revising Ordinance 18-09 to address procedural and application requirements for short-term rentals, excluding Arch Cape; and

WHEREAS, the County conducted town hall meetings on July 28, 2020, October 14, 2020, November 13, 2020, January 26, 2021, January 27, 2021, and January 28, 2021, to address short-term rental issues in various regions of the County; and

WHEREAS, on August 25, 2021, the Clatsop County Board of Commissioners approved a 120-day moratorium on the issuance of new short-term rental permits within unincorporated Clatsop County; and

WHEREAS, the moratorium was extended by the Board of Clatsop County Commissioners for an additional 120 days on December 8, 2021, and on April 27, 2022; and

WHEREAS, three public town hall meetings were held on September 24, 2021, November 12, 2021, and January 22, 2022, to obtain public input on proposed amendments to Ordinance 19-04; and

WHEREAS, the Clatsop Board of County of Commissioners held work sessions on January 26, February 16, and May 18, 2022, to review the proposed amendments; and

WHEREAS, short-term rentals are a business activity subject to the county's authority to regulate business activity in the county and not a residential use; and

WHEREAS, the LAWDUC only species short-term rentals as a permitted use in the Arch Cape Rural Community Residential (AC-RCR) zone; and

WHEREAS, the Clatsop Board of County Commissioners has identified other zones where short-term rental units should be permitted: and

WHEREAS, the Clatsop Board of County Commissioners has determined that short-term rental units in single-family dwellings should be permitted in the RCR, KS-RCR, RSA-SFR, RC-MFR, RSA-MFR, RCC, CBR, CR, SFR-1, RA-1, RA-2, RA-5, RA-10, NC, GC, and TC zones;

THE BOARD OF COMMISSIONERS OF CLATSOP COUNTY ORDAINS AS FOLLOWS:

SECTION 1. ADOPTION

The Board of County Commissioners hereby adopts amendments to Land and Water Development and Use Code (LAWDUC) Article 4 – Zoning Regulations as shown in Exhibit A, attached hereto and incorporated herein by this reference,.

SECTION 2. SEPARABILITY

The provisions of this ordinance are severable. If any portion of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 3. CONFORMANCE OF STATE LAW

This Ordinance shall not substitute for nor eliminate the necessity for conformity with any and all laws or rules of the state of Oregon, or its agencies, or any ordinance, rule, or regulation of Clatsop County.

SECTION 4. INCONSISTENT PROVISIONS

This Ordinance shall supersede, control and repeal any inconsistent provision of any County Ordinance as amended or any other regulations made by Clatsop County.

SECTION 5. APPLICABILITY

This Ordinance shall apply within the unincorporated areas of Clatsop County but shall not apply

within the boundaries of any incorporated City.

SECTION 6. EFFECTIVE DATE

This Ordinance shall take effect on the 30th day following adoption by the Board of Commissioners as provided in Chapter III, Section 8(B) of the Home Rule Chapter for the Government of Clatsop County.

Approved this ____ day of June, 2022

THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

By _____
Mark Kujala, Chair

Date _____

By _____
Theresa Dursse, Recording Secretary

First Reading: June 8, 2022
Second Reading: _____
Effective Date _____

EXHIBIT A

**ARTICLE 4.
ZONE REGULATIONS**

SECTION 4.0700. MILES CROSSING, JEFFERS GARDENS AND WESTPORT RURAL COMMUNITY RESIDENTIAL ZONE (RCR)

Section 4.0710. Purpose and Intent

The Miles Crossing, Jeffers Gardens and Westport RCR zone is intended to accommodate the immediate and foreseeable demand for low density housing in Clatsop County rural communities. This zone has been developed with the purpose to: (1) allow residential development that is compatible with rural communities that wish to maintain a primarily single family rural residential character, (2) do not adversely impact adjacent resource lands, e.g. farm or forest, (3) allow for minimum lot sizes and densities, that will provide for an ultimate build out that is more commensurate with actual physical, and environmental constraints, and the availability of community water and sewer, and (4) may provide for non-residential uses that are small in scale, intended for the needs of the local community or for people traveling through the rural community, and are compatible with surrounding uses.

Section 4.0720. Development and Use Permitted (RCR)

The following uses and their accessory uses are permitted under a Type I permit procedure subject to applicable development standards. Combined square footage of commercial uses, including their accessory uses occur in building or buildings that do not exceed the following area standards:

- 1) One family dwelling.
- 2) Accessory Dwelling Unit (ADU) per Section 1.0500.
- 3) Guesthouse per Section 1.0500.
- 4) Accessory buildings per Section 1.0500 are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 5) Signs only as follows:
 - (A) Temporary signs, subject to the provisions of Section 3.0130
 - (B) Nameplates subject to the provisions of Section 3.0130.
- 6) Handicapped housing facility as defined in Section 1.0500.
- 7) Home occupation, Limited.
- 8) Low intensity recreation.
- 9) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 10) Farm use.
- 11) Roadside stand for farm products grown on the premises, subject to provisions of

Sections 3.9520 and 3.9540.

- 12) Health hardship pursuant to Section 3.0190, no public notice required.
- 13) Temporary uses including use of a Recreational Vehicle during construction phase, subject to the provisions of Section 2.8200.
- 14) Land transportation facilities as specified in Section 4.0300.
- 15) Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.

SECTION 4.1000. KNAPPA AND SVENSEN RURAL COMMUNITY RESIDENTIAL ZONE (KS-RCR).

Section 4.1010. Purpose and Intent

The Knappa and Svensen RCR zone is intended to accommodate the immediate and foreseeable demand for low density housing in Clatsop County rural communities. This zone has been developed with the purpose to: (1) allow residential development that is compatible with rural communities that wish to maintain a primarily single family rural residential character, (2) do not adversely impact adjacent resource lands, (3) allow for minimum lot sizes and densities, that will provide for an ultimate build out that is more commensurate with actual physical, and environmental constraints, and the availability of community water and do not exceed the carrying capacity of the property absorb waste, and (4) may provide for non-residential uses that are small in scale, intended for the needs of the local community or for people traveling through the rural community, and are compatible with surrounding uses.

Section 4.1020. Development and Use Permitted

The following uses and their accessory uses are permitted under a Type I permit procedure subject to applicable development standards.

- 1) One family dwelling.
- 2) Accessory Dwelling Unit (ADU) per Section 1.0500.
- 3) Guesthouse per Section 1.0500.
- 4) Accessory buildings per Section 1.0500 are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 5) Signs only as follows:
 - (A) Temporary signs subject to the provisions of Section 3.0130.
 - (B) Nameplates subject to the provisions of Section 3.0130.
- 6) Handicapped housing facility as defined in Section 1.0500.
- 7) Home occupation, Limited.
- 8) Low intensity recreation.
- 9) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 10) Farm use.
- 11) Roadside stand for farm products grown on the premises, subject to provisions of Section 3.9520- 3.9540.
- 12) Health hardship pursuant to Section 3.0190, no public notice required.
- 13) Temporary uses including use of a Recreational Vehicle during construction phase, subject to the provisions of Section 2.8200.
- 14) Land transportation facilities as specified in Section 4.0300.
- 15) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.1100. RURAL SERVICE AREA-SINGLE FAMILY RESIDENTIAL ZONE (RSA-SFR)

Section 4.1110. Purpose

The RSA-SFR zone is intended to accommodate the foreseeable demand for single family residential development in areas where public facilities such as sewer, fire protection and water are available or planned in Rural Service Areas (RSA).

Section 4.1120. Development and Use Permitted (RSA-SFR)

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable standards.

- 1) One family dwelling per lot.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) Limited home occupation.
- 5) Utilities in conjunction with a permitted use.
- 6) Low intensity recreation.
- 7) Public or private neighborhood park or playground.
- 8) Signs subject to the provisions of Section 3.0130.
- 9) Temporary uses subject to the provisions of Section 2.8200.
- 10) Handicapped housing facility.
- 11) Land transportation facilities as specified in Section 4.0300.
- 12) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.1200 RURAL COMMUNITY MULTI-FAMILY RESIDENTIAL ZONE (RC-MFR)

Section 4.1210. Purpose

The RC-MFR zone is intended to provide areas suitable for various types of residential development at a rural community density in areas where public facilities such as sewer, fire protection and water are available, or were historically developed with mobile home parks, manufactured home parks and multi-family housing.

Section 4.1220. Development and Use Permitted (RC-MFR)

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) One family dwelling.
- 2) Accessory Dwelling Unit (ADU) per Section 1.0500.
- 3) Guesthouse per Section 1.0500.
- 4) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 5) Two family dwelling (duplex).
- 6) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 7) Mobile home subject to the provisions in Section 3.4100.
- 8) Limited home occupation.
- 9) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 10) Low intensity recreation.
- 11) Public or private neighborhood park or playground.
- 12) Signs only as follows:
 - (A) Temporary signs, subject to provisions of Section 3.0130.
 - (B) Nameplates subject to the provisions of Section 3.0130.
- 13) Temporary uses subject to the provisions of Section 2.8200.
- 14) Cluster developments subject to the provisions of Section 3.3000.
- 15) Handicapped housing facility.
- 16) Communication facilities subject to the standards in Section 3.9400.
- 17) Land transportation facilities as specified in Section 4.0300.
- 18) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.1300. RURAL SERVICE AREA - MULTI-FAMILY RESIDENTIAL ZONE (RSA-MFR)

Section 4.1310. Purpose

The RSA-MFR zone is intended to provide areas suitable for various types of residential development at an urban density in areas where public facilities such as sewer, fire protection and water are available or planned in Rural Service Areas (RSA).

Section 4.1320. Development and Use Permitted (RSA-MFR)

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) One family dwelling or two family dwelling (duplex) per lot.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) Mobile home subject to the provisions in Section 3.4100.
- 5) Limited home occupation.
- 6) Minor utilities.
- 7) Low intensity recreation.
- 8) Public or private neighborhood park or playground.
- 9) Signs subject to the provisions of Section 3.0130.
- 10) Temporary uses subject to the provisions of Section 2.8200.
- 11) Handicapped housing facility.
- 12) Communication facilities subject to the standards in Section 3.9400.
- 13) Land transportation facilities as specified in Section 4.0300.
- 14) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.1400. RURAL COMMUNITY COMMERCIAL ZONE (RCC)

Section 4.1410 Purpose and Intent

This zone is located in the Rural Community of Arch Cape, Svensen, Westport, Miles Crossing and Jeffers Gardens. The RCC zone is intended to: (1) provide support for existing small concentrations of retail and commercial services; (2) contribute to community identity; (3) provide job opportunities within the community; (4) allow only those uses that are compatible with the surrounding uses considering varying environmental and other site constraints, and the availability of community water, sewer, or if such services are not available, such uses do not exceed the carrying capacity of the property to provide potable water and absorb waste; and (5) provide services for the community, surrounding rural, farm and forest areas, and traveling public. New commercial uses are those defined under state law as “small-scale, low impact” with building or buildings not to exceed 4,000 square feet of floor area, unless determined that large buildings are intended to serve the rural community, surrounding rural area or the travel needs of the people passing through the area. Expansion of an existing commercial use resulting in building or buildings exceeding 4,000 square feet of floor area are appropriate when the use is intended to serve the rural community, surrounding rural area or the travel needs of people passing through the area.

Section 4.1420. Development and Use Permitted

The following uses and their accessory uses are permitted under a Type I permit procedure subject to applicable development standards.

- 1) Splitting and sale of firewood.
- 2) Roadside stand, which shall be less than 120 sq. ft. in size, subject to provisions in Sections 3.9520-3.9540.
- 3) Low intensity recreation.
- 4) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 5) Handicapped housing facility.
- 6) Land transportation facilities as specified in Section 4.0300.
- 7) Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.

SECTION 4.2200. COASTAL BEACH RESIDENTIAL ZONE (CBR)

Section 4.2210. Purpose

The CBR zone is intended to accommodate the immediate foreseeable demand for low density residential development in the area commonly known as Surf Pines. Surf Pines covers an area of approximately 1-1/2 square miles and is located south of the community of Sunset Beach and west of Neacoxie Lake and Creek. Surf Pines is an area committed to low density rural residential development. This zone is a Goal 14 exceptions area.

Section 4.2220. Development and Use Permitted

The following uses and their accessory uses are permitted under a permit procedure subject to the applicable development standards.

- 1) One family dwelling.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 1) Limited home occupation.
- 2) Public or private neighborhood park or playground.
- 3) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 4) No sign except for:
 - (A) Temporary signs subject to the provisions of Section 3.0130.
 - (B) Nameplates subject to the provisions of Section 3.0130.
- 5) Handicapped housing facility.
- 6) Cluster development subject to the provisions of Sections 3.3000-3.3050.
- 7) Low intensity recreation.
- 8) Land transportation facilities as specified in Section 4.0300.
- 9) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.2300. COASTAL RESIDENTIAL ZONE (CR)

Section 4.2310. Purpose

The CR zone is intended to encourage residential and very limited recreation development in the Southwest Coastal planning area primarily where commitments to such development have been made through existing subdivision, partitioning or development, of where the anticipated magnitude or density of development will not require more than a very basic level of services. This zone is a Goal 14 exceptions area.

Section 4.2320. Development and Use Permitted (CR)

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) One family dwelling per lot.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) Limited home occupation.
- 5) Low intensity recreation.
- 6) Public or private neighborhood park or playground.
- 7) Cluster development subject to the provisions of Section 3.3000.
- 8) Signs subject to provisions of Clatsop County Section 3.0130.
- 9) Handicapped housing facility.
- 10) Accessory uses as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the primary use on the same lot or parcel to include, but not limited to detached garages, storage buildings, or other non-agricultural farm uses.
- 11) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 12) Land transportation facilities as specified in Section 4.0300.
- 13) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.2400. SINGLE FAMILY RESIDENTIAL-1 ZONE (SFR-1)

Section 4.2410. Purpose

The SFR-1 zone is intended to accommodate the immediate foreseeable demand for low density rural housing in areas where commitments to such uses have already been made through existing subdivisions, partitioning, development and availability of public services (i.e. fire, protection/ community water system). The zone is intended for those areas that have development or will develop having little or no farm uses and houses constructed in a traditional manner, and tracts of land sold on a lot-by-lot basis together with some typical subdivision development. This zone is a Goal 14 exceptions area.

Section 4.2420. Development and Use Permitted (SFR-1)

The following uses and their accessory uses are permitted under a Type I permit procedure subject to applicable development standards.

- 1) One family dwelling.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) Limited home occupation.
- 5) Public or private neighborhood park or playground.
- 6) No signs except for:
 - (A) Temporary signs subject to the provisions of Section 3.0130.
 - (B) Name plates subject to the provisions of Section 3.0130.
- 7) Handicapped housing facility.
- 8) Low intensity recreation.
- 9) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 10) Land transportation facilities as specified in Section 4.0300.
- 11) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.2500. RESIDENTIAL-AGRICULTURE-1 ZONE (RA-1)

Section 4.2510. Purpose

The RA-1 zone is intended to accommodate the immediate foreseeable demand for low-density rural residential development in areas where commitments to such uses have already been made through existing subdivision, partitioning, development and availability of public services (fire protection, community water system and roads). In areas contiguous with RA-2 or Urban Growth Boundary residential zones or similar city zone designations, the RA-1 zone is intended to be a transitional zoning district between the AF, F-80, and EFU zones and is the same as the RA-2 zone, with the conversion of such lands to higher density residential use occurring in an orderly and economical manner.

Section 4.2520. Development and Use Permitted (RA-1)

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) One family dwelling.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings per are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) Limited home occupations.
- 5) Farm use.
- 6) Roadside stand for farm products grown on the premises.
- 7) Forestry.
- 8) Low intensity recreation.
- 9) Public or private neighborhood park or playground.
- 10) Horticultural nursery.
- 11) Temporary uses subject to the provisions of Section 2.8200.
- 12) Handicapped housing facility.
- 13) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 14) Health hardship dwelling subject to the standards in Section 3.0190.
- 15) Communication facilities subject to the standards in Section 3.9400.
- 16) Land transportation facilities as specified in Section 4.0300.
- 17) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.2600. RESIDENTIAL-AGRICULTURE-2 ZONE (RA-2)

Section 4.2610. Purpose.

The RA-2 zone is intended to accommodate the immediate foreseeable demand for very low density rural residential development where commitments to such uses have already been made through existing subdivision, partitioning or development, or in selected, small areas having unique scenic quality and other development that will not require more than a very basic level of services (fire protection or community water). In areas contiguous with the SFR or RA-1 or any Urban Growth Boundary area the RA-2 zone is intended to be a transitional zone between the AF, F-80, EFU zones and said residential zone, with conversion of such lands to higher density residential use occurring in an orderly and economical manner.

Section 4.2620. Development and Use Permitted (RA-2)

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) One family dwelling.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) One mobile home per lot subject to standards in Section 3.4100.
- 5) Limited home occupation.
- 6) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 7) Farm use.
- 8) Roadside stand for farm products grown on the premises.
- 9) Forestry.
- 10) Low intensity recreation.
- 11) Public or private neighborhood park or playground.
- 12) Horticultural nursery.
- 13) Temporary uses subject to the provisions of Section 2.8200.
- 14) Handicapped housing facility.
- 15) Health hardship dwelling, subject to the standards in Section 3.0190.
- 16) Communication facilities subject to the standards in Section 3.9400.
- 17) Land transportation facilities as specified in Section 4.0300.
- 18) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.2700. RESIDENTIAL-AGRICULTURE-5 ZONE (RA-5)

Section 4.2710. Purpose.

The RA-5 zone is intended to accommodate the immediate foreseeable demand for very low density rural residential development in designated outlying areas where commitments to such uses have already been made through existing subdivision, partitioning, or development, or in selected small areas having unique scenic, locational and other suitable site qualities. The RA-5 zone is intended to be applied to land where the anticipated magnitude or density of development will not require more than a very basic level of services, such as single local road access, individual domestic wells and sewage disposal systems. The very low density limitation of the RA-5 zone is also based on prevailing lot sizes, limited or undetermined domestic water sources, or limitations of soil conditions for subsurface sewage disposal.

Section 4.2720. Development and Use Permitted (RA-5)

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) One family dwelling per lot.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) One mobile home per lot subject to standards in Section 3.4100.
- 5) Limited home occupation.
- 6) Minor utilities.
- 7) Farm use.
- 8) Roadside stand for farm products grown on the premises.
- 9) Forestry.
- 10) Low intensity recreation.
- 11) Public or private neighborhood park or playground.
- 12) Horticultural nursery.
- 13) Two family dwelling (duplex) subject to Section 4.2770, (1)(A).
- 14) Temporary uses subject to the provisions of Section 2.8200.
- 15) Handicapped housing facility.
- 16) Health hardship dwelling, subject to the standards in Section 3.0190.
- 17) Communication facilities subject to the standards in Section 3.9400.
- 18) Land transportation facilities as specified in Section 4.0300.
- 19) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.2800. RESIDENTIAL-AGRICULTURE-10 ZONE (RA-10)

Section 4.2810. Purpose

The RA-10 zone is intended to accommodate the immediate foreseeable demand for very low density rural residential development in outlying areas where commitments to such uses have already been made through existing subdivision, partitioning, development, or in selected small areas having unique scenic, locational and other suitable site qualities. The RA-10 zone is intended to be applied to land where the anticipated magnitude or density of development will not require more than a very basic level of services, such as single local road access, individual domestic wells and sewage disposal systems. The low density limitation of the RA-10 zone is also based on prevailing lot sizes, limited or undetermined domestic water sources, or limitations of soil conditions for subsurface sewage disposal.

Section 4.2820. Development and Use Permitted

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) One family dwelling per lot.
- 2) Guesthouse per Section 1.0500.
- 3) Accessory buildings per Section 1.0500 are permitted only as follows:
 - (A) In conjunction with, or following the permitting or lawful establishment of the principal use on the same tract. Accessory buildings are limited to uninhabitable spaces such as detached garages, storage buildings, garden sheds, greenhouses, shops, etc.
- 4) One mobile home per lot subject to standards in Section 3.4100.
- 5) Limited home occupation.
- 6) Minor utilities.
- 7) Farm use.
- 8) Roadside stand for farm products grown on the premises.
- 9) Forestry.
- 10) Low intensity recreation.
- 11) Public or private neighborhood park or playground.
- 12) Horticultural nursery.
- 13) Two family dwelling (duplex) per Section 4.2770(1)(A).
- 14) Temporary uses per Section 2.8200.
- 15) Handicapped housing facility.
- 16) Health hardship dwelling, subject to the standards in Section 3.0190.
- 17) Communication facilities subject to the standards in Section 3.9400.
- 18) Land transportation facilities as specified in Section 4.0300.
- 19) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.2900. NEIGHBORHOOD COMMERCIAL ZONE (NC)

Section 4.2910. Purpose

In addition to the purposes listed in the policies of the Comprehensive Plan, the purpose of the Neighborhood Commercial zone (NC) is to provide for small concentrations of retail and commercial service surrounding rural areas; to stabilize existing commercial districts; to contribute to community identify and to protect adjacent residences and resources from adverse hazards, noise, glare, traffic congestion and other effects. New commercial uses are those defined under state law as “small-scale, low impact” with building or buildings not to exceed 3,000 square feet of floor area, unless determined through review that large buildings are intended to serve the surrounding rural area or the travel needs of the people passing through the area. Expansion of an existing commercial use resulting in building or buildings exceeding 3,000 square feet of floor area are appropriate when the use is intended to serve the surrounding rural area or the travel needs of people passing through the area.

Section 4.2920. Development and Use Permitted

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) Handicapped housing facility.
- 2) Bed & breakfast establishment subject to the standards in Section 3.8030-3.8050.
- 3) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 4) Land transportation facilities as specified in Section 4.0300.
- 5) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.3000. GENERAL COMMERCIAL ZONE (GC)

Section 4.3010. Purpose and Intent

The purpose of the GC zone is to provide for commercial developments which require large land area including outdoor merchandise display and storage and for wholesale and heavier commercial developments not suitable for location in other commercial zones; and to reserve land along major thoroughfares for developments which require high traffic volumes and prominent visible locations. New commercial uses are those defined under state law as “small- scale, low impact” with building or buildings not to exceed 3,000 square feet of floor area, unless determined through review that large buildings are intended to serve the surrounding rural area or the travel needs of the people passing through the area. Expansion of an existing commercial use resulting in building or buildings exceeding 3,000 square feet of floor area are appropriate when the use is intended to serve the surrounding rural area, or the travel needs of people passing through the area.

Section 4.3020. Application

The GC zone is to be applied on major roads adjacent to or within rural communities.

Section 4.3030. Development and Use Permitted

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) Bed & breakfast establishment subject to the standards in Sections 3.8030-3.8050.
- 2) Splitting and sale of firewood.
- 3) Public or private neighborhood park or playground.
- 4) Golf driving range.
- 5) Low intensity recreation.
- 6) Boat ramps subject to Sections 5.4100-5.4170 for areas identified as Coastal Shorelands in the Comprehensive Plan.
- 7) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 8) Land transportation facilities as specified in Section 4.0300.
- 9) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

SECTION 4.3100. TOURIST COMMERCIAL ZONE (TC)

Section 4.3110. Purpose

The Tourist Commercial (TC) zone is intended to provide for accommodations and facilities serving tourists, the motoring public and other travelers; to provide basic services for permanent and seasonal residents; and to concentrate commercial development in appropriate areas so as to maintain the efficiency of major roads. New commercial uses are those defined under state law as “small-scale, low impact” with building or buildings not to exceed 3,000 square feet of floor area, unless determined through review that large buildings are intended to serve the surrounding rural area or the travel needs of the people passing through the area. Expansion of an existing commercial use resulting in building or buildings exceeding 3,000 square feet of floor area are appropriate when the use is intended to serve the surrounding rural area or the travel needs of people passing through the area.

Section 4.3120. Application

The TC zone is to be applied at central intervals on major roads in areas with high recreation or tourist uses; adjacent to or within communities; and in similar areas with intensive tourist use.

Section 4.3130. Development and Use Permitted

The following developments and their accessory developments are permitted under a Type I procedure subject to applicable development standards.

- 1) Residential developments in association with a development that is permitted or conditional such as a dwelling for the owner or operator of a commercial development.
- 2) Handicapped housing facility.
- 3) Bed & breakfast establishment subject to the standards in Sections 3.8030-3.8050.
- 4) Public or private neighborhood park or playground.
- 5) Golf driving range.
- 6) Low intensity recreation.
- 7) Boat ramps subject to Section 5.4100-5.4170 for areas identified as Coastal Shorelands in the Comprehensive Plan.
- 8) Utilities, maximum utilization of existing easements and rights-of-way shall be made.
- 9) Land transportation facilities as specified in Section 4.0300.
- 10) **Short term rental subject to the standards in Chapter 5.12, Clatsop County Code.**

EXHIBIT B

DLCD Notice

Gail Henrikson

From: DLCD Plan Amendments <plan.amendments@dlcd.oregon.gov>
Sent: Monday, April 18, 2022 4:38 PM
To: Gail Henrikson
Subject: Confirmation of PAPA Online submittal to DLCD

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Clatsop County

Your notice of a proposed change to a comprehensive plan or land use regulation has been received by the Oregon Department of Land Conservation and Development.

Local File #: Ordinance 22-05

DLCD File #: [002-22](#)

Proposal Received: 4/18/2022

First Evidentiary Hearing: 5/25/2022

Final Hearing Date: 6/8/2022

Submitted by: ghenrikson

If you have any questions about this notice, please reply or send an email to plan.amendments@dlcd.oregon.gov.

EXHIBIT C

Background Memo



Clatsop County

Community Development – Planning

800 Exchange St., Suite 100
Astoria, OR 97103
(503) 325-8611 phone
(503) 338-3606 fax
www.co.clatsop.or.us

TO: Board of Clatsop County Commissioners

CC: Don Bohn, County Manager
Monica Steele, Assistant County Manager
Joanna Lyons-Antley, County Counsel

FROM: Gail Henrikson, AICP, CFM, Community Development Director

DATE: June 8, 2022

RE: **BACKGROUND REPORT: ORDINANCE 22-05 - AMENDMENTS TO LAWDUC ARTICLE 4 TO ADDRESS SHORT-TERM RENTALS**

REQUEST

- Revise Article 4 of the Clatsop County Land and Water Development and Use Code (LAWDUC) to include short-term rentals (STRs) as a Type I use in the following zones:
 - 4.0720: Miles Crossing, Jeffers Gardens and Westport Rural Community Residential (RCR)
 - 4.1020: Knappa and Svensen Rural Community Residential (KS-RCR)
 - 4.1120: Rural Service Area - Single Family Residential (RSA-SFR)
 - 4.1220: Rural Community Multi-Family Residential (RC-MFR)
 - 4.1320: Rural Service Area – Multi-Family Residential (RSA-MFR)
 - 4.1420: Rural Community Commercial (RCC)
 - 4.2220: Coastal Beach Residential (CBR)
 - 4.2320: Coastal Residential (CR)
 - 4.2420: Single Family Residential-1 (SFR-1)
 - 4.2520: Residential – Agriculture-1 (RA-1)
 - 4.2620: Residential – Agriculture-2 (RA-2)
 - 4.2720: Residential – Agriculture-5 (RA-5)
 - 4.2820: Residential – Agriculture-10 (RA-10)
 - 4.2920: Neighborhood Commercial (NC)
 - 4.3030: General Commercial (GC)
 - 4.3130: Tourist Commercial (TC)

BACKGROUND

Arch Cape and Unincorporated Clatsop County Operating Standards

In 2003, Clatsop County adopted Ordinance 03-13, which established short-term rental operating standards for the Arch Cape area. Those standards addressed parking, occupancy and application procedures. These standards only applied to properties in the Arch Cape Rural

Community overlay even though STRs were in operation throughout all parts of unincorporated Clatsop County. Therefore, the STRs in unincorporated regions outside of Arch Cape were only required to report and pay transient room tax, but were not regulated by any health and safety standards.

In 2017, revisions were made to the Land and Water Development and Use Ordinance to eliminate the Arch Cape overlay district. The Arch Cape short-term rental operating standards were incorporated into the Arch Cape Rural Community Residential (AC-RCR) zoning district (Ordinance 17-02). Again, while short-term rental units were in operation throughout the entire county, these specific standards only applied to rentals AC-RCR zone.

In January 2018, the Board adopted Ordinance 18-01, which enacted operating standards for short-term rental units throughout unincorporated Clatsop County. Ordinance 18-01 only applied to rental units outside of the Arch Cape area, which continued to operate under its own distinct ordinance. Ordinance 18-01 included provisions regarding occupancy and parking and also incorporated health and safety requirements for STRs. When originally drafted, the intent was to eventually merge the Arch Cape short-term rental ordinance and Ordinance 18-01 into one unified set of standards that would be applied to all vacation rentals in unincorporated Clatsop County. Since January 2018, Ordinance 18-01 has been amended twice (Ordinance 18-09 and Ordinance 19-04). These revisions were primarily to supplement and clarify the application process and did not make changes to the parking, occupancy or health/safety provisions in the ordinance.

Code Compliance Public Meetings and Revisions to Operating Standards

In July 2020, Code Compliance staff began hosting quarterly short-term rental meetings in the Falcon Cove, Arch Cape and Clatsop Plains areas of the county. The meetings were in response to the increasing number of short-term rental complaints being received by Code Compliance staff. The purpose of the meetings was to:

- explain how the code compliance process worked,
- allow staff the opportunity to hear directly from residents and rental owners, and
- increase communication between residents and rental owners in the community

Seven meetings were conducted between July 2020 and January 2021:

- [January 28, 2021](#) (Clatsop Plains)
- [January 27, 2021](#) (Arch Cape)
- [January 26, 2021](#) (Cove Beach)
- [November 13, 2020](#) (Cove Beach)
- [October 30, 2020](#) (Clatsop Plains)

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- [October 14, 2020](#) (Arch Cape)
- [July 28, 2020](#) (Cove Beach)

Based upon input staff received during the quarterly meetings and upon staff's firsthand experience with implementing the short-term rental ordinance, staff prepared a list of recommended changes to the short-term rental ordinance (Ordinance 19-04). Those recommendations were presented to the Board during a work session on [February 24, 2021](#). At the work session, the Board provided direction to staff regarding six specific questions, including whether short-term rental licenses should be transferrable, fees, and length of permits. "Bigger ticket" policy issues such as capping the number of short-term rentals, were not addressed at that work session.

Based upon input from the Board, staff prepared additional revisions to the short-term rental ordinance for further review on [April 20, 2021](#). During the period between the February and April work sessions, the Board and staff received a significant number of communications from community members regarding the draft ordinance revisions. These emails and phone calls represented a diverse range of opinions on the subject. When the ordinance revisions were brought back to the Board on April 20, the Board requested that staff temporarily pause work on the revisions.

Moratorium

A subsequent work session with the Board of Commissioners was conducted on [June 1, 2021](#). At that work session the Board directed staff to move forward with a temporary moratorium on the issuance of new short-term rental licenses. Two public town hall meetings were conducted on [July 9](#) and [July 16, 2021](#), to obtain public input on the proposed moratorium. Those public comments regarding the proposed moratorium were presented to the Board at a work session held [August 3, 2021](#). Based upon Board discussion at that work session, staff prepared Ordinance 21-03, which established a 120-day moratorium. Ordinance 21-03 was adopted following a second public hearing on [August 25, 2021](#). The moratorium became effective on September 1, 2021.

The Board subsequently extended the moratorium for an additional 120 days during a regular meeting held [December 8, 2021](#). The Board further extended the moratorium for a second 120-day period on [April 27, 2022](#). The moratorium is currently scheduled to expire on August 26, 2022.

Following commencement of the moratorium, staff conducted a series of three public town hall meetings to obtain public input on revisions proposed to the operating standards for short-term rentals in unincorporated Clatsop County outside of Arch Cape. Those meetings were

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conducted on [September 24](#) and [November 12, 2021](#), and on [January 22, 2022](#). The three town hall meetings addressed the following topics:

- Parking
- Trash
- Noise
- Permit Transferability
- Permit Cost / Permit Length
- Occupancy Limits
- Length of Stay
- Violations and Penalties
- Unsubstantiated Complaints
- “Good Neighbor” Standards
- Local Representative / Agent Requirements
- Neighborhood Notification Requirements
- Zoning

A total of 137 persons attended the three town hall meetings.

TABLE 1 MORATORIUM WORK PLAN AND SCHEDULE																
	2021							2022								
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
DLCD 45-Day Notice for Moratorium	✓	✓														
Prepare Draft Moratorium Ordinance	✓	✓														
Public Town Hall Meetings – Moratorium Ordinance		✓														
14-Day Public Comment Period – Moratorium Ordinance		✓														
1 st Public Hearing – Moratorium Ordinance (August 11)			✓													
2 nd Public Hearing – Moratorium Ordinance (August 25)			✓													
Moratorium in Effect until December 29, 2021				✓	✓	✓	✓									
Prepare Draft #1 - Combined Ordinance and Revisions	✓	✓	✓													
Public Town Hall Meeting – Draft #1				✓												
14-Day Written Public Comment Period – Draft #1				✓												
Prepare Draft #2 – Combined Ordinance and Revisions					✓											

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**TABLE 1
 MORATORIUM WORK PLAN AND SCHEDULE**

	2021							2022							
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Public Town Hall Meeting – Draft #2						✓									
14-Day Written Public Comment Period – Draft #2						✓									
Moratorium Extended Until April 28, 2022								✓	✓	✓	✓				
Prepare Draft #3 – Combined Ordinance and Revisions							✓								
Public Town Hall Meeting – Draft #3								✓							
14-Day Written Public Comment Period – Draft #3								✓							
BOC Work Session								✓							
1 st Public Hearing – Combined Ordinance (February 9, 2022) ITEM REMOVED FROM AGENDA									✓						
BOC Work Session									✓						
Planning Commission Review of Proposed Amendments										✓					
1 st Public Hearing – Zoning Amendments BOARD DIRECTS STAFF TO COLLECT DATA											✓				
1 st Public Hearing – Operating Standards Amendments											✓				
2 nd Public Hearing – Operating Standards Amendments											✓				
Moratorium Extended Until August 26, 2022												✓	✓	✓	✓
BOC Work Session – STR Data												✓			

On [January 26, 2022](#), staff presented the results of those three meetings to the Board at a work session. The information prepared for the Board included the following six options related to zoning for short-term rentals:

- 1) Prohibit new short-term rentals in unincorporated Clatsop County and create an amortization schedule to phase out all existing short-term rentals
- 2) Establish a cap on the total number of short-term rentals
- 3) Prohibit short-term rentals in residential zones
- 4) Remove short-term rentals as a permitted use in the Arch Cape – Rural Community Residential (AC-RCR) zone and regulate all short-term rentals through the business licensing process in Article 5 of the Clatsop County Code
- 5) Extend the Arch Cape STR requirements to include Cove Beach / Coastal Residential

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(CR) zone. Add STRs with an occupancy of 6 or fewer renters as a permitted use to the CR zone. Rental applications for an occupancy exceeding 6 renters would be processed as a Type II conditional use. Apply Ordinance 19-04, with proposed revisions, to the remainder of unincorporated Clatsop County and regulate through licensing only.

- 6) Revise LAWDUC to allow STRs as a permitted or conditional use in all residential zones where single-family dwellings are permitted. Exclude from farm/forest resource zones consistent with ORS.

Of the six options presented, the Board directed staff to move forward with Option #5. Based upon that direction, staff prepared the initial version of Ordinance 22-01, which was scheduled for a first public hearing on [February 9, 2022](#). The Board removed that item from the agenda without conducting the public hearing and instead scheduled additional discussion on the topic at its [February 16, 2022](#), work session. At the February 16 work session, the Board directed staff to prepare amendments to the zoning code that would allow short-term rentals in all residential zones, excluding resource zones, as a Type I permitted use.

PLANNING COMMISSION REVIEW AND RECOMMENDATION

On [March 8, 2022](#), the Planning Commission conducted a public hearing on the amendments to the *Land and Water Development and Use Code* (LAWDUC) addressing zones in which STRs would be permitted. At that meeting, the Planning Commission voted on the following recommendations to the Board of Commissioners:

- Allow STRs in the AC-RCR, TC, GC, NC, RCC, RSA-MFR, and RC-MFR zones as a Type IIA use (Approved 5-2, with Planning Commissioners Kraushaar and Johnson dissenting)
- Support staff recommendations, but establish a limit on the number of future STRs at a level to be determined (Motion failed 3-4, with Planning Commissioners Orr, Farrar, Powers, and Gardner dissenting)
- Repeal Sections 5.4900-5.4970 and revise Section 4.2620(12), LAWDUC (Approved 7-0)

The Planning Commission's recommendations were based upon the following:

- Preserving neighborhood livability and quality of life
- Encroachment of commercial development into residential neighborhoods
- Impacts of short-term rentals on housing pricing and availability

LAND AND WATER DEVELOPMENT AND USE CODE (LAWDUC)

Clatsop County's zoning district and attendant regulations are contained within the Land and Water Development and Use Code (LAWDUC). Zoning identifies geographic areas where a specific type of use is allowed and establishes the type of procedure used to review and

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approve an application. Section 1.1040, LAWDUC, states that “a structure may be used or developed...only as this Ordinance [LAWDUC] permits.”

In Clatsop County, short-term rentals have been included in the Arch Cape – Rural Community Residential (AC-RCR) zone since 2003 as a Type I permitted use. When Ordinance 18-01 was adopted in January 2018, it did not address zoning issues nor did it revise the Land and Water Development and Use Ordinance, as LAWDUC was titled at that time.

Commercial Uses in Residential Zones

The Clatsop County Comprehensive Plan classifies all lands and waters within the unincorporated areas of the county into six designations:

- Development
- Rural Lands
- Conservation Forest Lands
- Conservation Other Resources
- Natural
- Rural Agricultural Lands

Two of these classifications – “Development” and “Rural Lands” support zones that include residential and commercial development.

With regard to short-term rentals, this is currently only explicitly in the LAWDUC as a permitted use in the Arch Cape Rural Community Residential zone, which is designated as “Development” in the Comprehensive Plan. The proposed amendments would add short-term rentals as a permitted use to five residential zones and one commercial zone that are designated as “Development”:

- Knappa-Svensen Rural Community Residential (KS-RCR)
- Rural Community Commercial (RCC)
- Rural Community Residential (RCR)
- Rural Community-Multi-Family Residential (RC-MFR)
- Rural Service Area-Single Family Residential (RSA-SFR)
- Rural Service Area-Multi Family Residential (RSA-MFR)

The amendments would also include short-term rentals as a permitted use in 10 zones that are designated as “Rural Lands” in the Comprehensive Plan. Three of those zones are commercial zones and seven of the zones are rural residential zones.

- Coastal Beach Residential (CBR)
- Coastal Residential (CR)
- Single-Family Residential 1 (SFR-1)
- Residential Agriculture 1 (RA-1)
- Residential Agriculture 2 (RA-2)
- Residential Agriculture 5 (RA-5)
- Residential Agriculture 10 (RA-10)
- General Commercial (GC)
- Tourist Commercial (TC)
- Neighborhood Commercial (NC)

The LAWDUC currently recognizes specific commercial uses within residential zones that are designated as Development and Rural Lands. These commercial uses, were reviewed and acknowledged by the Department of Land Conservation and Development at the time the implementing ordinances were adopted. Acknowledgement by DLCD verifies that proposed zoning ordinances are consistent with the local jurisdiction’s comprehensive plan and with statewide planning goals. If Ordinance 22-05 is adopted, DLCD will also need to acknowledge those amendments. Commercial uses permitted within residential zones are shown on **Tables 2 and 3** below.

The uses identified in Tables 2 and 3 have varying procedures for approval, depending upon the type of use. The three types of decisions utilized by Clatsop County are:

1. **Ministerial (Type I, IC)**
 - Typically applies to a single property
 - Staff is the decision maker
 - No discretion required
 - Clear and objective standards
 - No opportunity for appeal
 - No requirements for public hearings or public notice
 - Per ORS 197.015(10), ministerial decisions **are not** considered land use decisions
 - **EXAMPLE:** Development permit or building permit
2. **Quasi-Judicial (Type II, IIA, III)**
 - Specific application for a single parcel or a small number of property owners
 - Planning Commission or Hearings Officer is the decision maker
 - Planning Commission or Hearings Officer is to be an “impartial tribunal”
 - Decisions based on pre-existing criteria (i.e., the zoning code and development standards)
 - Some discretion is required
 - **EXAMPLE:** Conditional Use Permit

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3. Legislative (Type IV)

- Covers a large geographic area and/or includes multiple property owners
- PC makes a recommendation to the governing body
- **EXAMPLE:** Adoption or amendment of the comprehensive plan or zoning ordinance

Because Ordinance 18-01 created operating standards for short-term rentals, but did not address zoning issues, the LAWDUC must be amended to specify in which zones short-term rentals will be allowed. The Board has directed staff to rectify this omission by revising LAWDUC Article 4 to allow short-term rental uses as a Type I use in the zones listed above.

As noted above, a Type I use is considered ministerial. The operating standards for short-term rentals contained in Chapter 5 of the Clatsop County Code, contain the clear and objective standards required for approval of a short-term rental. Those clear and objective standards include:

- Parking standards
- Hours of operation
- Maximum occupancy requirements
- Standards for determining occupancy

Allowing short-term rentals as a Type I use would be consistent with the approval process that has been utilized in Arch Cape since 2003. A Type I use does not require public notice or a public hearing.

TABLE 2 DEVELOPMENT LANDS PERMITTED USES TABLE		AC-RCR	KS-RCR	RC-MFR	RCR	RSA-MFR	RSA-SFR
USE	APPLICABLE STANDARDS						
Bed and Breakfast		II	II	II	II	II	II
Boarding House	Includes rooming house or other group housing			II		II	
Buildings and uses of a public works, public service, or public utility nature	Excludes equipment storage, repair yards, warehouses, or related activities	II	II		II		
Churches or similar places of worship		II	II		II		
Day nursery or day care center	Maximum floor area for each commercial use limited to 4,000 SF	II	II		II		
Farm Use			I		I		
Golf Course	Includes: <ul style="list-style-type: none"> Country Club; Driving Range; Tennis Club; Similar Recreational Uses Building(s) for each commercial use limited to 4,000 SF of floor area 	II	II		II		
Handicapped Housing Facility	Five or fewer residents	I	I	I	I	I	I
Home Occupation, Conditional	<ul style="list-style-type: none"> Must be operated by a resident of the property on which the business is located; The resident must file an annual report verifying that the home occupation complies with the conditions originally imposed; Shall not employ more than five full or part-time persons; Must will be operated in: <ul style="list-style-type: none"> The dwelling; or Other buildings normally associated with uses permitted in the zone; Shall not interfere with existing uses on nearby land or with other uses permitted in the zone in which the property is located; 	II	II	II	II	II	
Home Occupation, Limited	<ul style="list-style-type: none"> Be operated in its entirety within the principal dwelling; Not have a separate entrance from outside the building; Not involve alteration or construction not customarily found in dwellings; Not using any mechanical equipment except that which is used normally for purely domestic or household purposes; Not using more than twenty-five percent (25%) of the total actual floor area of the dwelling. Not display, or create outside the structure any external evidence of the operation of the home occupation except for one unanimated, non-illuminated wall sign having an area of not more than one (2) square foot. 	I	I	I	I	I	I
Park, playground, ball fields or community center		II	II		II		
Public or private elementary, middle or high school		II	II		II		
Real Estate Office, Temporary	Must be located in a legally recorded subdivision	II	II	II	II	II	II
Roadside Stand	<ul style="list-style-type: none"> Products grown on the premises RCC, RCI, and RCC-LI Zones only: Less than 120 SF in size		I		I		
Short-Term Rental		I					

TABLE 3 RURAL LANDS – RURAL RESIDENTIAL ZONING DISTRICTS PERMITTED AND CONDITIONAL USES TABLE		CBR	CR	RA-1	RA-2	RA-5	RA-10	SFR-1
USE	APPLICABLE STANDARDS							
Agri-tourism				II	II	II	II	
Airport				II	II	II	II	
Bed and Breakfast			II	II	II	II	II	II
Campground, Primitive			II	II	II	II	II	
Clinic, Veterinary				II	II	II	II	
Extraction, Processing and Stockpiling	<ul style="list-style-type: none"> Includes rock, sand, mineral and other subsurface materials 			II	II	II	II	
Farm Stand Structure				II	II	II	II	
Farm Use, Commercial Activity in Conjunction With						II	II	
Golf Course	Includes: <ul style="list-style-type: none"> Country Club, Driving Range, Tennis Club, Similar Recreational Uses; Building(s) for each commercial use limited to 4,000 SF of floor area 			II	II	II	II	
Golf Driving Range	<ul style="list-style-type: none"> Stand alone facility not attached to a golf course 			II	II	II	II	
Handicapped Housing Facility	Five or fewer residents	I	I	I	I	I	I	I
Home Occupation, Conditional	<ul style="list-style-type: none"> Must be operated by a resident of the property on which the business is located; The resident must file an annual report verifying that the home occupation complies with the conditions originally imposed; Shall not employ more than five full or part-time persons; Must will be operated in: <ul style="list-style-type: none"> The dwelling; or Other buildings normally associated with uses permitted in the zone in which the property is located; Shall not interfere with existing uses on nearby land or with other uses permitted in the zone in which the property is located; Shall comply with all conditions imposed pursuant to Sections 5.000 through 5.030 and all standards as set forth in S3.460 through S3.462. 			II	II	II	II	
Home Occupation, Limited	<ul style="list-style-type: none"> Be operated in its entirety within the principal dwelling; Not have a separate entrance from outside the building; Not involve alteration or construction not customarily found in dwellings; Not using any mechanical equipment except that which is used normally for purely domestic or household purposes; Not using more than twenty-five percent (25%) of the total actual floor area of the dwelling. Not display, or create outside the structure any external evidence of the operation of the home occupation except for one unanimated, non-illuminated wall sign having an area of not more than one (2) square foot. 	I	I	I	I	I	I	I
Kennel, Dog				II	II	II	II	
Nursery, Horticultural				I	I	I	I	
Recreation, Public or Private	<ul style="list-style-type: none"> Includes riding stables, fishing or boating docks or ramps, gun clubs, golf courses, or resort type establishment in association with recreation. 			II	II	II	II	
Recreational Vehicle (RV) Park	<ul style="list-style-type: none"> Not permitted in the Clatsop Plains Planning Area 		II			II	II	
Roadside Stand	<ul style="list-style-type: none"> Products grown on the premises; Less than 120 SF in size 			I	I	I	I	

ORDINANCES 22-01, 22-03 AND 22-05

On April 13, 2022, the Board conducted the first public hearings for Ordinance 22-01 and 22-03. Ordinance 22-01 included the changes currently included in Ordinance 22-05, as well as revisions to Arch Cape Rural Community Residential zone to remove the Arch Cape short-term operating standards from the LAWDUC and transfer those standards to the Clatsop County Code. While the Board conducted the first reading of Ordinance 22-01, the Board also directed staff to collate and analyze additional data related to the impacts of short-term rentals on housing availability and pricing.

Staff revised Ordinance 22-01 to exclude the proposed zoning amendments, but retained the revisions to transfer the Arch Cape short-term rental operating standards to the County Code. The Board adopted Ordinance 22-01 on April 27. The ordinance went into effect on May 26, 2022.

Ordinance 22-03 addressed amendments to the Clatsop County Code related to existing and proposed operating standards for short-term rentals outside Arch Cape. This Board adopted Ordinance 22-03 on April 27 and the ordinance became effective on May 26, 2022.

Ordinance 22-05 includes the zoning amendments that were originally included in Ordinance 22-01. Following the April 13 Board of Commissioners meeting, staff prepared a report that compiled and analyzed the impacts of short-term rentals on housing pricing and availability in unincorporated Clatsop County. This information was presented to the Board at a work session conducted on May 18, 2022. At that work session, the Board directed staff to move forward with the amendments that are included in Ordinance 22-05.

EXHIBIT D

STR Data Report



Short-Term Rental Data Report

MAY 18, 2022

PREPARED BY:

County Manager's Office | Legal Counsel | Assessment and Taxation | GIS | Community Development

SECTION 1: BACKGROUND

On April 13, 2022, your Board directed staff to collect and analyze additional data documenting the impact of short-term rental units on housing prices and availability within Clatsop County.

County Management, County Counsel, and staff from Assessment and Taxation, GIS and Community Development met on April 21 to identify what data was required and what data was accessible by staff. On April 28, staff again met to review the data that had been compiled. This information consists of documentation regarding:

- Number, location and zoning of permitted short-term rental units
- 2018 Certified Values Countywide
- Single-Family Residential Sales Countywide
- Single-Family Residential Median Values for STR and non-STR properties
- Summary of Residential Market Appreciation 2021-2022
- Clatsop County Median Income

This information is documented and discussed in further detail below.

SECTION 2: DATA

The data provided below demonstrates that there is not a correlation between the issuance of short-term rental permits and housing prices. The data illustrates that the increased housing prices have occurred and continue to occur for both short-term rental properties and non-short-term rental properties. Communities such as Cannon Beach, which has severely curtailed short-term rentals, saw the largest real market value increase between 2018 and 2021 for properties holding an STR permit. This is likely due to the value placed on what is perceived as a limited and scarce ownership opportunity, thus commanding a higher price.

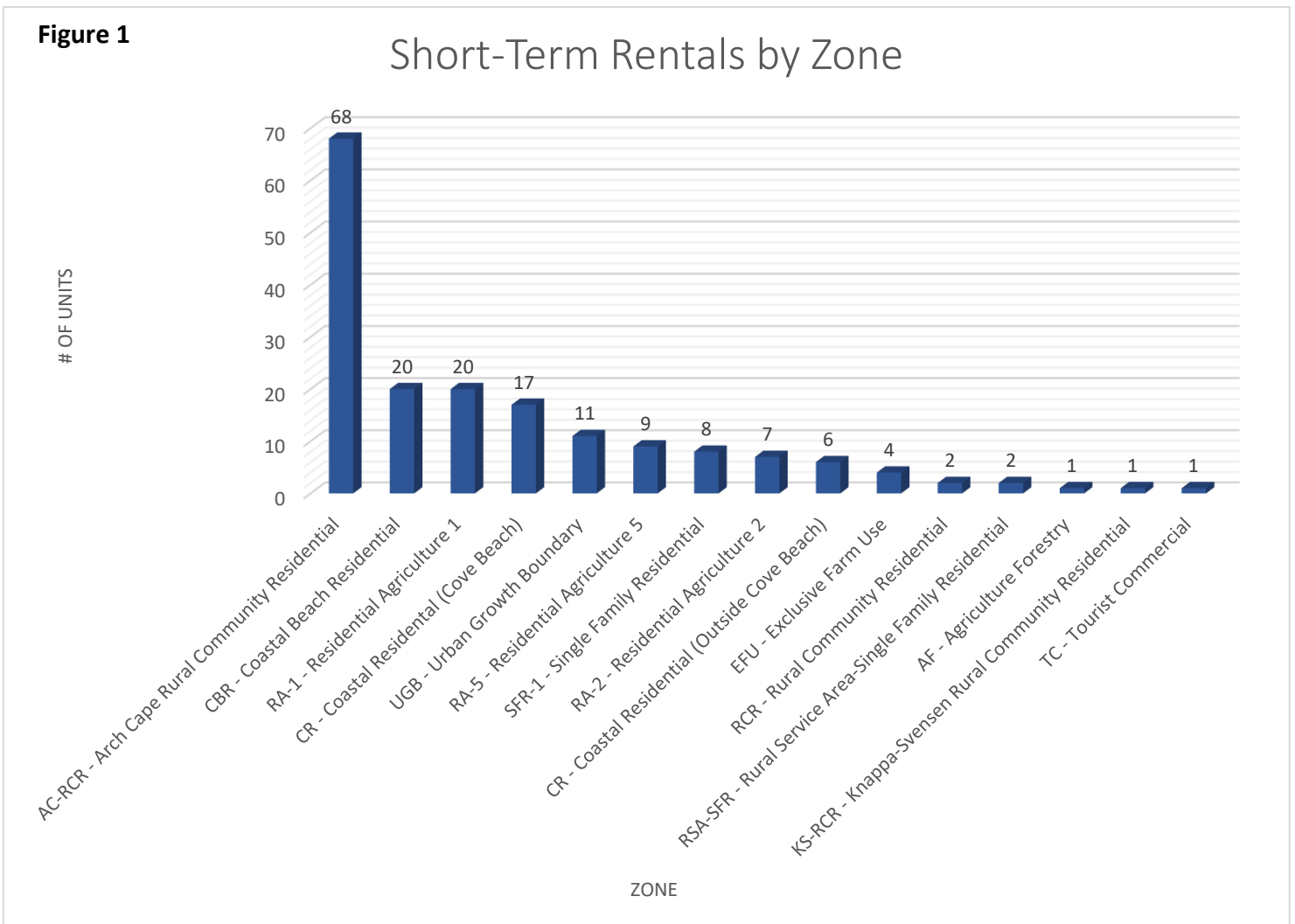
SECTION 2A: NUMBER OF PERMITTED STRs

Per information from Clatsop County Assessment and Taxation, there are 177 permitted short-term rental units in unincorporated Clatsop County. This area also includes properties within the unincorporated Urban Growth Boundary (UGB) of the City of Gearhart.

Figure 1 provides information regarding the zones where short-term rentals are located. **Figure 2** documents the annual rental activity for short-term rentals during 2021. This data shows that 67% of transient room tax accounts rented 100% of the year. Ten percent of the transient room tax account did not rent during 2021. **Figures 3-15**, below, detail the general location and numbers of short-term rental units. Sixty-eight (38.4%) of short-term rental units are located

within the Arch Cape – Rural Community Residential (AC-RCR) zone. Per Assessment and Taxation, in 2004 there were 55 transient room tax accounts with a situs city of Arch Cape. Those accounts included properties within the Arcadia Beach/Arch Cape/Cove Beach area. Per information shown on **Figures 4-6** there are currently 95 licensed short-term rentals in this same approximate area. Twenty-seven of those rental units have been continuously permitted since 2004, although they may not have been continually rented during that time.

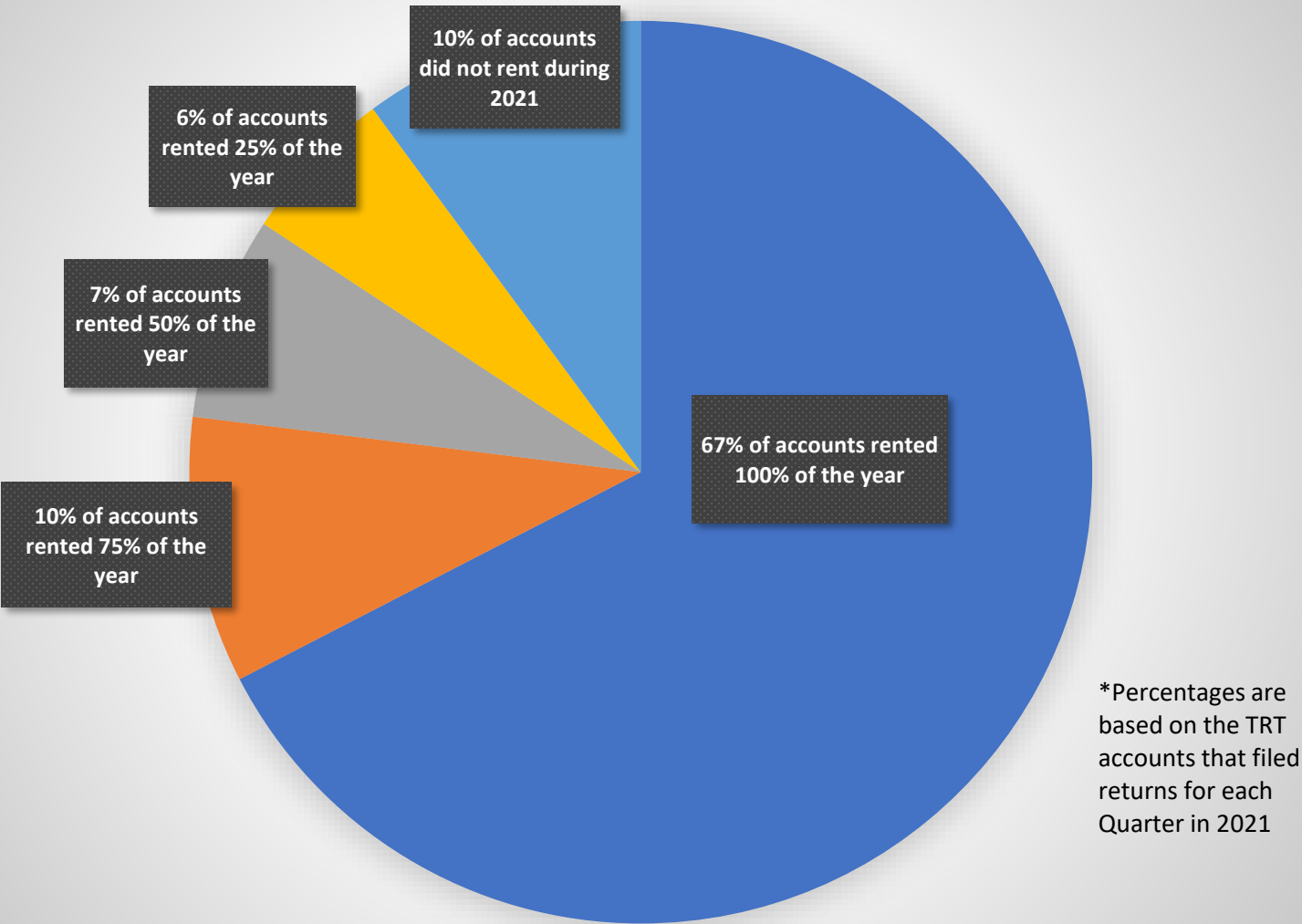
There are 17 licensed STRs in Cove Beach, constituting 9.6% of the total number of short-term rentals within unincorporated Clatsop County. The remaining 92 short-term rental units are dispersed throughout the county, with 53 (29.9%) units located in the Clatsop Plains and 11 (6.2%) within the Gearhart UGB. It should not be surprising that the majority of STRs are located in close proximity to the Pacific Ocean, as the state’s beaches are highly desirable vacation areas.



Source: Clatsop County GIS

Figure 2

STR Accounts Annual Rental Activity



*Percentages are based on the TRT accounts that filed returns for each Quarter in 2021

Figure 3

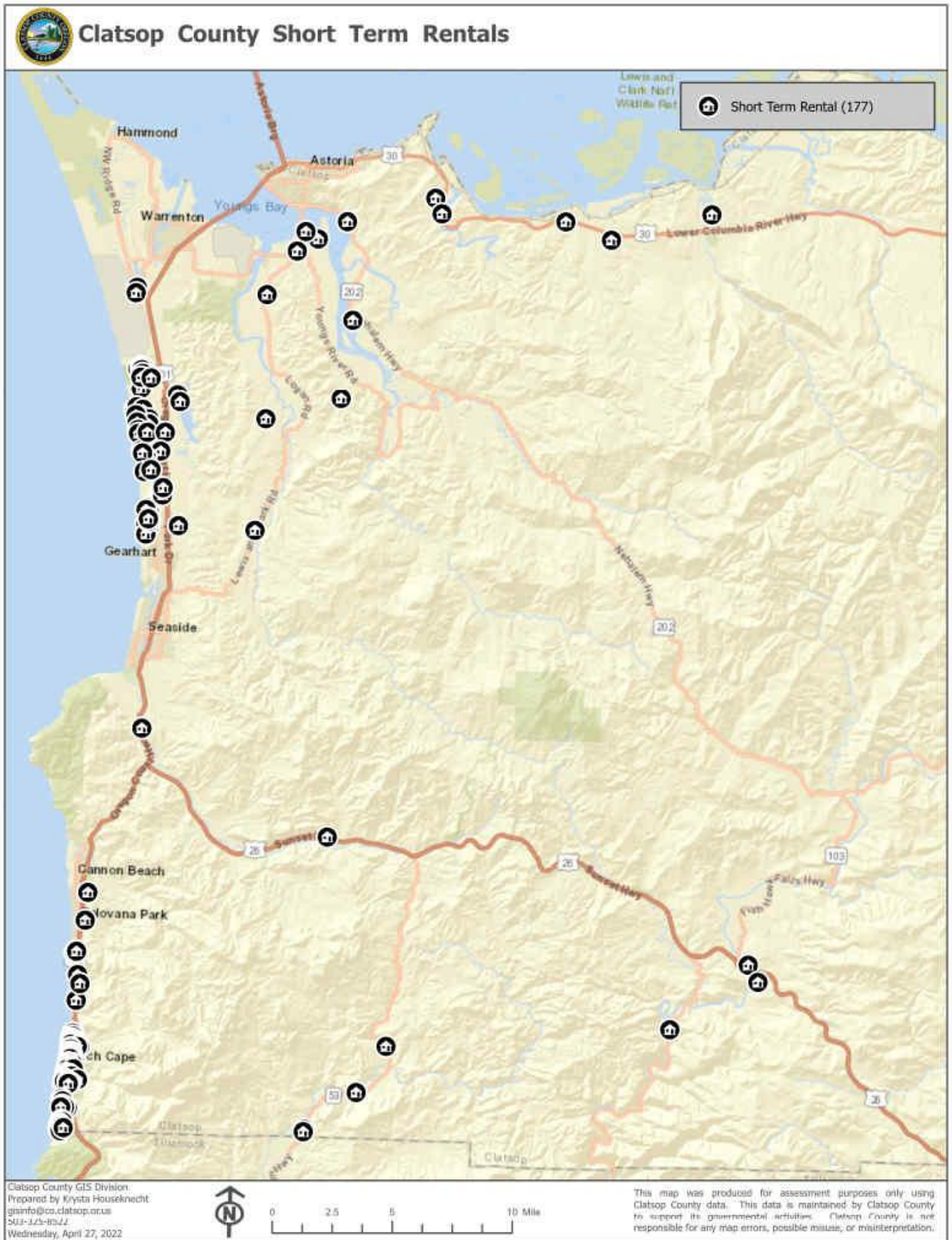


Figure 4

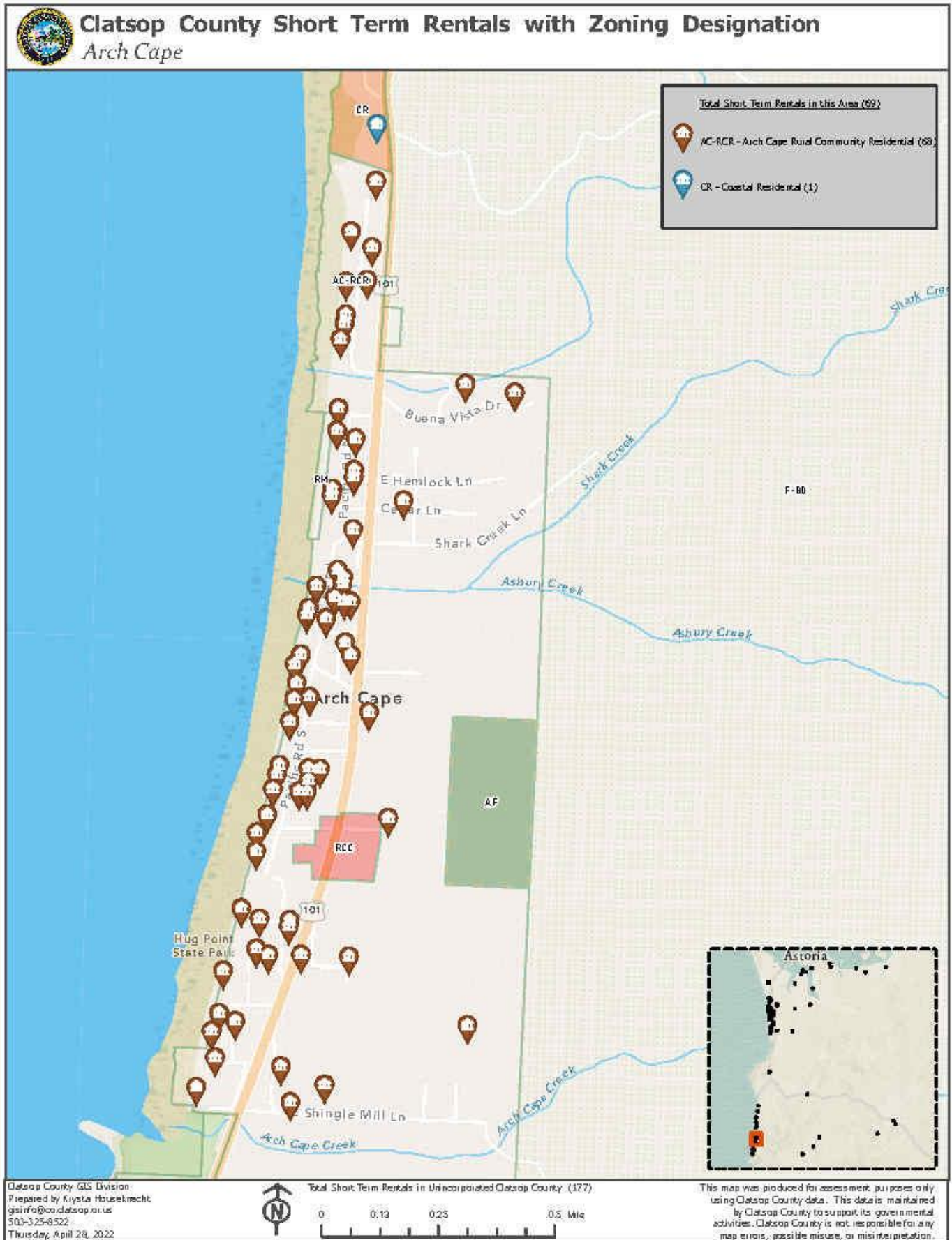


Figure 5



Figure 6

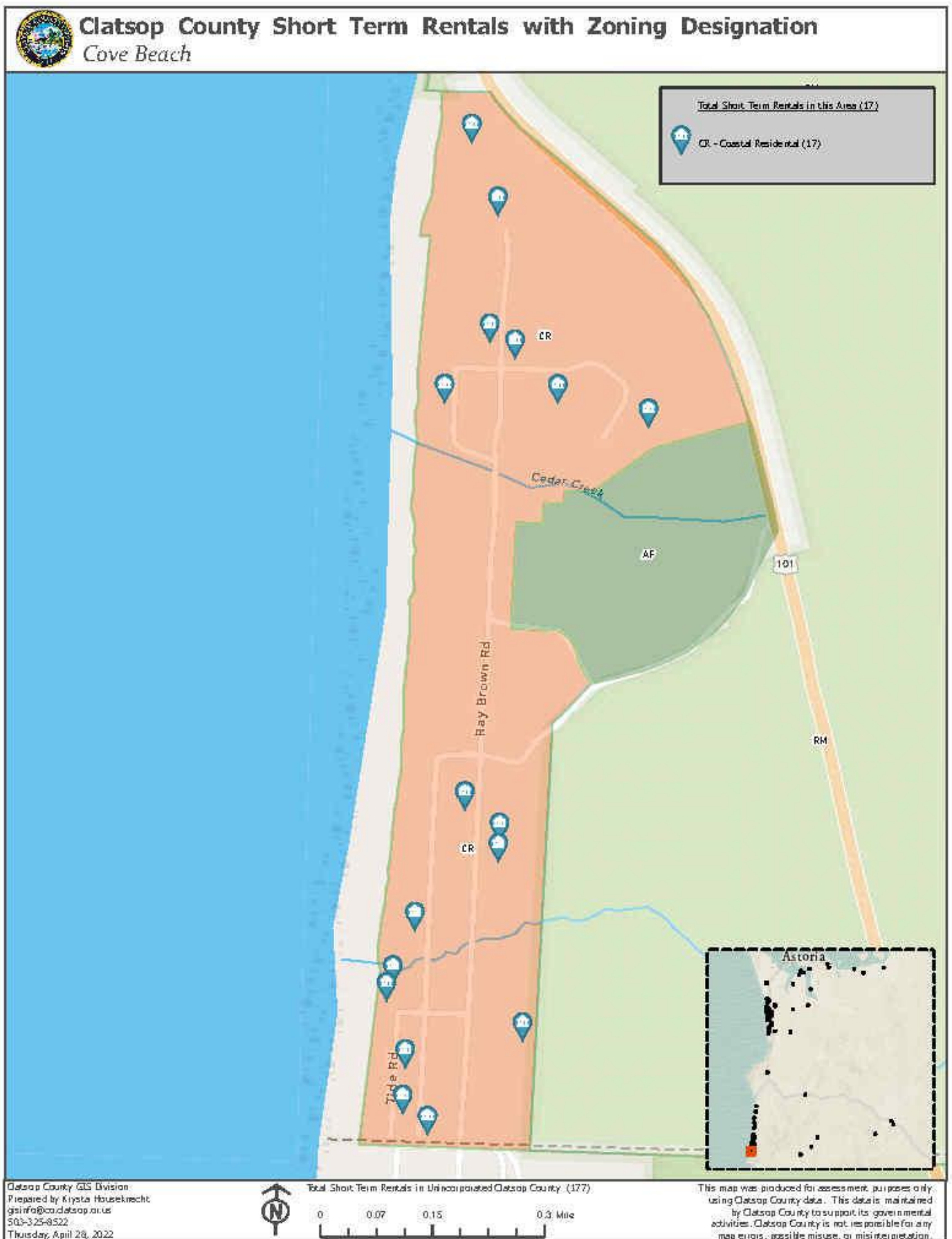


Figure 7

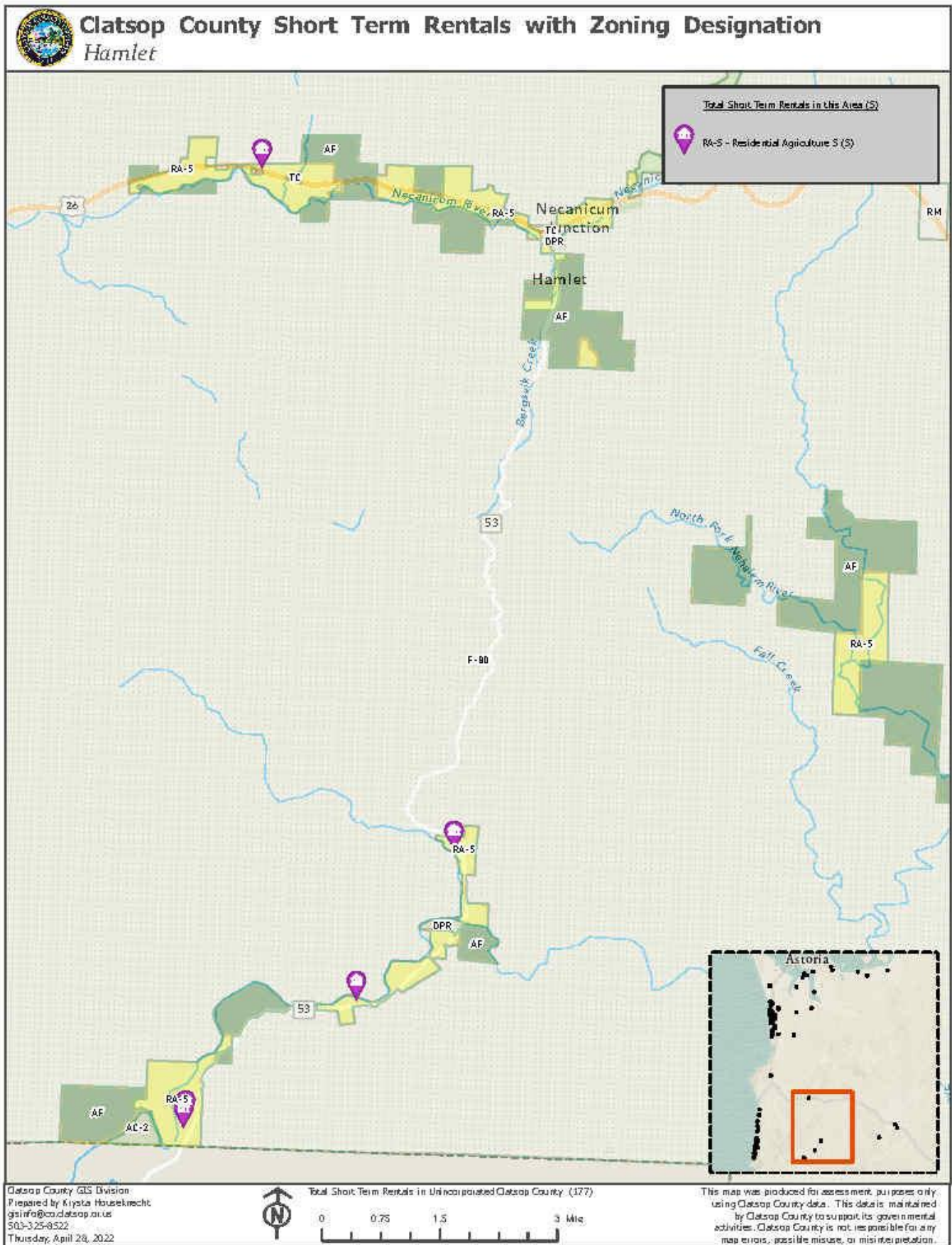


Figure 8

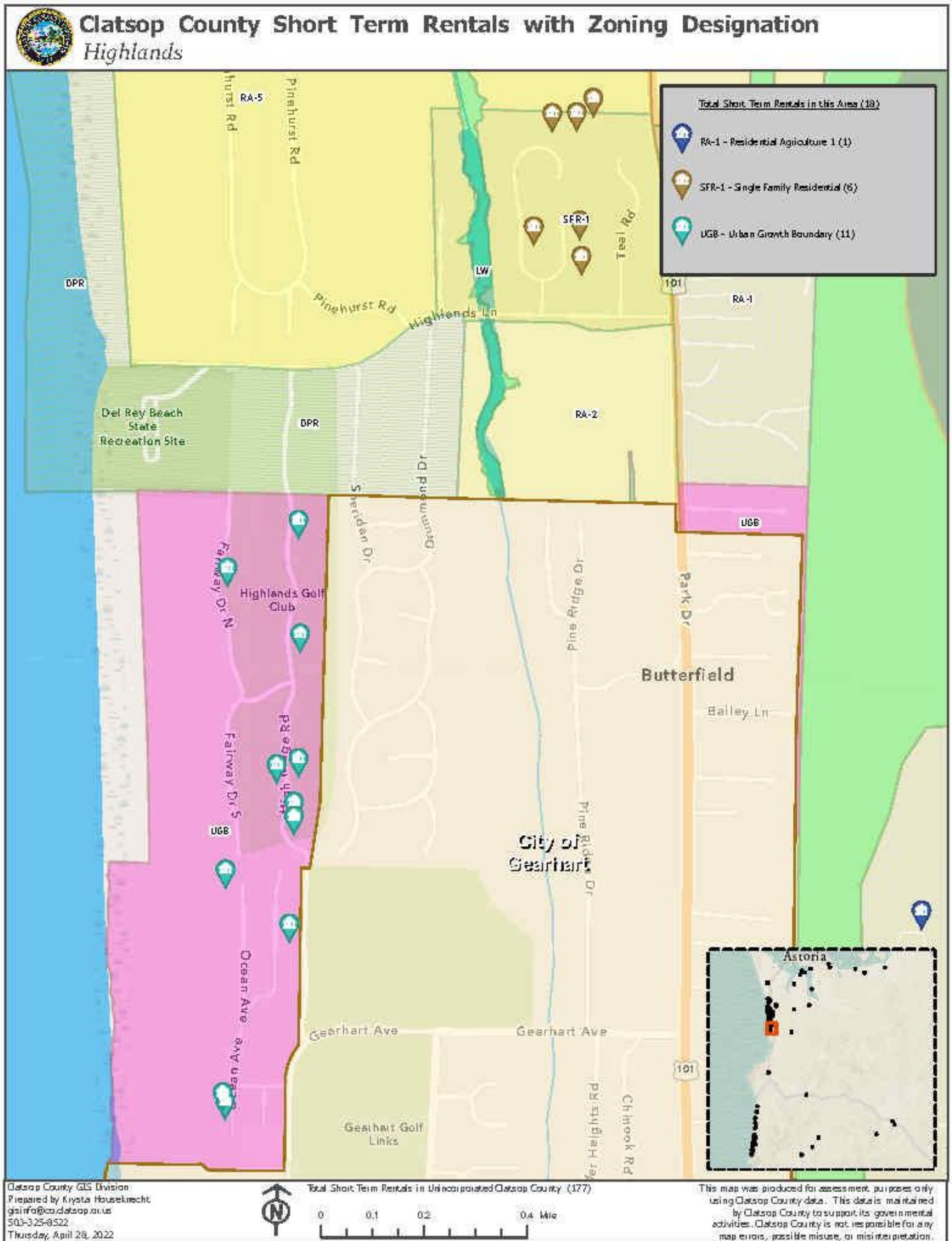


Figure 9

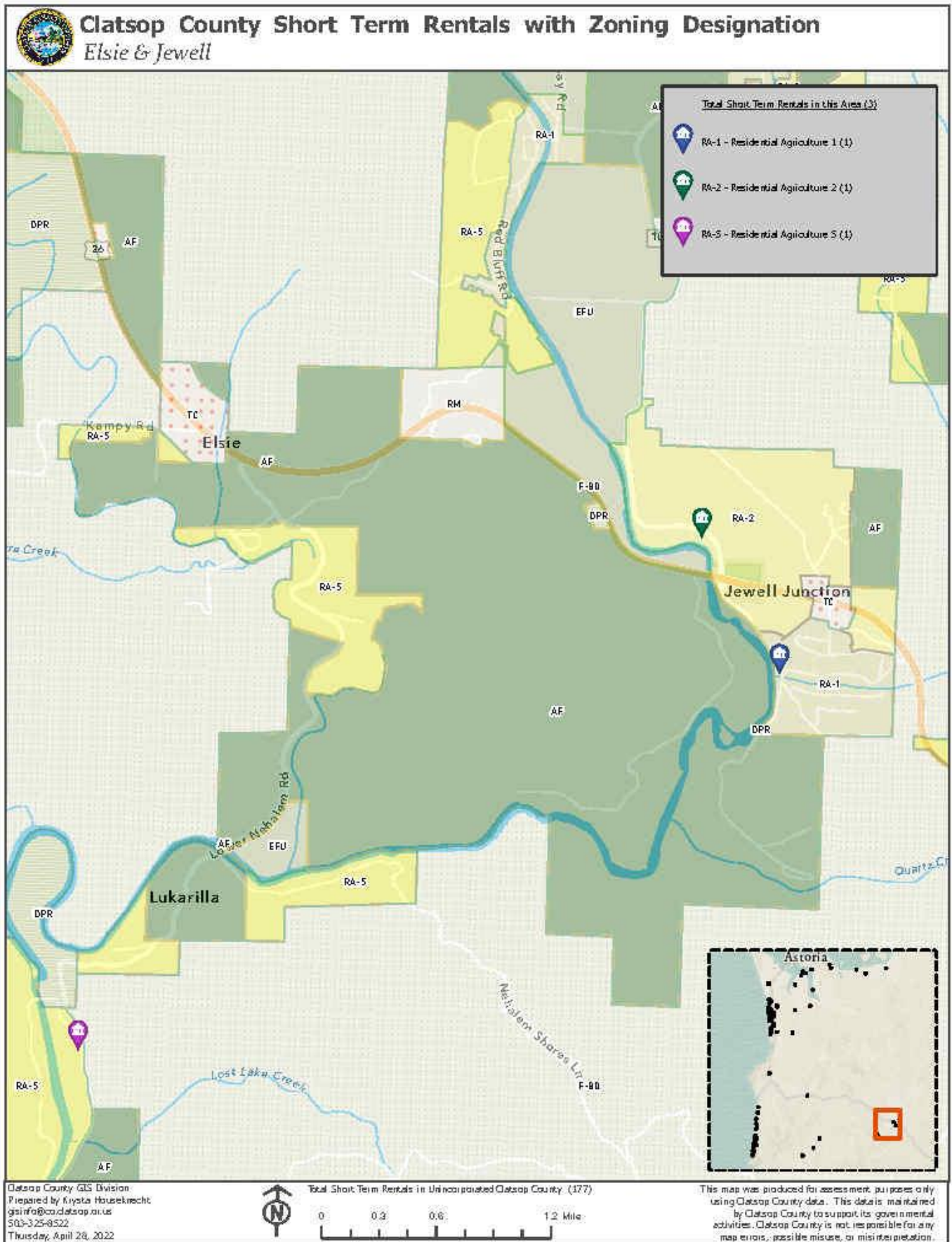


Figure 10

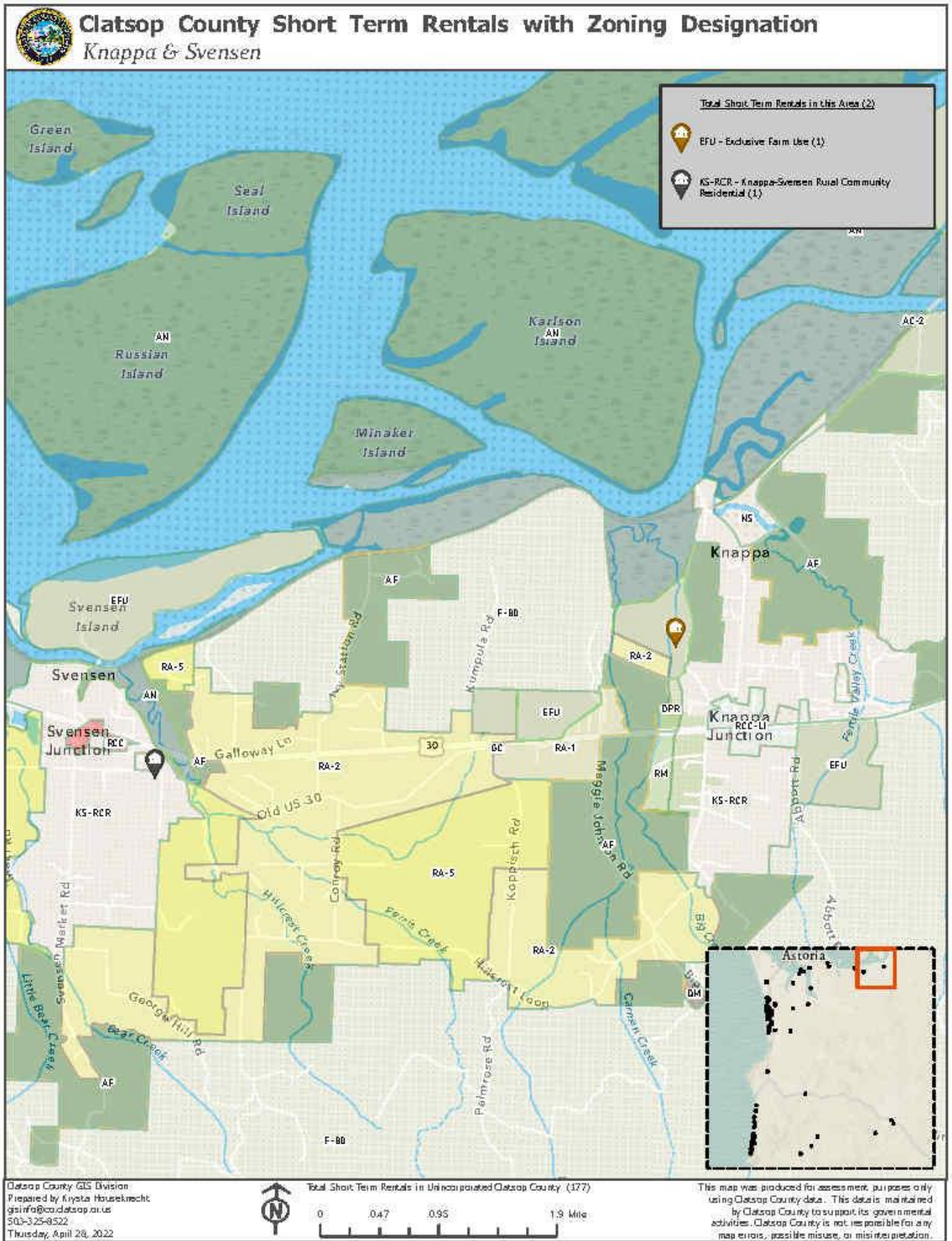


Figure 11

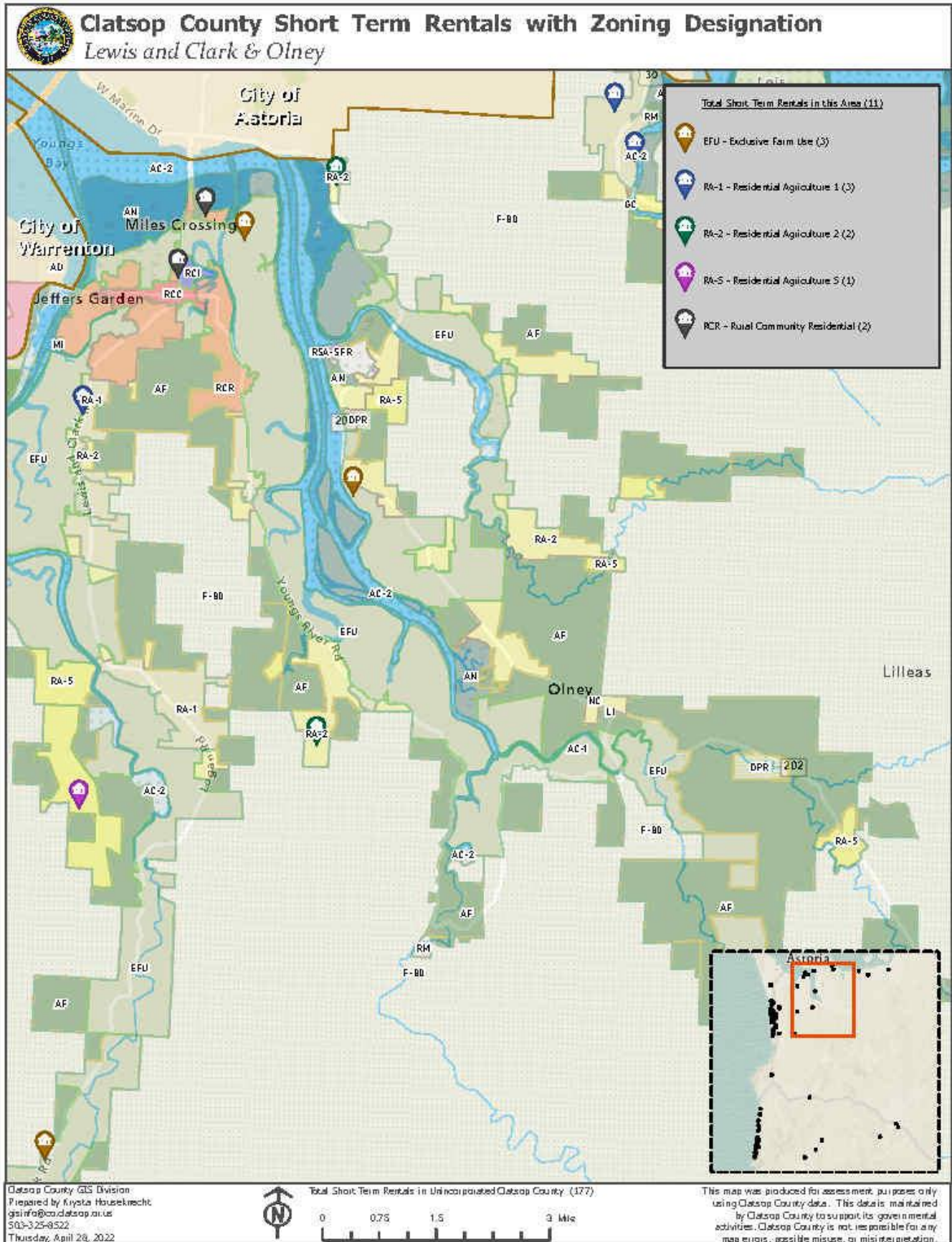


Figure 12

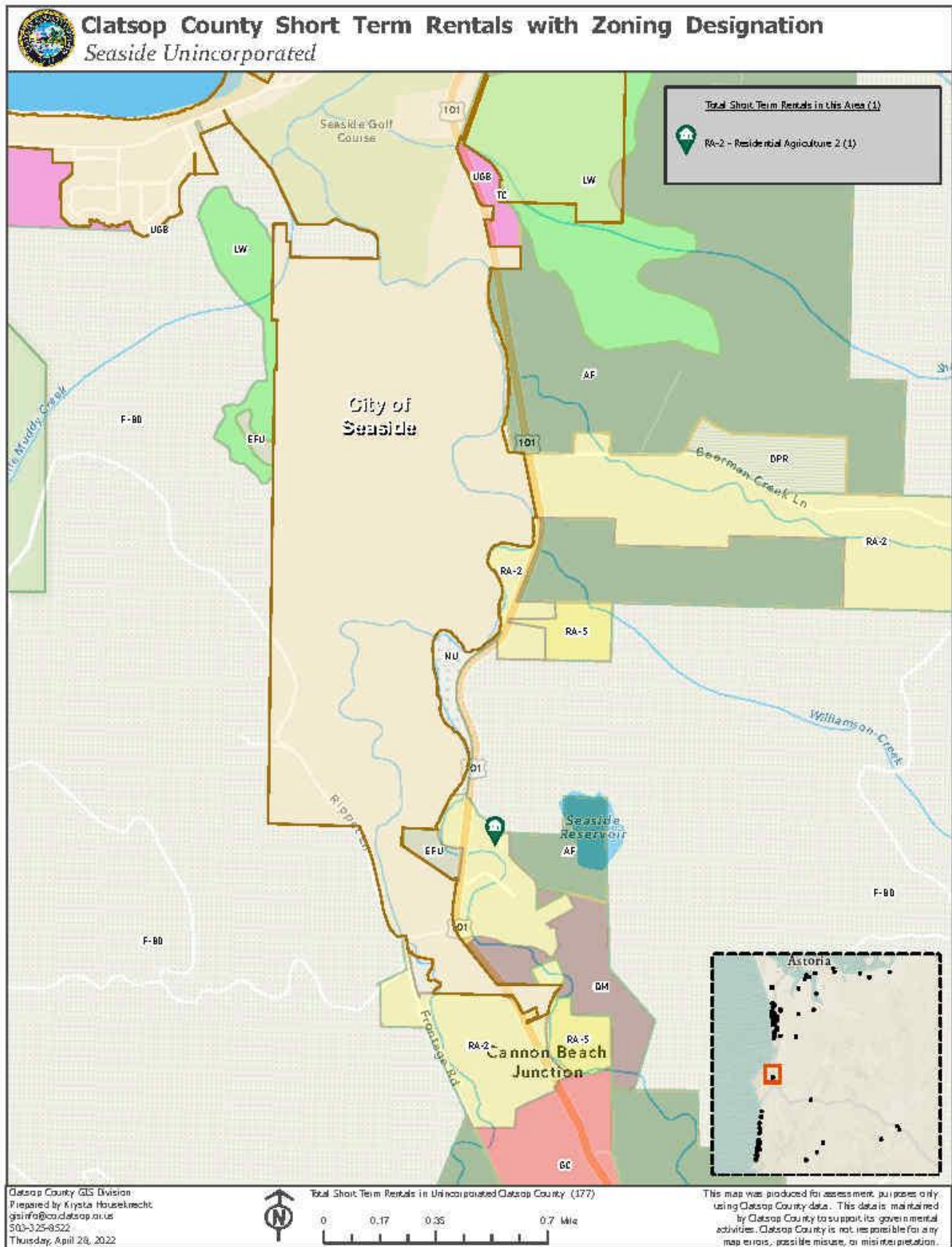


Figure 13

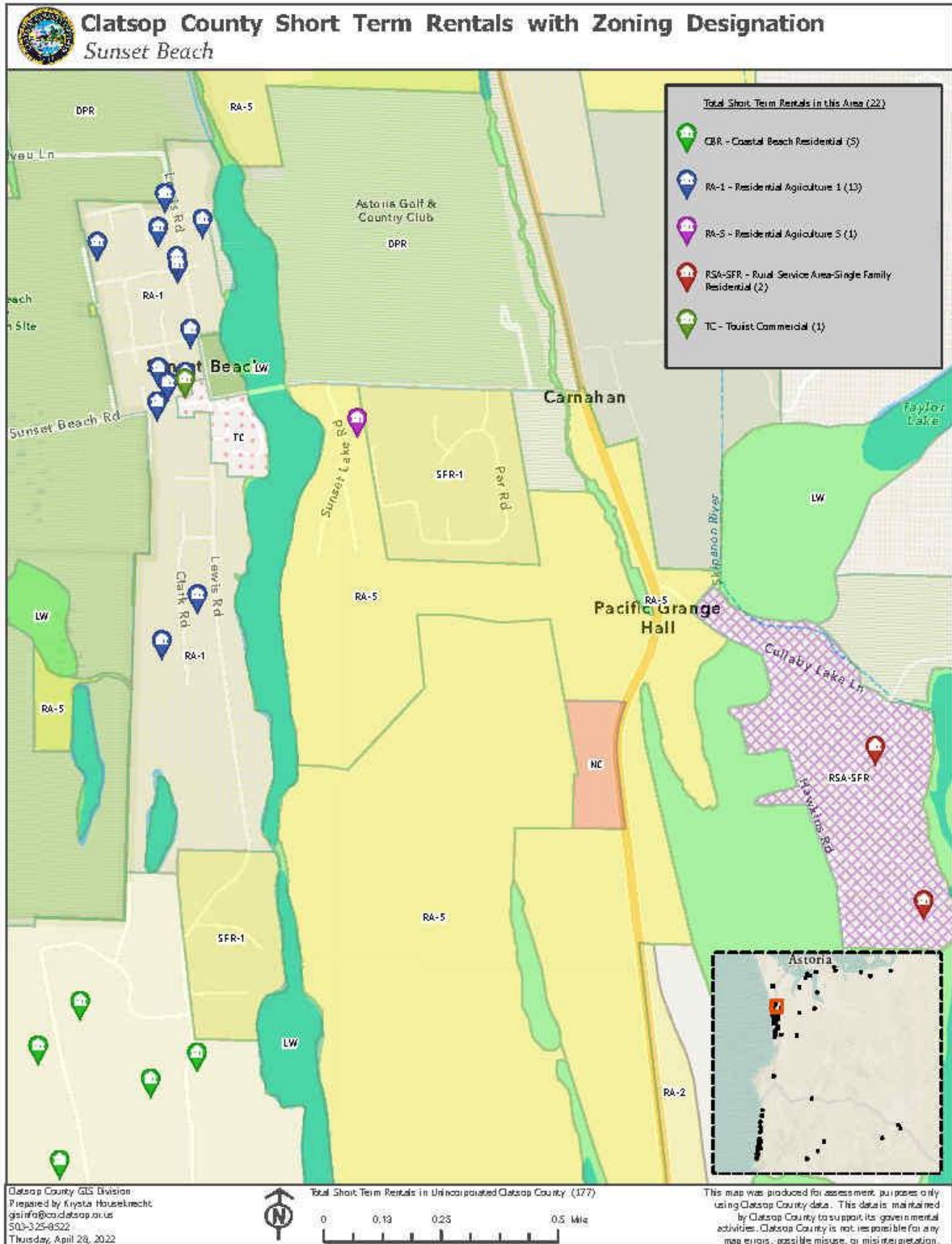


Figure 14

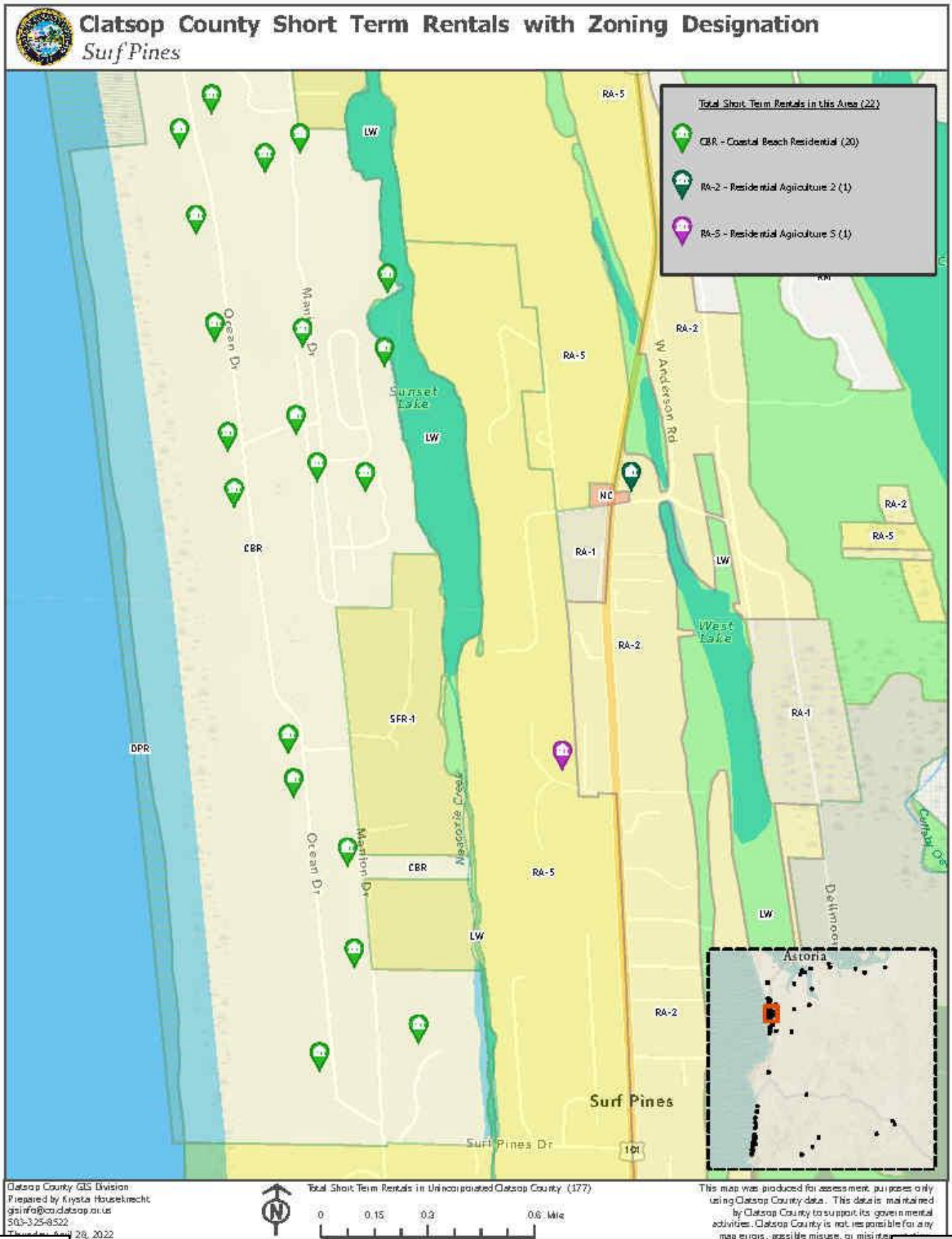
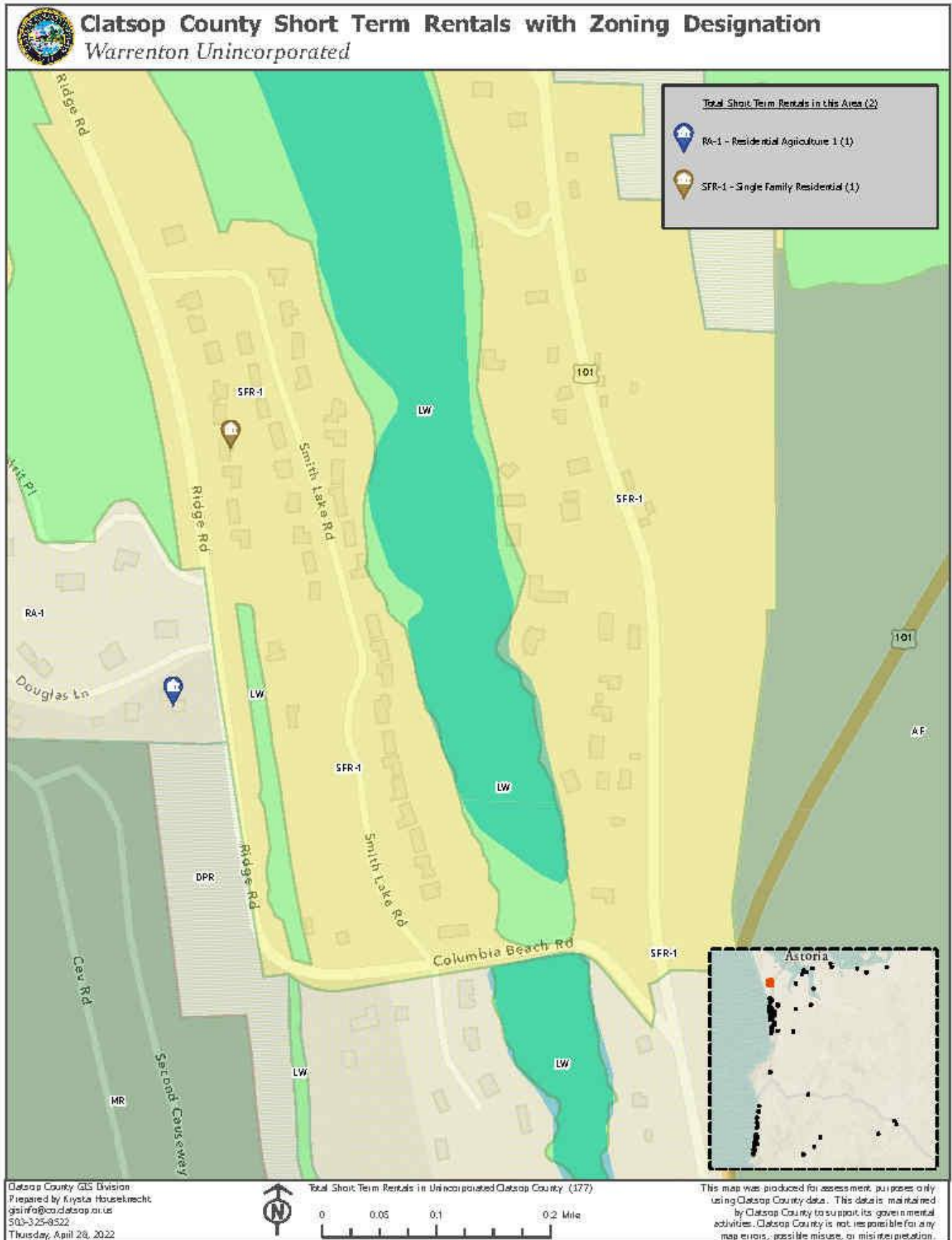


Figure 15



SECTION 2B: PROPERTY VALUES

Figure 16 details sales information on properties located in the Arch Cape and Cove Beach areas between January 2018 and March 2022. Overall, 12 properties with STR permits were sold during that period. Eight of those properties sold for a higher price than the Real Market Value (RMV). Conversely, 31 non-STR-permitted properties sold during that same time period. Twenty-one of those properties had a sales price higher than RMV. Sixty-seven percent of properties with STR permits were sold above RMV, while 68% of the properties without STR permits were purchased at a sale price above RMV.

Figure 17 details the sale prices of properties in unincorporated areas of Astoria, Warrenton, Gearhart, Seaside and Cannon Beach. The majority of properties sold in these areas **were not** licensed as a short-term rental (19 STR-permitted properties vs. 711 non-STR-permitted properties). Of the 730 total properties in these unincorporated areas that were sold between January 2018 and March 2022, 600 (82.2%) sold above RMV.

The average sale price of STR-permitted properties was \$765,000 with an average RMV of \$707,679. The average sale price of non-STR-permitted properties was \$647,210 with an average RMV of \$565,737. Assuming a 20% down payment on a \$647,210 home with a 30-year mortgage at a fixed rate of 3.633%, the monthly mortgage payment would be \$2,364. That total does not include insurance or taxes. To be considered “affordable” housing costs should not exceed 30% of household income. As noted in Section 2E, below, the median household income in Clatsop County is \$57,466. Based upon this median income, an “affordable” monthly rental payment, including utilities, would be \$1,436.65.

The data in Figures 16 and 17 would appear to indicate that the overall level of demand far exceeds the level of housing supply. This trend, which is occurring nationwide, has been fueled by a combination of factors including low interest rates and increased opportunities for remote work during the pandemic. The data does not demonstrate that short-term rentals have driven up housing prices or that houses are being purchased to be converted to short-term rentals.

The information provided on **Figures 18 and 19** show that single-family housing prices for properties **not** holding an STR permit have risen across the county 22-33% between 2018 and 2021. Single-family residences **with** an STR permit have risen in real market value 5-42% over that same timeframe.

Arch Cape/Cove Beach/Falcon Cove Single Family Residence Sales: Permitted STR vs. Not Permitted
01/01/2018 through 03/21/2022

Figure 16

Acct ID	Year Permitted	STR	Sale Date	Ocean-Front	Year Built	Acres	Mult. Accts Sold	Situs Address	Situs City	Total RMV	Sale Price	Sale Price % above RMV	
2899	2020	Yes	08/28/19	No	1999	0.11	No	79929 W Beach Rd	Arch Cape	522,907	445,000	-15%	4 33%
3255	2019	Yes	11/16/18	No	1995	0.57	No	79209 Ray Brown Rd	Arch Cape	646,642	565,000	-13%	
3108	2019	Yes	08/21/20	Yes	1941	0.46	Yes	79815 Ocean Point Rd	Arch Cape	893,122	850,000	-5%	
2585	2019	Yes	08/28/18	Yes	1951	0.44	No	80416 Carnahan Rd	Arch Cape	1,024,010	985,000	-4%	
3175	2018	Yes	08/06/18	No	1997	0.79	No	31912 Clatsop Ln	Arch Cape	451,140	455,000	1%	8 67%
2728	2020	Yes	05/30/19	Yes	1956	0.20	No	80192 Pacific Rd	Arch Cape	1,185,052	1,200,000	1%	
51983	2018	Yes	05/10/18	No	2008	1.01	No	31971 Clatsop Ln	Arch Cape	710,796	735,000	3%	
55259	2018	Yes	01/09/18	No	2015	0.22	No	79799 E Beach Rd	Arch Cape	358,780	390,000	9%	
3294	2018	Yes	07/15/20	No	1981	0.22	No	78986 Cove Beach Rd	Arch Cape	571,674	655,000	15%	
3251	2020	Yes	06/05/20	No	1994	0.46	Yes	79238 Ray Brown Rd	Arch Cape	663,892	775,000	17%	
3136	2019	Yes	09/28/18	No	1940	0.21	No	31912 E Shingle Mill Ln	Arch Cape	343,708	475,000	38%	
2511	2018	Yes	08/25/21	Yes	1961	1.22	No	79878 Hwy 101	Arch Cape	1,120,426	1,650,000	47%	
												2%	Median

Acct ID	Year Permitted	STR	Sale Date	Ocean-Front	Year Built	Acres	Mult. Accts Sold	Situs Address	Situs City	Total RMV	Sale Price	Sale Price % above RMV	
54572	N/A	No	07/26/19	No	2007	0.30	No	32073 Cedar Ln	Arch Cape	666,152	585,000	-12%	10 32%
3212	N/A	No	03/03/21	Yes	1973	0.63	Yes	79364 Ray Brown Rd	Arch Cape	1,082,730	955,000	-12%	
2792	N/A	No	08/27/19	No	1962	0.32	No	31972 Donlon Ln	Arch Cape	423,346	375,000	-11%	
2658	N/A	No	09/18/20	No	2002	0.60	Yes	32105 Hemlock Ln	Arch Cape	691,703	649,000	-6%	
2636	N/A	No	08/22/19	No	2016	0.11	No	31983 Cedar Ln	Arch Cape	419,769	396,000	-6%	
3022	N/A	No	06/08/18	No	1962	0.23	No	79804 Fire Rock Rd	Arch Cape	346,756	328,000	-5%	
3242	N/A	No	08/19/19	Yes	1965	0.72	Yes	79084 Cove Beach Rd	Arch Cape	832,286	801,200	-4%	
2837	N/A	No	05/18/20	No	1997	0.18	No	31948 Star Mooring Ln	Arch Cape	597,125	575,000	-4%	
3271	N/A	No	01/15/21	Yes	1972	0.41	Yes	79070 Cove Beach Rd	Arch Cape	1,207,842	1,170,000	-3%	
2649	N/A	No	10/15/19	No	2007	0.22	No	32067 Hemlock Ln	Arch Cape	340,940	339,000	-1%	
2912	N/A	No	01/15/19	No	1990	0.11	No	79924 W Beach Rd	Arch Cape	473,526	489,000	3%	21 68%
2767	N/A	No	08/23/18	Yes	1957	0.16	No	80166 PACIFIC RD	Arch Cape	863,482	910,000	5%	
2696	N/A	No	11/20/18	No	1993	0.22	No	32103 Buena Vista Dr	Arch Cape	443,768	475,000	7%	
2901	N/A	No	03/29/18	No	1981	0.09	No	79917 W Beach Rd	Arch Cape	310,529	336,800	8%	
2851	N/A	No	09/25/19	Yes	1990	0.13	No	80090 Pacific Rd	Arch Cape	1,433,533	1,563,000	9%	
3023	N/A	No	05/30/18	No	1986	0.20	No	32001 E Shingle Mill Ln	Arch Cape	319,693	355,000	11%	
53450	N/A	No	03/22/19	No	1950	0.41	No	79435 E Hwy 101	Arch Cape	339,936	385,000	13%	
59438	N/A	No	07/05/18	No	2016	0.23	No	31973 Oceanview Ln	Arch Cape	524,798	595,000	13%	
2833	N/A	No	07/26/18	No	2003	0.15	No	31922 Star Mooring Ln	Arch Cape	686,425	780,000	14%	
2748	N/A	No	11/14/18	No	2006	0.09	No	80105 PACIFIC RD	Arch Cape	527,699	600,000	14%	
2740	N/A	No	02/22/19	No	1955	0.17	No	31960 Montbreacia Ln	Arch Cape	351,957	421,000	20%	
2787	N/A	No	09/06/19	No	1957	0.13	No	80149 Pacific Rd	Arch Cape	473,074	574,000	21%	
2683	N/A	No	12/28/20	No	2003	0.22	No	32088 Buena Vista Dr	Arch Cape	622,903	855,000	37%	
2814	N/A	No	06/22/21	No	1990	0.12	No	79979 Pacific Rd	Arch Cape	471,123	650,000	38%	
2577	N/A	No	12/14/20	Yes	1976	0.28	No	80424 Carnahan Rd	Arch Cape	1,086,384	1,500,000	38%	
2649	N/A	No	05/27/21	No	2007	0.22	No	32067 Hemlock Ln	Arch Cape	333,609	470,000	41%	
2643	N/A	No	09/07/21	No	1978	0.12	No	80331 Pacific Rd	Arch Cape	297,827	500,000	68%	
3039	N/A	No	07/21/21	No	1920	1.35	No	32079 E Shingle Mill Ln	Arch Cape	435,146	750,000	72%	
3118	N/A	No	04/22/21	No	1952	0.13	No	79784 East Beach Rd	Arch Cape	354,542	625,000	76%	
2665	N/A	No	05/26/21	No	1999	0.24	No	32100 Hemlock Ln	Arch Cape	331,749	605,000	82%	
3094	N/A	No	09/28/21	No	1940	0.13	No	79812 Cannon Rd	Arch Cape	247,487	451,500	82%	
												11%	Median

Clatsop County Single Family Residence Sales: Permitted STR vs. Not Permitted
01/01/2018 through 03/21/2022

Figure 17

Unincorporated Area	Permitted STR	Total Sales	Sold Below RMV		Sold Above RMV	
			# of Sales	%	# of Sales	%
Astoria	Yes	2	0	0%	2	100%
Astoria	No	318	61	19%	257	81%

Unincorporated Area	Permitted STR	Total Sales	Sold Below RMV		Sold Above RMV	
			# of Sales	%	# of Sales	%
Warrenton	Yes	8	1	13%	7	88%
Warrenton	No	250	43	17%	207	83%

Unincorporated Area	Permitted STR	Total Sales	Sold Below RMV		Sold Above RMV	
			# of Sales	%	# of Sales	%
Gearhart	Yes	8	0	0%	8	100%
Gearhart	No	78	13	17%	65	83%

Unincorporated Area	Permitted STR	Total Sales	Sold Below RMV		Sold Above RMV	
			# of Sales	%	# of Sales	%
Seaside	Yes	1	1	100%	0	0%
Seaside	No	44	6	14%	38	86%

Unincorporated Area	Permitted STR	Total Sales	Sold Below RMV		Sold Above RMV	
			# of Sales	%	# of Sales	%
Cannon Beach	Yes	0	0	0%	0	0%
Cannon Beach	No	21	5	24%	16	76%

Figure 18

Clatsop County Median Real Market Values (RMVs) and Assessed Values (AVs), 2018 and 2021

** PROPERTY TAXES ARE CALCULATED BASED ON THE ASSESSED VALUE (AV) **

		Single Family Residence Properties - NOT STR Permitted 79% of SFR Homes in the Area (325 Homes) Median Home Values					
		2018			2021		
Area		RMV	AV	RMV	% change	AV	% change
Arch Cape, Cove Beach, Falcon Cove		489,500	364,014	597,666	22%	407,473	12%
		Single Family Residence Properties - STR Permitted 21% of SFR Homes in the Area (87 Homes) Median Home Values					
		2018			2021		
Area		RMV	AV	RMV	% change	AV	% change
Arch Cape, Cove Beach, Falcon Cove		612,124	404,870	644,150	5%	439,601	9%
		Single Family Residence Properties - NOT STR Permitted 93% of SFR Homes in the Area (114 Homes) Median Home Values					
		2018			2021		
Area		RMV	AV	RMV	% change	AV	% change
Unincorporated Cannon Beach		365,101	270,759	460,622	26%	303,897	12%
		Single Family Residence Properties - STR Permitted 7% of SFR Homes in the Area (8 Homes) Median Home Values					
		2018			2021		
Area		RMV	AV	RMV	% change	AV	% change
Unincorporated Cannon Beach		557,720	348,663	791,929	42%	396,267	14%
		Single Family Residence Properties - Median Home Values					
		2018			2021		
Area		RMV	AV	RMV	% change	AV	% change
Incorporated Cannon Beach		526,533	367,111	654,932	24%	406,077	11%

Figure 19

Catsop County Median Real Market Values (RMVs) and Assessed Values (AVs), 2018 and 2021

** PROPERTY TAXES ARE CALCULATED BASED ON THE ASSESSED VALUE (AV) **

Single Family Residence Properties - NOT STR Permitted 59.6% of SFR Homes in the Area (2,306 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Astoria	258,951	173,315	340,626	32%	194,830	12%

Single Family Residence Properties - STR Permitted 0.4% of SFR Homes in the Area (10 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Astoria	240,357	158,489	303,433	26%	173,182	9%

Single Family Residence Properties - NOT STR Permitted 55% of SFR Homes in the Area (308 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Gearhart	354,459	275,914	463,240	31%	285,103	3%

Single Family Residence Properties - STR Permitted 5% of SFR Homes in the Area (16 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Gearhart	531,356	523,183	720,772	36%	573,939	10%

Single Family Residence Properties - NOT STR Permitted 97% of SFR Homes in the Area (1,158 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Warrenton	299,623	219,613	398,020	33%	253,286	15%

Single Family Residence Properties - STR Permitted 3% of SFR Homes in the Area (42 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Warrenton	340,263	237,559	441,556	30%	274,915	16%

Single Family Residence Properties - NOT STR Permitted 59% of SFR Homes in the Area (415 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Seaside	232,554	183,020	284,394	22%	200,910	10%

Single Family Residence Properties - STR Permitted 1% of SFR Homes in the Area (6 Homes) Median Home Values						
2018		2021				
Area	RMV	AV	RMV	% change	AV	% change
Unincorporated Seaside	281,385	160,318	351,545	25%	175,180	9%

SECTION 2C: RENTAL UNIT CHARACTERISTICS (CLATSOP COUNTY AND CITIES)

The 2020 American Community Survey 5-Year Estimates for all of Clatsop County estimates an average monthly rent of \$957. **Table 1** details the number of housing units within all of Clatsop County (incorporated and unincorporated areas) and includes information regarding unit age, size and monthly rental payments. Overall, the county’s housing stock is largely owner-occupied (60.7%). The majority of the housing units is comprised of single-family detached dwellings (15,606; 69%). Over fifty-eight percent of the housing stock (13,250 units) is more than 50 years old. Twenty-three percent of the housing stock is over 80 years old.

TABLE 1: RENTAL RATES AND UNIT CHARACTERISTICS

Clatsop County, Oregon (Incorporated and Unincorporated Areas)

Description	Estimate	Percent
HOUSING OCCUPANCY		
Total housing units	22,609	22,609
Occupied housing units	16,019	70.9%
Vacant housing units	6,590	29.1%
Homeowner vacancy rate	1.4%	(X)
Rental vacancy rate	3.5%	(X)
UNITS IN STRUCTURE		
Total housing units	22,609	22,609
1-unit, detached	15,606	69.0%
1-unit, attached	613	2.7%
2 units	1,218	5.4%
3 or 4 units	1,438	6.4%
5 to 9 units	655	2.9%
10 to 19 units	379	1.7%
20 or more units	1,325	5.9%
Mobile home	1,331	5.9%
Boat, RV, van, etc.	44	0.2%
YEAR STRUCTURE BUILT		
Total housing units	22,609	22,609
Built 2014 or later	690	3.1%
Built 2010 to 2013	387	1.7%
Built 2000 to 2009	2,446	10.8%
Built 1990 to 1999	3,400	15.0%
Built 1980 to 1989	2,436	10.8%
Built 1970 to 1979	3,179	14.1%
Built 1960 to 1969	1,345	5.9%
Built 1950 to 1959	1,680	7.4%
Built 1940 to 1949	1,842	8.1%

TABLE 1: RENTAL RATES AND UNIT CHARACTERISTICS

Clatsop County, Oregon (Incorporated and Unincorporated Areas)

Description	Estimate	Percent
Built 1939 or earlier	5,204	23.0%
ROOMS		
Total housing units	22,609	22,609
1 room	541	2.4%
2 rooms	730	3.2%
3 rooms	2,274	10.1%
4 rooms	4,027	17.8%
5 rooms	4,335	19.2%
6 rooms	4,123	18.2%
7 rooms	2,988	13.2%
8 rooms	1,714	7.6%
9 rooms or more	1,877	8.3%
Median rooms	5.4	(X)
BEDROOMS		
Total housing units	22,609	22,609
No bedroom	789	3.5%
1 bedroom	2,146	9.5%
2 bedrooms	6,751	29.9%
3 bedrooms	9,147	40.5%
4 bedrooms	3,026	13.4%
5 or more bedrooms	750	3.3%
HOUSING TENURE		
Occupied housing units	16,019	16,019
Owner-occupied	9,727	60.7%
Renter-occupied	6,292	39.3%
Average household size of owner-occupied unit	2.57	(X)
Average household size of renter-occupied unit	2.21	(X)
YEAR HOUSEHOLDER MOVED INTO UNIT		
Occupied housing units	16,019	16,019
Moved in 2019 or later	1,139	7.1%
Moved in 2015 to 2018	4,836	30.2%
Moved in 2010 to 2014	3,347	20.9%
Moved in 2000 to 2009	3,124	19.5%
Moved in 1990 to 1999	1,736	10.8%
Moved in 1989 and earlier	1,837	11.5%
VEHICLES AVAILABLE		

TABLE 1: RENTAL RATES AND UNIT CHARACTERISTICS		
Clatsop County, Oregon (Incorporated and Unincorporated Areas)		
Description	Estimate	Percent
Occupied housing units	16,019	16,019
No vehicles available	1,427	8.9%
1 vehicle available	5,836	36.4%
2 vehicles available	5,388	33.6%
3 or more vehicles available	3,368	21.0%
SELECTED CHARACTERISTICS		
Occupied housing units	16,019	16,019
Lacking complete plumbing facilities	27	0.2%
Lacking complete kitchen facilities	338	2.1%
No telephone service available	212	1.3%
GROSS RENT		
Occupied units paying rent	5,868	5,868
Less than \$500	313	5.3%
\$500 to \$999	2,909	49.6%
\$1,000 to \$1,499	1,957	33.4%
\$1,500 to \$1,999	483	8.2%
\$2,000 to \$2,499	157	2.7%
\$2,500 to \$2,999	13	0.2%
\$3,000 or more	36	0.6%
Median (dollars)	957	(X)
No rent paid	424	(X)

GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME (GRAPI)

Occupied units paying rent (excluding units where GRAPI cannot be computed)	5,816	5,816
Less than 15.0 percent	1,022	17.6%
15.0 to 19.9 percent	823	14.2%
20.0 to 24.9 percent	677	11.6%
25.0 to 29.9 percent	714	12.3%
30.0 to 34.9 percent	448	7.7%
35.0 percent or more	2,132	36.7%
Not computed	476	(X)

Source: 2020 ACS 5-Year Estimates

SECTION 2D: VACANT STRUCTURES

Per the 2020 Decennial Census there are 23,017 housing units within incorporated and unincorporated Clatsop County. The 177 licensed STRs in unincorporated Clatsop County represent 0.7% of those residential units.

The 2020 Decennial Census identified 17,533 of all housing units (76.2%) as occupied, while 5,484 units (23.8%) were categorized as vacant. The 2020 American Community Survey (ACS) 5-Year Estimates estimated that 16,019 housing units in Clatsop County were occupied. The margin of error for that estimate is ± 399 units.

The Current Population Survey and Housing Vacancies and Homeownership data (CPS/HVS) compiled by the U.S. Census Bureau classifies residential dwellings as “Vacant Housing Units” if:

no one is living in it at the time of the interview, unless its occupants are only temporarily absent. In addition, a vacant unit may be one which is entirely occupied by persons who have a usual residence elsewhere. New units that are not yet occupied are classified as vacant housing units if construction has reached a point where all exterior windows and doors are installed and final usable floors are in place. Vacant units are excluded if they are exposed to the elements, that is, if the roof, walls, windows, or doors no longer protect the interior from the elements, or if there is positive evidence (such as a sign on the house or block) that the unit is to be demolished or is condemned. Also excluded are quarters being used entirely for nonresidential purposes, such as a store or an office, or quarters used for the storage of business supplies or inventory, machinery, or agricultural products. Vacant sleeping rooms in lodging houses, transient accommodations, barracks, and other quarters not defined as housing units are not included in the statistics.

Since 1990, the CPS/HVS also included year-round vacant mobile homes as part of the year-round vacant count of housing units. “Year-round units” are those intended for occupancy at any time of the year, even though they may not be in use the year round. In resort areas, a housing unit which is usually occupied on a year-round basis is considered a year-round unit. Year-round units temporarily occupied by persons with usual residence elsewhere are included with year-round vacant units.

The CPS/HVS classifies vacant units into the following categories:

- Vacant units for rent
- Vacant units for sale only
- Vacant units rented or sold (but owner/renter has not yet moved in)
- Vacant units held off the market

- Units held for occasional use:
- Units temporarily occupied by persons with usual residences elsewhere:
- Other vacant:
 - in need of or under repair/renovation
 - in probate
 - foreclosure
 - preparing to rent/sell)
 - abandoned
 - extended absence

Seasonal Vacant Units, as defined by CPS/HVS are “those intended for occupancy only during certain seasons of the year and found primarily in resort areas. Housing units held for occupancy by migratory labor employed in farm work during the crop season are tabulated as seasonable.”

SECTION 2E: CLATSOP COUNTY INCOME LEVELS AND HOUSING COSTS

Table 2 documents income levels, housing costs and percentage of housing costs for households in Clatsop County (Source: 2020 American Community Survey (ACS) 5-Year Estimates). This data includes both incorporated and unincorporated areas. The 2020 ACS 5-Year Estimates estimate the median owner-occupied housing income as \$71,644. The median renter-occupied household income, however, is \$41,225.

As defined by the U.S. Department of Housing and Urban Development, affordable housing is “housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.”

As shown on the information on Table 1, households earning less than \$35,000 are more likely to pay more than 30% of their income for housing. A household earning \$35,000 per year would be able to pay up to \$875 per month (including utilities) for an “affordable” housing unit. As also shown on Table 2, 7,649 of the estimated housing units within the County are below the \$1,000 per month price range. The remaining 8,370 units are above \$1,000 in monthly costs.

TABLE 2: HOUSING UNITS AND HOUSING COSTS

Clatsop County, Oregon

	Occupied housing units	Percent occupied housing units	Owner-occupied housing units	Percent owner-occupied housing units	Renter-occupied housing units	Percent renter-occupied housing units
Label	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Occupied housing units	16,019	100%	9,727	60.7%	6,292	39.3%
HOUSEHOLD INCOME IN THE PAST 12 MONTHS (IN 2020 INFLATION-ADJUSTED DOLLARS)						
Less than \$5,000	414	2.6%	227	2.3%	187	3.0%
\$5,000 to \$9,999	396	2.5%	100	1.0%	296	4.7%
\$10,000 to \$14,999	575	3.6%	210	2.2%	365	5.8%
\$15,000 to \$19,999	906	5.7%	320	3.3%	586	9.3%
\$20,000 to \$24,999	621	3.9%	288	3.0%	333	5.3%
\$25,000 to \$34,999	1,875	11.7%	933	9.6%	942	15.0%
\$35,000 to \$49,999	2,180	13.6%	1,119	11.5%	1,061	16.9%
\$50,000 to \$74,999	2,922	18.2%	1,891	19.4%	1,031	16.4%
\$75,000 to \$99,999	2,281	14.2%	1,472	15.1%	809	12.9%
\$100,000 to \$149,999	2,564	16.0%	1,960	20.2%	604	9.6%
\$150,000 or more	1,285	8.0%	1,207	12.4%	78	1.2%
Median household income (dollars)	57,466	57,466	71,644	71,644	41,225	41,225
MONTHLY HOUSING COSTS						
Less than \$300	675	4.2%	522	5.4%	153	2.4%
\$300 to \$499	1,551	9.7%	1,391	14.3%	160	2.5%
\$500 to \$799	3,372	21.1%	1,907	19.6%	1,465	23.3%
\$800 to \$999	2,051	12.8%	607	6.2%	1,444	22.9%
\$1,000 to \$1,499	3,962	24.7%	2,005	20.6%	1,957	31.1%
\$1,500 to \$1,999	2,256	14.1%	1,773	18.2%	483	7.7%
\$2,000 to \$2,499	931	5.8%	774	8.0%	157	2.5%

TABLE 2: HOUSING UNITS AND HOUSING COSTS

Clatsop County, Oregon						
	Occupied housing units	Percent occupied housing units	Owner-occupied housing units	Percent owner-occupied housing units	Renter-occupied housing units	Percent renter-occupied housing units
Label	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
\$2,500 to \$2,999	445	2.8%	432	4.4%	13	0.2%
\$3,000 or more	352	2.2%	316	3.2%	36	0.6%
No cash rent	424	2.6%	(X)	(X)	424	6.7%
Median (dollars)	1,017	1,017	1,139	1,139	957	957

MONTHLY HOUSING COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS

Less than \$20,000	2,078	13.0%	791	8.1%	1,287	20.5%
Less than 20 percent	126	0.8%	83	0.9%	43	0.7%
20 to 29 percent	148	0.9%	106	1.1%	42	0.7%
30 percent or more	1,804	11.3%	602	6.2%	1,202	19.1%
\$20,000 to \$34,999	2,440	15.2%	1,221	12.6%	1,219	19.4%
Less than 20 percent	394	2.5%	368	3.8%	26	0.4%
20 to 29 percent	695	4.3%	369	3.8%	326	5.2%
30 percent or more	1,351	8.4%	484	5.0%	867	13.8%
\$35,000 to \$49,999	2,065	12.9%	1,119	11.5%	946	15.0%
Less than 20 percent	736	4.6%	568	5.8%	168	2.7%
20 to 29 percent	622	3.9%	161	1.7%	461	7.3%
30 percent or more	707	4.4%	390	4.0%	317	5.0%
\$50,000 to \$74,999	2,866	17.9%	1,891	19.4%	975	15.5%
Less than 20 percent	1,254	7.8%	870	8.9%	384	6.1%
20 to 29 percent	930	5.8%	495	5.1%	435	6.9%
30 percent or more	682	4.3%	526	5.4%	156	2.5%
\$75,000 or more	6,028	37.6%	4,639	47.7%	1,389	22.1%
Less than 20 percent	4,441	27.7%	3,217	33.1%	1,224	19.5%

TABLE 2: HOUSING UNITS AND HOUSING COSTS**Clatsop County, Oregon**

	Occupied housing units	Percent occupied housing units	Owner-occupied housing units	Percent owner-occupied housing units	Renter-occupied housing units	Percent renter-occupied housing units
Label	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
20 to 29 percent	1,242	7.8%	1,115	11.5%	127	2.0%
30 percent or more	345	2.2%	307	3.2%	38	0.6%
Zero or negative income	118	0.7%	66	0.7%	52	0.8%
No cash rent	424	2.6%	(X)	(X)	424	6.7%

Source: 2020 ACS 5-Year Estimates

SECTION 2F: HOUSING NEED

The 2019 *Housing Strategies Report* identified a deficit of 1,500 housing units would be required in order to accommodate growth while allowing for a continued supply of vacation rentals.

The recently-completed Regional Housing Needs Analysis, produced by Oregon Housing and Community Services, estimates that 3,020 residential units are needed between the five incorporated cities within Clatsop County over the next 20 years.

TABLE 3: CLATSOP COUNTY INCORPORATED AREAS - NEEDED UNITS

New Units for Each of the Following:

Median Family Income	Single-Family Detached	Single-Family Attached	Manufactured and Other	Multifamily	Total Units	% of Units
+120%	977	0	0	0	977	32.4%
80-120%	466	0	0	0	466	15.4%
50-80%	557	0	0	0	557	18.4%
30-50%	191	0	0	181	372	12.3%
0-30%	36	0	299	313	648	21.5%
Total Units	2,227	0	299	494	3,020	100%

Sources: ECONorthwest analysis; PSU, 2020-2070 Coordinated Population Forecasts; HUD, FY 2018 Income Limits; U.S. Census Bureau, 2018 ACS 1-year PUMS estimates; HUD, 2019 PIT count

SECTION 2G: 2019 HOUSING STUDY

In 2018, Clatsop County partnered with the cities of Astoria, Warrenton, Gearhart, Seaside and Cannon Beach to undertake a [housing study](#). The stated purpose of the study was to find potential solutions to the region’s housing crisis.

The study analyzed the existing housing supply, housing and demographic trends, existing plans and data, including an analysis of the local governments housing goals, policies and codes. The completed document included proposals for initiatives to encourage more production of needed housing types, as well as recommendations on building partnerships and capacity-building strategies.

The final report was issued in January 2019. The 10 recommended strategies included in the report focused on five overarching findings:

- Sufficient supply, but not the right types of housing
- Focus strategies on adding the right types of supply
- Control commercial use of residential land
- Use available residential land efficiently
- Focus on workforce housing

The study has never been formally accepted by the Board of Clatsop County Commissioners and no action has been taken by the Board on recommendations forwarded by the Planning Commission.

APPENDIX A

WORK COMPLETED

MORATORIUM WORK PLAN AND SCHEDULE

WORK COMPLETED

STR MEETING LIST

Below is a list of links to meetings that have occurred related to the issue of short-term rentals.

BOARD OF COMMISSIONERS WORK SESSIONS

- [May 18, 2022](#)
- [February 16, 2022](#)
- [January 26, 2022](#)
- [August 3, 2021](#)
- [June 1, 2021](#)
- [April 20, 2021](#)
- [February 24, 2021](#)

BOARD OF COMMISSIONERS MEETINGS

- [April 27, 2022](#)
- [April 13, 2022](#)
- [December 8, 2021](#)
- [August 25, 2021](#)
- [August 11, 2021](#)

PLANNING COMMISSION WORK SESSIONS

- November 12, 2019

PLANNING COMMISSION MEETINGS

- [March 8, 2022](#)

PUBLIC TOWN HALL MEETINGS

- [January 22, 2022](#)
- [November 12, 2021](#)
- [September 24, 2021](#)
- [July 16, 2021](#)
- [July 9, 2021](#)
- [January 28, 2021](#)
- [January 27, 2021](#)
- [January 26, 2021](#)
- [November 13, 2020](#)
- [October 30, 2020](#)
- [October 14, 2020](#)
- [July 28, 2020](#)

Moratorium Work Plan and Schedule

	2021							2022							
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
DLCD 45-Day Notice for Moratorium	✓	✓													
Prepare Draft Moratorium Ordinance	✓	✓													
Public Town Hall Meetings – Moratorium Ordinance		✓													
14-Day Public Comment Period – Moratorium Ordinance		✓													
1 st Public Hearing – Moratorium Ordinance (August 11)			✓												
2 nd Public Hearing – Moratorium Ordinance (August 25)			✓												
Moratorium in Effect until December 29, 2021				✓	✓	✓	✓								
Prepare Draft #1 - Combined Ordinance and Revisions	✓	✓	✓												
Public Town Hall Meeting – Draft #1				✓											
14-Day Written Public Comment Period – Draft #1				✓											
Prepare Draft #2 – Combined Ordinance and Revisions					✓										
Public Town Hall Meeting – Draft #2						✓									
14-Day Written Public Comment Period – Draft #2						✓									
Moratorium Extended Until April 28, 2022								✓	✓	✓	✓				
Prepare Draft #3 – Combined Ordinance and Revisions							✓								
Public Town Hall Meeting – Draft #3								✓							
14-Day Written Public Comment Period – Draft #3								✓							
BOC Work Session								✓							
1 st Public Hearing – Combined Ordinance (February 9, 2022)									✓						
ITEM REMOVED FROM AGENDA															
BOC Work Session									✓						
Planning Commission Review of Proposed Amendments										✓					
1 st Public Hearing – Zoning Amendments											✓				
BOARD DIRECTS STAFF TO COLLECT DATA											✓				
1 st Public Hearing – Operating Standards Amendments											✓				
2 nd Public Hearing – Operating Standards Amendments											✓				
Moratorium Extended Until August 26, 2022												✓	✓	✓	✓
BOC Work Session – STR Data												✓			

Public Meeting
 Staff
 Moratorium

FRAMEWORK

During work session held on February 24 and April 20, your Board provided the following direction to staff:

- Combine the STR operating standards for Arch Cape with the operating standards for the remainder of unincorporated Clatsop County
- Discontinue transferability of STR permits
- Maintain the \$550 STR application fee
- Reduce permit length from 5 years to 2 years
- Revise language to clarify how violations are prioritized and penalties are assessed

During the June 1, 2021, work session, your Board also provided the following direction to staff:

- Bring forward an ordinance declaring a temporary moratorium on the issuance of new short-term rental permits

Your Board did not express an interest in:

- Forming a task force to review the operating standards for short-term rentals
- Developing a cap on the overall number of short-term rentals that would be permitted
- Prohibiting new short-term rentals
- Eliminating existing short-term rentals

Based upon your direction, staff developed the following parameters that were utilized during the three short-term rental town hall meetings that were conducted on September 24 and November 12, 2021, and January 22, 2022:

- No blanket STR prohibition
- No “grandfathering out” of STR units
- One ordinance for entire unincorporated county
- Some complaints and violations not under jurisdiction of County Code Compliance
 - Burn-ban and open fire violations
 - Animals
 - Trespassing
 - Drug/Alcohol Violations
 - Public Urination/Masturbation
- Some complaints are not inherent to STRs – these rules apply to all properties in unincorporated County
 - Lighting (not addressed in STR ordinance, Chapter 8.20, CCC)
 - Noise (quiet hours 10PM-7AM, Chapter 8.12, CCC)
 - Solid Waste Accumulation (Chapter 1.12, CCC)
 - Nuclear Weapons (Chapter 8.08, CCC)
- Common Sense!

On February 16, 2022, the Clatsop Board of County Commissioners directed staff to prepare an ordinance that would add short-term rentals as a permitted use in unincorporated residential zones. Staff prepared the requested revisions as directed by the Board and presented the item to the Planning Commission on March 8, 2022. More detailed background information is included as **Appendix C**.

APPENDIX B

MARCH 8, 2022 PLANNING COMMISSION RECOMMENDATION

PLANNING COMMISSION RECOMMENDATIONS

At its March 8 meeting, the Planning Commission approved the following recommendations to the Board of Commissioners:

- Allow STRs in the AC-RCR, TC, GC, NC, RCC, RSA-MFR, and RC-MFR zones as a Type IIA use (Approved 5-2, with Planning Commissioners Kraushaar and Johnson dissenting)
- Support staff recommendations, but establish a limit on the number of future STRs at a level to be determined (Motion failed 3-4, with Planning Commissioners Orr, Farrar, Powers, and Gardner dissenting)
- Repeal Sections 5.4900-5.4970 and revise Section 4.2620(12), LAWDUC (Approved 7-0)

The table below details the difference between the proposed amendments presented by staff as directed by the Board and the recommendation of the Planning Commission. The table also includes estimated costs to enact the Planning Commission’s recommendations.

APPENDIX B TABLE 1: RECOMMENDATION COMPARISON MATRIX		
	STAFF RECOMMENDATION	PLANNING COMMISSION RECOMMENDATION
PROPOSED AMENDMENT	Allow STRs in the following zones: <ul style="list-style-type: none"> • AC-RCR • TC • GC • NC • RCC • RSA-MFR • RC-MFR • RCR • KS-RCR • RSA-SFR • CBR • CR • SFR-1 • RA-1 • RA-2 • RA-5 • RA-10 	Allow STRs in the following zones: <ul style="list-style-type: none"> • AC-RCR • TC • GC • NC • RCC • RSA-MFR • RC-MFR
POTENTIAL FISCAL IMPACT	\$0	SEE APPENDIX B TABLE 2 BELOW

APPENDIX B TABLE 1: RECOMMENDATION COMPARISON MATRIX

	STAFF RECOMMENDATION	PLANNING COMMISSION RECOMMENDATION
PROPOSED AMENDMENT	Allow STRs as a Type I use: <ul style="list-style-type: none"> no public notice; no public hearing included in \$550 STR permit application fee 	Allow as a Type IIA use: <ul style="list-style-type: none"> mandatory public hearing \$1,500 non-refundable application fee in addition to \$550 STR permit fee; published notice; mailed public notice; sign posted on property; applicant-neighborhood meeting (optional)
POTENTIAL FISCAL IMPACT	\$0	<ul style="list-style-type: none"> Additional staff time per STR application: 5 HR Total Staff Time for 77 STR cases: 385 HR Total Staff Time Cost: \$22,330 Hearings Officer Cost: \$207/HR Total Hearings Officer Cost for 77 1-hour hearings: \$15,939 Cost per sign: \$55 77 Additional signs: \$4,235 Postage: \$13.75/ hearing average Total postage for 77 hearings: \$1,059 Newspaper Ads: \$155-250 per legal ad Total cost 77 newspaper ads: \$11,935-\$19,250
PROPOSED AMENDMENT	Repeal Sections 5.4900-5.4970	Repeal Sections 5.4900-5.4970
POTENTIAL FISCAL IMPACT	\$0	\$0
PROPOSED AMENDMENT	Revise Section 4.0620(12) to indicate that the operating standards have been transferred to the Clatsop County Code	Revise Section 4.0620(12) to indicate that the operating standards have been transferred to the Clatsop County Code
POTENTIAL FISCAL IMPACT	\$0	\$0
TOTAL POTENTIAL FISCAL IMPACT	\$0	\$55,498 - \$62,813
COST PER CASE	\$0	\$720.75 - \$815.75

If the Board chooses to implement the Planning Commission’s recommendations, staff would recommend that the additional costs be transferred to the short-term rental applicant.

In addition to the immediate costs under the Planning Commission’s recommendations that would be incurred by Community Development, there would be transient room tax that would also be potentially be lost as permits expired and were not able to be renewed. These estimated costs are detailed in **Appendix B Table 2**, below.

APPENDIX B TABLE 2: TRANSIENT ROOM TAX ESTIMATES	
Current # of Licensed STRs:	177
FY 2020/21 Transient Room Tax (TRT) ¹:	\$937,223
# STR Permits That Could Renew Under Staff Recommendation²:	172
# STR Permits That Could Renew Under PC Recommendation:	69
Potential TRT Generated Under PC Recommendation:	\$434,956
Potential TRT Loss Under PC Recommendation:	\$502,267

¹ FY 20/21 reported transient room tax

² STRs in resource zones would not be eligible to renew

Source: Clatsop County Assessment Taxation

NOTE: This table does not assume any new applications for dwellings that are not currently licensed as an STR.

APPENDIX C

[2019 HOUSING STRATEGIES REPORT](#) (VIA LINK)

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Appointment to Recreational Lands Planning and Advisory Committee
Category: Business Agenda
Presented By: Steve Meshke, Natural Resources Manager

Issue Before the Commission: Appointment of Michael Hinton to the Recreational Lands Planning and Advisory Committee.

Informational Summary: Staff advertised for the Recreational Lands Planning and Advisory Committee vacancy for many months and received one application. Currently there is one unfilled vacancy on the committee.

The vacant seat is for un-expired term ending February 1, 2025.

The new applicant is Michael Hinton from Seaside Oregon. Michael has previously served for over 15 years on the Recreational Lands Planning and Advisory Committee, and was a key member of the 2006 Clatsop County Parks Master Plan project which took over 15 months to complete. Michael has taken a break from the committee for the past few years and is ready to return to the committee for another term. Michael has also served on the Seaside Parks Advisory committee for over 15 years, so he is very aware of the local area needs for recreation opportunities. With the years of background experience and service to both Clatsop County and the City of Seaside Michael would bring a wealth of recreational knowledge to the committee.

The Recreational Lands Planning Advisory Committee is a group of volunteers appointed by the County Commissioners to help develop long-range plans for County Parks and changes to the County's comprehensive land-use plan related to recreational lands.

Fiscal Impact: No fiscal impact.

Requested Action:

I move to appoint Michael Hinton to the Recreational Lands Planning and Advisory Committee with a term ending February 1st, 2025.

Attachment List

A. Michael Hinton, Committee Application

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: FEB 17, 2022

Name MICHAEL A. HINTON

Mailing Address 1015 S. IRVINE PL

City SEASIDE, OR 97138



Street Address: SAME

Email: michaelhinton@centurylink.net

Home Telephone: 503-440-1281 Other Telephone: _____

work cell phone)

Current Occupation: semi retired

Years Resident of County: 27

Do you live within the city limits: Yes No

In which Commission District do you reside: 1 2 3 4 5

Committee, Board of Commission Applied for:

1. RLPAC
2. _____
3. _____

Background (Relevant education, training, experience, etc.):

MFA
CONSTRUCTION MANAGEMENT
COLLEGE INSTRUCTOR - CCC
ELECTED OFFICE 20 YEARS SEPRD
15 YEARS RPLAC - CLATSOP COUNTY
SEASIDE PARKS ADVISORY COM. 15 YRS

4H LEADER

COVID TASK FORCE VACCINE CLINIC Volunteer
2020-2021

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:

I AM A FORMER, LONG-STANDING MEMBER OF APAC. I'D LIKE TO RESUME MY MEMBERSHIP PLEASE. LIKELY YOU HAVE RECORDS OF MY SERVICE GOING BACK TO 12 YEARS ON THE COMMISSION ON CHILDREN AND FAMILIES AND 3 YEARS ON COUNTY BUDGET COMMITTEE.
THANK YOU!

Michael D. Hinton

Signature

Return Form To: County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Fax: 325-8325
email: commissioners@co.clatsop.or.us

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Amendment to Board Rules
Category: Business Agenda
Presented By: Don Bohn, County Manager

Issue Before the Commission: Shall the Board adopt amendments to the Board Rules?

Informational Summary: The 2021-22 Strategic Plan includes an update of Board rules as a task under the Governance Focus Area. Staff presented draft revisions for your Board's review and consideration at the May 18, 2022 work session. The recommended revisions, include:

- Add a Preamble – broadly describing the relationship, role and expectation of the Board of Commissioners in relation to the public, staff and each other.
- Update Board meeting methods (hybrid and virtual) and processes.
- Update to clarify Roberts Rules of Order is a guide for Board meetings. Designate County Counsel as the resource to the Board of Commissioners related to meeting protocols.
- Other updates and clarifications based on best practices and administrative efficiency.

A draft version (with track changes) is included for your review and adoption.

Fiscal Impact: No impact.

Requested Action:

I move to adopt the revised Board Rules.

Attachment List

- A. Proposed Board Rules with track changes

Clatsop County
Board of County Commissioners



Rules

Revised ~~July 2015~~ May June 2022

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Introduction

Clatsop County Charter Section 5. Meetings A. states “The Board shall adopt rules governing its meetings.” These rules govern the board’s meetings and a number of operational issues that are necessary for the county board to oversee the county. ~~The rules were developed by reviewing the board policies and incorporating the board policies into the rules so that each board policy was addressed. Many of the board policies specifically contract review, specific committee rules, and department structure are to be incorporated into an administration of the county ordinance which will be included in the revised county code of regulations.~~

These rules start with general policy statements patterned on the board training developed by John and Miriam Carver. The general policy statements serve as direction and reminders for the board. They are also a reference point for the rules since the rules shall be consistent with and support the general policy statements. The general policy statements are to be reviewed each year.

The rules are designed to be adopted by resolution of the board. The rules are to be reviewed and updated ~~a minimum of every other year after the election process in odd numbered years~~ regularly. The rules are intended to guide the board processes, but when necessary the board should deviate from the rules if the county is better served through the process.

PREAMBLE

In our representative form of democracy, citizens are the owners of the County's assets—collectively known as the public commonwealth.

Members of the Clatsop County Board of Commissioners are elected to be trustees of the commonwealth. The Board makes decisions about how the assets will be managed. The Board is the ultimate authority on what objectives the County will pursue (e.g., what services it will offer, to whom, with what funding) and how it will conduct business. It delegates authority to pursue those objectives to the County Manager, staff, and committees, once it agrees that the objectives are specific and clear enough that any actions taken by its delegates to achieve the objectives are likely to be acceptable.

Citizens have expectations about how their elected representatives will behave while performing the governing functions. They expect them to:

- Be polite and respectful
- Become aware of opportunities and challenges related to the governance and management of the commonwealth
- Work cooperatively to make optimal decisions that consider the interests of current and future owners.

In carrying out their work, Board members:

- Serve collectively as the link between the public and the staff employed to manage the commonwealth.
- Speak with authority about how the commonwealth will be governed or managed only when they speak as a Board, using the voting procedures they have adopted. In general, those procedures require the members to:
 - Listen to everybody
 - Establish facts
 - Work toward agreement. Ultimately, agreement means either:
 - Unanimity: members agree on the optimal decision
 - Consensus: some members believe a different course would be preferable, and express their reasons, but in the interest of creating a clear message about a need for action through a unanimous Board decision, agree to support an action.
 - Majority: some members cannot support the majority decision, and express their reasons, but agree that (1) the majority decision was arrived through a legitimate process following Board rules, and (2) the County will follow the adopted decision.
- Deserve respect from the public and one another as duly elected representatives. They will operate with respect, monitor their performance, and take steps to maintain that respect.

GOVERNANCE PROCESS

Policy 1. GLOBAL GOVERNANCE PROCESS The purpose of the Board, on behalf of the residents and visitors of Clatsop County is to see to it that Clatsop County, Oregon (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations. ~~(as prohibited in County Manager Limitations policies).~~

Policy 2. GOVERNING STYLE The Board will govern lawfully, with an emphasis on: (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and County Manager roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.

Policy 3. BOARD JOB DESCRIPTION Specific job outputs of the Board, as an informed agent of the residents and visitors, are those that ensure appropriate organizational performance.

Policy 4. AGENDA PLANNING To accomplish its job products with a governance style consistent with Board policies, the Board will follow an ~~annual~~ agenda that (a) completes a re-exploration of these policies ~~annually~~ regularly and (b) ~~continually~~ improves Board performance through Board education and enriched input and deliberation.

Policy 5. BOARD CHAIR'S ROLE The Board Chair, a specially empowered member of the Board, assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties.

Policy 6. BOARD MEMBERS' CODE OF CONDUCT The Board commits itself and its members to ethical, ~~civil, businesslike~~ professional, and lawful conduct, including proper use of authority. ~~The Board will show and~~ appropriate decorum when acting as Board members, including during interactions with staff, volunteers and stakeholders.

Policy 7. BOARD COMMITTEE PRINCIPLES Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from the Board to the County Manager.

Policy 8. COST OF GOVERNANCE The Board will invest in its governance capacity.

BOARD-MANAGEMENT DELEGATION

Policy 1. GLOBAL BOARD-MANAGEMENT DELEGATION The Board's sole official connection to the operational organization, its achievements and conduct will be through a County Manager as provided for in the County Home Rule Charter.

Policy 2. UNITY OF CONTROL Only officially passed motions of the Board are binding on the County Manager.

Policy 3. ACCOUNTABILITY OF THE COUNTY MANAGER The County Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the County Manager.

Policy 4. DELEGATION TO THE COUNTY MANAGER The Board will instruct the County Manager through written policies that prescribe the organizational ends to be achieved, and proscribe organizational situations and actions to be avoided, allowing the County Manager to use any reasonable interpretation of these policies.

Policy 5. MONITORING COUNTY MANAGER PERFORMANCE Systematic and rigorous monitoring of County Manager job performance will be solely against the only expected County Manager outputs: organizational accomplishment of Board policies ~~or~~ ~~Ends~~ and organizational operation within the boundaries established in Board policies and ~~Executive-County Manager Limitations~~ Expectations.

COUNTY MANAGER ~~LIMITATIONS~~ EXPECTATIONS

Policy 1. GLOBAL EXECUTIVE CONSTRAINT The County Manager shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics and practices.

Policy 2. TREATMENT OF THE POPULACE With respect to interactions with people, the County Manager shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

Policy 3. TREATMENT OF STAFF With respect to the treatment of paid and volunteer staff, the County Manager shall not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

Policy 4. FINANCIAL PLANNING/BUDGETING The County Manager shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate from the Board's adopted budget, risk financial jeopardy, or fail to be derived from the long range financial plan.

Policy 5. FINANCIAL CONDITION AND ACTIVITIES With respect to the actual, ongoing financial condition and activities, the County Manager shall not cause or allow the development of financial jeopardy or deviation of actual expenditures from the Board's priorities.

Policy 6. EMERGENCY COUNTY MANAGER SUCCESSION In order to protect the Board from sudden loss of County Manager services, the County Manager shall not permit there to be fewer than two other executives sufficiently familiar with Board and County Manager issues and processes to enable either to take over with reasonable proficiency as an interim or successor.

Policy 7. ASSET PROTECTION The County Manager shall not cause or allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

Policy 8. COMPENSATION AND BENEFITS With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the County Manager shall not cause or allow jeopardy to financial integrity.

Policy 9. COMMUNICATION AND SUPPORT TO THE BOARD The County Manager shall not cause or allow the Board to be uninformed or unsupported in its work.

ENDS POLICIES OVERVIEW

The Ends Policies according to Carver “refers to the effects an organization seeks to have on the world outside itself.” ...”The concept embraces the impact, difference, change, benefit, or outcome to be obtained in the lives of consumers or consumer-like populations. Let’s call this *results*.

The identity, description, or characteristics of the consumers or populations to receive the results would be the *recipients*.

The monetary expense, relative worth, or relative priority of a result or set of results, or the comparative priority of certain recipients rather than others getting the results would be the *cost*. Keep in mind that *cost can mean cost in other results forgone*, not just cost in monetary terms.”

These will require board to focus and guide the county through the development and in subsequent years the review of the strategic plan.

- John and Miriam Carver, Reinventing Your board – a Step by Step Guide to Implementing Policy Governance, John Wiley and Sons, Inc. 2006, P. 151-2

Clatsop County Board Rules

SECTION 1 – AUTHORITY

Rule 1.1 Authority of Rules

Section 5.A. of the county charter provides that the board will adopt board rules by resolution to govern its meetings and proceedings. These rules will decide questions and give direction on debating, voting, membership, attendance agendas, and other matters. The rules are intended to serve as a guide for the board. These rules provide the basic outline required to work together. The board may need to vary from these rules from time to time to best serve the public interest.

Rule 1.2 Board Authority

All questions regarding these rules will be resolved by a majority vote of the board.

Rule 1.3 Limited Public Forum

The meetings of the board, including regular meetings special meetings, work sessions and emergency meetings are open to the public in accordance with the Oregon Public Meetings Law (ORS 192.610 to 192.69). The meetings are considered a limited public forum at which board business is conducted in accordance with the agenda and rules of the board. The board chair, as the presiding officer, along with the board has the authority to require discussions at meetings to be addressed to the items under discussion. The board has the right to require persons attending the meeting, addressing the board or participating in the meeting to conform to the rules of the board and direction of the board chair or the presiding officer.

Rule 1.4 Presentation to Board Members

The rules will be presented to all board members before the time they take the oath of office. Each appointed or elected board member will acknowledge in writing that the member has received and reviewed a copy of these board rules within 30 days of receiving the rules. The clerk of the board will furnish a form of acknowledgement to the member and retain the signed copy.

SECTION 2 – GENERAL RULES

Rule 2.1 Open Meetings

All board meetings will be held in accordance with the Oregon Public Meetings Law (OPML). All final action by the board will take place at board meetings that are open to the public.

Rule 2.2 Quorum

Section 6. A. of the county charter provides that a majority of the board members is a quorum to conduct business, but a smaller number may meet and compel attendance of the absent members. [Pursuant to Chapter III, Section 6 \(B\) of the county charter, “No action of](#)

the Board shall be valid or binding unless adopted by an affirmative vote of at least three members.”

Rule 2.3 Compelling Attendance

When a quorum is not present at the time set for a meeting or when a quorum has been present and a meeting has commenced, but a quorum is no longer present, a board member may move for a call of the house. The motion will be put in the following form: “I move for a call of the house.” That motion will take precedence over all other business. The motion need not be seconded, but it is subject to discussion. At least two board members present must concur for call of the house motion to pass. If the motion is passed, then all unexcused absent board members will be requested to attend or return to the meeting. The county manager will provide the administrative staff assistance necessary to compel attendance of the unexcused absent board members at the meeting. The board chair is authorized to recess the meeting to a time certain while attendance is being compelled.

Rule 2.4 Vacant Positions as Relates to Quorum

If a board position is vacant, that vacant office will be counted in determining the majority of the board members that is necessary for a quorum to conduct business.

Rule 2.5 Vote Required

Chapter III, Section 6. (B). of the county charter provides that expressed approval of at least three members majority of the quorum of the board is necessary for any board decision except when the charter or board rules requires approval by concurrence of a majority of the entire membership of the board.

Rule 2.6 Entire membership

The entire membership of the board is comprised of five (5) board members. The absence from a particular meeting does not affect the required number of board members to constitute the majority of the entire membership. If a board position is vacant, that position will be considered when determining the entire membership of the board. This interpretation is applicable to any time the concurrence of the majority of the entire membership of the board is required for a board decision. Concurrence of the majority of three (3) members of the board is required for the passage of an ordinance.

Rule 2.7 Rules of Order

A. “Roberts Rules of Order, Newly revised, Tenth Edition’ or the latest editions published thereafter hereafter referred to as “Robert’s Rules of Order” will ~~govern~~ provide guidance for all of board proceedings. ~~unless they conflict with these rules. The board chair will have the authority to appoint a parliamentarian for the board. If there is not a person appointed as parliamentarian or that person is absent, county counsel will advise the board chair concerning parliamentarian matters. County Counsel will advise the board chair on meeting protocols.~~

~~A.~~

Rule 2.8 Suspension of Rules

The vote to suspend board rules ~~including Robert's Rules of Order~~, requires a majority vote of those members of the board who are present. If the motion is approved, the rules will be suspended for that item only.

Rule 2.9 Records of Proceedings

The clerk of the board will attend all meetings, unless excused, and keep an accurate record of the proceedings of the board meetings. The county manager will appoint and supervise the clerk of the board. The county manager may appoint such deputy clerks as needed. The records of the proceedings are to be known as 'minutes.' The minutes will be kept in accordance with the Oregon Public Records and Meetings Law (OPML).

SECTION 3 – BOARD MEMBERS

Rule 3.1 Board Defined

Section 1 A. of the county charter states that the board consists of five board members elected from districts and by the electorate from the districts.

Rule 3.2 Qualifications to Hold Office

Section 1. B. and C. of the county charter provides qualifications for eligibility of elective office to the board. The county charter provides that no person will be eligible to fill the elective office of the board unless that person at the time of the election is a qualified voter and has resided in the district for twelve (12) months immediately preceding the election or appointment. Furthermore, it is a requirement that the person once elected to the board must continue to meet the qualifications for the office during the term.

Rule 3.3 Attendance

It is the duty of each board member to attend all meetings of the board. Section 3. A. (6) of the county charter provides that an office will be deemed vacant upon the absence from three (3) consecutive meetings of the board without board consent. The consent of the board for such an absence must be in writing and obtained prior to such absence, if possible. Consent will be given for good cause. The board has the authority to make the final decision concerning good cause.

Rule 3.4 Excused Absence

When a board member cannot attend a meeting, the member will notify the board chair or county manager prior to the meeting. The board chair or presiding officer will determine if the absence is considered 'excused' or 'unexcused'. If the absence is for good cause and there are no objections from other board members who are present, the clerk will note the absence in the minutes as excused. If the board upon an affirmative vote of the majority of the board, determine the absence if not for good cause, the clerk will record the absence in the minutes as unexcused. There will be a presumption that the absence is unexcused if there is not notification of the absence prior to the meeting. The board will make the final decision on whether or not an absence is excused or unexcused.

Rule 3.5 Explanation of Unexcused Absence

If any member has two (2) consecutive unexcused absences from meetings or subcommittee meetings of the board, the board may request an explanation at a meeting of the board.

Rule 3.6 Filling Vacancies

Section 3. of the county charter provides that vacancies of elected offices of the county will be filled by appointment by a majority of the remaining board members. The appointee's term of office shall be from the date of appointment until the expiration of the term of office of the last person elected to that office. When such vacancies occur, the board will follow the procedure set out for filling that specific vacancy as established in the County Charter Section 3 Vacancies (B). In the event that three or more elected offices become vacant, the vacancies shall be filled consistent with ORS 236.225 (2).

Rule 3.7 Board Memberships and Liaison Role of Board

A. External to County Board Membership

Board members serve on boards, commissions, and committees that are not a part of the county organization. These external boards are identified in Exhibit 1.

1. Board Member Assignment

The board chair shall assign membership to regional boards during the first month of the year following the general election. The assignments shall be based on input from board members and the board chair shall attempt to assign board members to regional boards that they have an interest in and desire to serve and such other appointments as the Board shall decide. If there are conflicts the board chair's decision shall be final.

2. Board Member Participation

The board member shall participate on the behalf of the full board membership and shall make decisions as the serving board member determines. If a board member believes a decision is inconsistent with the majority of the board, the board member may delay the decision until the full board can consider the question and provide advice, abstain from the decision, or make the decision and explain to the board the direction at an ensuing meeting of the board.

3. Board Member Reports

Board members shall ~~report~~ provide updates to the full board ~~on regarding their participation matters of significance in the regional board~~ at the ~~board meetings~~ board work session and/or regular meeting. ~~The clerk of the board shall be provided minutes of the meeting and shall distribute the minutes to the full board for review.~~

B. Liaison Membership

The county code provides that board members will serve as liaison board members on local boards and commissions. The internal county boards and commissions are identified in Exhibit 1.

1. Board Member Assignment

The board chair shall assign board liaison membership to local boards and commissions during the first month of the year following the general election. The assignments shall be based on input from board members and the board chair shall attempt to assign board members to boards and commissions that have an interest and desire to serve. If there are conflicts the board chair's decision shall be final.

2. Board Member Participation

The board member serving in a liaison capacity shall not be voting members of the board or commission and shall attend as needed to provide support, advice and input to the board or commission on issues that may be of interest. The board member may represent what is understood to be the board's position on items of interest to the local board or commission and provide other advice as requested.

3. Board Member Reports

Board members shall provide updates~~report~~ to the full board regarding matters of significance~~on their participation in the local board or commission~~ at the board work session and/or regular meetings. ~~The clerk of the board shall be provided minutes of meetings and shall distribute the minutes to the full board for review.~~

SECTION 4 – BOARD MEETINGS

Rule 4.1 Regular Meetings

Section 5. of the county charter provides that the board must generally meet at least twice each month at a time and place designated by the board. At least one of the meetings shall be convened after 5:00 p.m. The board designates through these rules two regular meetings of the board, which will be held on the second and fourth Wednesday of each month at a time determined by the board, except on holidays in which event the board will meet on the next ensuing business day. The board may establish an alternative board meeting schedule during the months of November and December to accommodate the holiday schedule.

Rule 4.2 Notice of Meeting

The notice of the regular meeting of the board, including the agenda that lists items to be considered by the board, will be given in accordance with ORS 192.640. However, the notice does not limit the items that can be considered by the board nor prevent the board from discussing any item brought before the board in accordance with ORS 192.610 to 192.690.

Rule 4.3 Meeting Format~~Meeting Times and Places~~

Regular board meetings and work sessions may take place in one of two manners:

1. Hybrid- the meeting will take place in the Guy Boyington Building at 6:00 p.m. on the second and fourth Wednesday of each month unless otherwise scheduled by the board and accessible virtually for viewing, listening and/or participation by board members, staff, public and other interested parties. Any change in the location or

time of the regular meetings and work sessions shall be noted in the notice of the meeting.

1.2. Virtual – the meeting will take place electronically via a meeting platform (i.e. Zoom) for viewing, listening and/or participation by board members, staff, public and other interested parties.

Rule 4.4 Special Meetings

Special meetings may be called at any time upon the board chair's request or the request of three (3) members of the board. All meetings of the board will be called, noticed, and held in accordance with the county charter, county code, rules of the board, and ORS 192.610 to 192.690.

Rule 4.5 Special Meetings ~~and limited~~ Limited Purpose

Notice of a special meeting will designate the time and place as well as the business to be considered. Only business as set forth in the notice will be considered by the board, unless an actual emergency occurs in which case notice will be given in accordance with ORS 192.640 (3). The rules of procedure for special meetings will be the same as those provided for general meetings of the board insofar as such rules are applicable. The agenda to be followed at the special meeting will generally be the agenda format set forth in SECTION 5 of the Board Rules.

Rule 4.6 Emergency Meetings

The board chair or a majority of the board members may call an emergency meeting. An emergency meeting of the board may be called with less than 24 hours' notice provided an actual emergency exists. The meeting will be convened and notice will be provided pursuant to ORS 192.640 (3). Attempts will be made to contact the media to provide notice of the emergency meeting. The board once convened shall have sole discretion to determine if an emergency exists.

Rule 4.7 Executive Session Meetings

The board may meet in executive session in accordance with ORS 192.660. Items discussed in executive session will be exempt from public disclosure pursuant to ORS 192.660-. Board members will not disclose items discussed in executive session. The county manager and county counsel will attend all executive sessions, unless they are excluded by the board or are required to be excused. County staff persons as allowed by the board may attend. Other persons authorized by ORS 192.660 may attend. The board by rule may define "news media representative" within the meaning of the statute ORS 192.660 that are allowed to attend executive sessions. All final actions or decisions must be made in public session.

Rule 4.8 Information Not To Be Disclosed

All information discussed or considered in executive sessions of the board shall be undisclosed, unless otherwise authorized by the board. This policy extends to all statements made in executive sessions, to all documents considered, and all other

information presented or considered regardless of the format, in executive sessions of the board. To the extent this policy may be inconsistent with Oregon Public Meeting Law, the law (ORS 192.610-192.690) shall control. This policy shall apply regardless whether persons attending any particular executive session are reminded of the policy. The board, in its sole discretion, may make exceptions to this policy if it is in the public interest to do so, and if a majority of the members vote in accordance with ORS 192.610 (1).

Rule 4.9 Adjourned and Recessed Meeting

The board may adjourn or recess any meeting to a later date and time by a majority vote of the board members present. At least 24 hours' notice will be provided. The notice will state the date and time of the adjourned or recessed meeting.

Rule 4.10 Cancellation of Meeting

A majority of the board members ~~present~~ may ~~vote-agree~~ to cancel a meeting when deemed appropriate. If there is no business to transact or a quorum of the board cannot attend and there is no urgent necessity to have a meeting, the board chair may cancel the meeting. Board members will be notified of the cancellation prior to notice being provided to the public. Notice of cancellation will be given as soon as possible to the public.

SECTION 5 – AGENDAS AND ADDITIONAL ITEMS FOR CONSIDERATION

Rule 5.1 Preparation of the Agenda

The county manager with the advice and consent of the board chair will prepare the agenda along with the documentation for board meetings. Any member of the board may request, through the county manager or board chair, that an item be placed on the agenda. If there is no item to be considered under a section of the agenda, that section will be omitted from the agenda and the agenda will be renumbered accordingly. The final authority regarding consideration of items on the agenda is the board.

Rule 5.2 Non-agendized Items

Prior to the meeting, the county manager may send out additions to the agenda with the appropriate documentation. The board may consider the items that are not listed on the published agenda. The board must, by a majority, place the item on the agenda which can be accomplished through approval of the agenda or by separate motion on the specific item. Action may then be taken on the item.

Rule 5.3 Time for Submission of Items

Items for the board agenda will be submitted in time to allow for sufficient research by staff and recommendations from advisory boards, commissions or committees.

Rule 5.4 Reports by Staff

The board will receive a written report from the staff or supporting documentation and information on each item to be considered by the board at least six (6) days prior to the board meeting.

Rule 5.5 Additional Items

After consulting with the board chair, the county manager may, not later than forty-eight (48) hours prior to the meeting, send out additions to the agenda documentation and information. With prior notice to the board and under circumstances that cannot be avoided, the county manager may submit additional documentation at the board meeting. Any board member may request and will be granted adequate time to review the documentation or delay deliberation concerning the item.

Rule 5.6 Public Comments

The chair has the discretion in allowing comment during Business from the Public or allowing comment under the business agenda item. People wishing to speak during business from the public in-person must fill out and sign a public comment sign-in card and present it to the clerk of the board. People wishing to speak during business from the public virtually must email or call the clerk of the board by 3:00 p.m. the day of the Board meeting. Comments by an individual under business from the public will be limited to ~~two~~^{three} (23) minutes unless extended by the board chair or approved by a majority of the board. The maximum time allowed for public comments, including all speakers is thirty (30) minutes, however, this time may be changed by majority vote of the board. Speakers may address the board for less than the allotted time. Speakers who wish the board to consider written material are encouraged to submit information in writing at least ~~ten~~⁷ (710) days prior to the board meeting. In the case of public hearings or items on the board agenda for action, the submission of written material for consideration or inclusion in the record may be subject to stricter time limits established by the board and publicized by the county. Speakers may also submit information at the meeting, however, it may not be considered by the board subject to the board's discretion.

Rule 5.7 Consent Calendar

The county manager with approval of the board chair will place items previously reviewed or routine in nature on the consent calendar. Items may be removed from the consent calendar by the board chair or at the request of a board member. Ordinances will not be placed on the consent calendar. Public comments will be held prior to the approval of the consent calendar to allow the public to address items to be considered under the consent calendar.

Rule 5.8 Agenda Availability

Board agendas and the accompanying documents are available at the county manager's office and are posted on the county's website normally six (6) days prior to the board meeting. Interested persons are encouraged to read the agenda along with supporting material, and address questions to the board chair, board, or county staff prior to the meeting. The board chair and board value public input. In order to efficiently conduct county business those who have concerns are encouraged to address these issues prior to the board meeting.

Rule 5.9 Work Session Meeting Agenda

The board may hold work sessions as needed. The work session will be attended by the county manager, the county counsel, the board chair and board. Other department heads will be expected to attend if requested by the county manager. The work session is intended for discussion and no decisions or actions will be taken on the items. Work sessions are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the board chair or a majority of the board.

~~Minutes of the work session will be taken by the clerk of the board.~~ The agenda may be altered by the board chair or by a majority of the board in attendance.

Rule 5.10 Business Meeting Agenda

The board may hold its regular business meetings at the time, ~~and~~ place and manner as specified in these rules. The business meetings are open to the public and the public is welcome to attend. Public input will be taken as provided for in these rules. Minutes of the board will be taken by the clerk of the board. The agenda may be altered by the board chair or by a majority of the board in attendance pursuant to these rules. Regular business meetings occur on the 2nd and 4th Wednesday of the month at 6:00 p.m.

Rule 5.11 Joint Meeting or Community Forum Meeting Agendas

The board may hold joint meetings or community forums with other governmental entities or with the county's board, commissions, or committees or other governmental entities or an open forum to conduct business and to discuss issues, relationships, strategic plans or issues. The purpose of the community forum would be to listen and communicate. These meetings are open to the public and the public is welcome to attend. Public input will be taken as determined by the board chair or a majority of the board members. ~~Minutes of the joint meeting or community forum will be taken by the clerk of the board or as designated by the county manager.~~

SECTION 6 – BOARD CHAIR

Rule 6.1 Board Chair

Section 4 of the county charter provides that the board chair will preside and facilitate all board meetings, preserve order, enforce the board rules, and determine the order of business pursuant to board rules. Pursuant to section 4.B. of the county charter at the first meeting in January, annually, the board will elect a chair from the board. The board chair is a voting member of the board and has no veto authority. The board chair, with the consent of the board, will appoint members of boards, commissions, and committees established by ordinance or resolution. The board chair will sign all records of board decisions. The board chair will review and if allowed approve all expense reimbursement claims submitted by the county manager prior to payment (See also Rule 13.1). The board chair serves as the political head of the county government.

Rule 6.2 Board Vice Chair

In the absence of the board chair, the board vice chair will act as the board chair and serve as the presiding officer. Pursuant to section 4.B. of the county charter at the first meeting

in January, annually, the board will elect a vice chair from the board. Wherever in the rules the board chair is mentioned and the board chair is absent, the board vice chair may exercise the authority as the board chair. The board vice chair presides in the absence of the board chair and acts as the board chair when the board chair is unable to perform the board chair's duties.

Rule 6.3 Presiding Officer Pro Tem

In the absence of the board chair or the board vice chair at any meeting of the board where a quorum is present, the board members present may appoint a presiding officer pro tem who will preside at the meeting. The presiding officer pro tem will exercise all the authority of the board chair.

Rule 6.4 Presiding Officer Pro Tem for Specific Items

The board chair, with the consent of the appointed board members and the concurrence of the members present, may appoint a board member to serve as the presiding officer pro tem for specific items to come before the board meeting for consideration. If any board member objects to the appointment, the consent of the quorum will be obtained. The rulings and decisions of the presiding officer pro tem will have the same force and effect as those of the board chair. The board chair will be allowed to participate as any other board member.

SECTION 7 – PROCEDURES AT MEETINGS

Rule 7.1 Board Chair's Duty

The board chair will call the board members to order at the hour designated for the meeting. The board chair may compel attendance in accordance with board rule 2.3. Should there not be a quorum within fifteen (15) minutes the members present will adjourn until a quorum can be gathered or until the next scheduled meeting time established by the board or to the next regular meeting day and time.

Rule 7.2 Board Chair's Role

The board chair will preserve order and decorum, may speak to the points of order in preference to other members and will decide all questions of order subject to an appeal to the board by a majority of the board members. No member may speak more than once on an item concerning an appeal of the board chair's decision without permission of the board. If two or more members request the floor at once, the board chair will name who is to speak first.

Rule 7.3 Address the Board Chair

When any board member is about to speak in debate or deliver an item to the board, the board members should respectfully address the board chair or presiding officer. The board member should confine the remarks to the question under consideration and avoid addressing personalities.

Rule 7.4 Voting Required

Pursuant to county charter section 5. F. every board member who is present will vote for or against the question before the board unless the board member provides an explanation for abstaining. Every board member may refrain for just legal cause and will announce the legal reason or justification for abstaining from voting.

Rule 7.5 Discussion of Agenda Items

Discussion may occur at any time on an item. The board chair will control and determine what item will be discussed.

Rule 7.6 Seconding Motions

Generally, no motion will be considered unless it has been seconded. When a motion is seconded, the mover may withdraw the motion with the consent of the second at any time before discussion and before any amendment is proposed. Routine motions that have the general consent of the board do not require a second, unless requested by any member of the board. Other motions not requiring a second: division, point of order, parliamentary inquiry, permission to withdraw or modify a motion and other such procedural inquiries.

Rule 7.7 Reconsideration

When a question has been decided, it will be in order for a member who voted on the prevailing side to move for reconsideration at the same meeting or next following meeting only.

Rule 7.8 Failure to Follow Rules

Failure to follow the rules of the board in conducting business or to abide by the rules of procedure does not invalidate the decisions of the board nor will it be grounds to later challenge the validity of a decision.

Rule 7.9 Ordinances

The board exercises its legislative authority by adoption of ordinances. Ordinances require the concurrence of a majority of the entire membership of the board.

Rule 7.10 Public Legislative Hearing

When the board conducts a public hearing concerning the exercise of legislative authority, the board will follow the legislative hearing format. That format is hereby attached as Exhibit 2 to these rules and by this reference incorporated.

Rule 7.11 Public Administrative Hearing (reserved)

Rule 7.12 Public Quasi-judicial Hearing

The board exercises its quasi-judicial authority usually by adoption of an ordinance. When the board conducts a quasi-judicial public hearing the board will follow the quasi-judicial hearing format. There are two separate and distinct types of quasi-judicial public hearing procedures that will be used by the board and they are as follows:

A. Quasi-judicial Land Use Public Hearing Procedure

Whenever the board is considering a land use issue that requires a quasi-judicial land use public hearing procedure, the board will use the procedure in the Land and Water Development and Use ~~Ordinance Code~~ Section ~~2.185-2.2150~~ page ~~2-54II-18~~ and by this reference is incorporated in these rules.

B. Quasi-judicial Non-land Use Public Hearing Procedure

Whenever the board is considering a non-land use issue that requires a quasi-judicial non-land use public hearing procedure, the board will use the procedure that is hereby attached as Exhibit 3 and by this reference is incorporated in these rules.

Rule 7.13 Ex-parte' Contact

When the board holds a quasi-judicial public hearing, the board should declare any ex-parte' contact. The ex-parte' contact rules are provided for in state law and board members are encouraged to seek advice from county counsel if there are questions. The board member should clearly state the content of the contact and follow the advice of the county counsel for disclosure. Failure to state ex-parte' contact could raise questions of prejudice and affect the credibility of the board member.

Rule 7.14 Public Comment Registration

Interested persons who want to offer the board comments during the public comment part of the board agenda shall fill out a public comment form at the board meeting or notify the clerk of the board by email or phone call by 3:00 p.m. the day of the board meeting. ~~The form shall provide space for each subject the interested person wants to comment on at the board meeting.~~ The public comment registration form shall be part of the meeting records in accordance with the Oregon Public Meeting Law ORS 192.650. The registration ~~forms~~ will contains a provision by which a person may indicate that they do not wish their address, phone number or e-mail address released in any public records request. When the person addresses the board that person should state their name, but does not need to state their mailing address, phone number or email address. ~~A form complying with this rule will be available at all meetings of the board.~~ The county manager is assigned to draft, revise, and produce the necessary form that complies with this rule.

Rule 7.15 How to Testify

Those addressing the board should do so in a courteous and considerate manner. The person needs to register and follow other rules as provided in the board rules. The public will be furnished guidelines and should comply with these guidelines for testifying before the board. The guidelines and helpful information shall assist the public in testifying and will be provided at each board meeting. The county manager is assigned to draft, revise, and produce the guidelines.

SECTION 8 – ENFORCEMENT OF BOARD RULES

Rule 8.1 Presiding Officer

The board chair or presiding officer will enforce the board rules. In addition, the board chair or presiding officer has the authority to preserve decorum and will determine all points of order, subject to the right of any board member to appeal to the board. The board chair or presiding officer will enforce order, prevent attacks on personalities or the impugning of members' motives, and keep those in debate to the question under discussion.

Rule 8.2 Board members

Board members will preserve order and decorum during board meetings, and will not by conversation or other action delay or interrupt the proceedings or refuse to obey the orders of the board chair or presiding officer and board rules. Board members will when addressing staff of board members confine themselves to questions or issues that are under discussion; will not engage in personal attacks; will not impugn the motives of any speaker; and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of the office. Board members will not attack the knowledge, skills, abilities and personalities or impugn county staff members' motives in board or at county meetings. The board members may discuss or suggest anything with the county manager related to county business.

Rule 8.3 Attire at Board Meetings (reserved)

Rule 8.4 Removal or Exclusion of Any Person

Any persons making disruptive or threatening remarks or actions during a meeting will be barred from further attendance at that meeting, unless permission is granted by a majority vote of the ~~councilors-commissioners~~ present. The board chair may summon the assistance of the Sheriff's Office or other administrative staff to prevent further interruption by such person by any action necessary, including the removal of that individual. In case the board chair should fail to act, any board member may move to require enforcement of this rule; and, upon an affirmative vote of the board majority present, the Sheriff or administrative staff will be authorized to remove the person(s) as the board directs. The county exclusionary policy may also be used to enforce decorum during in-person and virtual meetings.

SECTION 9 – AD-HOC COMMITTEES

Rule 9.1 Structure of Ad-Hoc Committees

Ad-Hoc committees include up to two board members and additional committee members as approved by the board. The board chair is assigned the authority to recommend the membership and formation of ad-hoc committees and may refer items to the appropriate committee on approval of the board.

Rule 9.2 Duty of Ad-Hoc Committees

The board may form ad-hoc committees to deal with specific tasks within specific timeframes in order to make recommendations to the board. The board will establish membership criteria for the ad-hoc committees on a case by case basis.

Rule 9.3 Appointment of Ad-Hoc Committee Members

The board chair will appoint members of the ad hoc committees. The board chair will designate the ad hoc committee chair and vice chair. Membership on the committee will be appointed as needed to advise the board on specific programs or projects. Members will continue to serve until their mission is accomplished or they are replaced or reappointed.

Rule 9.4 Functions of Ad-Hoc Committees

Each member of the ad-hoc committee will have a vote on the committee. The reports of the ad-hoc committee will only be recommendations to the board. The board reserves all authorities with regard to the disposition of the recommendations.

Rule 9.5 Removal of Members from Ad-Hoc Committees

The board chair with the board's consent may remove any member of the ad hoc committee at any time.

Rule 9.6 Meetings of the Ad-Hoc Committee

The meeting time and place of the committees will be decided by the appointed chair of the ad-hoc committee with the consent of the committee members. The ad-hoc committee chair will have the authority to cancel any meeting of the committee for lack of business or necessity to meet. A majority of the committee however may consent to hold a meeting. Meetings are public meetings and will be conducted in accordance with Oregon Public Meeting Laws.

Rule 9.7 Staff Support of Ad-Hoc Committees

The county manager has the responsibility to furnish the necessary staff support for each ad-hoc committee. The county manager will assign the specific duties to the staff supporting and working with the membership of the ad-hoc committee. The committee will not have the authority to assign specific tasks to any staff person of the county but will work through the county manager.

Rule 9.8 Ex-officio Members of Ad-Hoc Committees

The board chair, county manager and the county counsel will be ex-officio, non-voting members of all ad-hoc committees. The ex-officio members may attend any committee meeting. If they attend, they may participate in the discussion, but they are not required to attend the committee meetings unless assigned by the board.

SECTION 10 – ELECTRONIC MAIL

Rule 10.1 Electronic ~~Mail~~ Communication

All board members will observe the county technology use policies and the following guidelines when using an electronic media, including text messages and electronic mail, for correspondence as elected officials:

A. Subject to Disclosure

All board e-mail correspondence is subject to the Oregon Public Records Law ORS 192.410 – 192-505 and Oregon State Records Retention OAR 166-150 standards and is subject to disclosure. ORS 192.410(4)(a) defines a "public record" as *including*:

any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.

B. Purpose of Electronic Communication~~E-mail~~

E-mail and text messages may be used for correspondence, meeting scheduling, sending informative information messages, or request information from other members of the county, the county manager or county department directors.

C. Not Appropriate for Policy Issues with a Quorum

E-mail may not be used to discuss policy issues with a quorum of the board at one time or a quorum of an ad-hoc, advisory board, commission or committee. Communicating with a majority of these bodies is a violation of Oregon Public Meeting Law ORS 192.670(1).

SECTION 11 – PROCLAMATIONS

Rule 11.1 Requests for Proclamation

Organizations, citizens, or board members may request a proclamation that proclaims a specific date or dates to recognize the efforts of community groups or individuals. The board chair shall determine whether the proclamation is appropriate for board consideration. Upon receipt, the clerk of the board shall notify the board chair of the request and on approval of the board chair shall prepare the proclamation for the board chair's signature. The proclamation shall be placed on a board agenda for board approval prior to the board chair signing the proclamation.

Rule 11.2 Reading of Proclamations

At the discretion of the board chair, a proclamation may be read at a board meeting or presented or mailed to the requesting individual, organization or group.

SECTION 12 – COMMUNITY AND MEDIA RELATIONS

Rule 12.1 Relationships with residents

The county shall establish and maintain open, honest, respectful and uniform relations with residents of the community, and shall endeavor to keep residents informed about the deliberations and decisions of the Board of Commissioners and about county policies, operations, services, activities and plans in a timely manner. Information made available by the county shall be useful, accurate, clear and truthful. Information requested from the county shall be provided promptly and on an equal basis without favoritism.

Rule 12.2 Commissions and Committees

The members of commissions and committees serving as advisors to the board shall be advised by board liaisons and county staff from time to time regarding relations with the media. When issues involving commissions and committees arise that may involve scrutiny by the media board members are encouraged to advise the county manager to offer county staff media relations services. The chairperson of the committee should be the spokesperson when practical. Board, commission and committee members are cautioned to only represent what is in the record and to not speculate on the outcome of decisions by the commission, committee or board.

Rule 12.3 Providing Timely Information

The county shall promote and encourage the receipt of timely information from residents of the community about commission decisions, county policies, operations, activities and plans.

Rule 12.4 Granting Interviews

The county shall promote the understanding and support of its residents of the community for commission decisions and county policies, operations, activities or plans. County staff, as appropriate, shall comply with requests for interviews from both the print and electronic media regarding commission decisions and county policies, operations, activities or plans.

Rule 12.5 County Information to be Provided, Exceptions

The county shall provide any and all information requested by the news media unless, upon written advice of county counsel, the information requested is confidential and privileged from public disclosure by legislative decree of the State of Oregon.

Rule 12.6 County Manager to Establish Guidelines

The county manager's office may coordinate all news media requests for information and shall adopt procedures, guidelines and instructions to county employees that ensure that all such requests are responded to promptly and accurately.

Rule 12.7 Media Deadlines and Releases

When providing information requested by the news media, the county shall be mindful of media deadlines and shall do its best to respond in a timely manner. All news releases or public service announcements issued by the county shall be distributed to all news organizations without favoritism.

Rule 12.8 Board Copied on All Releases

Copies of news releases prepared and distributed by the county shall be given to the board.

Rule 12.9 Corrections

If misinformation is reported by any news media, the county may promptly inform the reporter or media organization involved of the correct information. The County shall request a timely correction or clarification when the misinformation reported seriously reflects adversely upon the county's policies, operations, activities or plans.

SECTION 13 – Reimbursement of Claims

Rule 13.1 Board and Manager Reimbursement

Claims by members of the board for reimbursement of expenditures made on behalf of the county will be reviewed by the manager prior to payment. The manager will submit to the board chair for approval any claims by commissioners not conforming to the approved appropriations or which are unusual in nature. The board chair will review ~~and if allowed approve all expense reimbursement claims submitted by the manager prior to payment and~~ approve or deny the reimbursement.

SECTION 14 - FINANCIAL RESPONSIBILITY

Rule 14.1 Board Responsibility

The board shall maintain general oversight of the financial operation of the county through:

- A. Annual review, adoption and adherence to the policies, unless the board identifies a specific variance from the policies, in the long-range financial plan.
- B. Attendance and participation as members of the county budget committee.
- C. Hold public hearings and adopt the budget prior to July 1 the start of the fiscal year.
- D. Take immediate action to avert financial crisis in the county.
- E. Hold the county manager accountable for reporting the condition of the budget and financial condition of the county.

Rule 14.2 Manager's Responsibility

The county manager is responsible for the careful administration of the adopted budgets of all County agencies. The Manager is responsible for:

- A. Directing departmental and agency expenditures in a manner that will assure that total expenditures for the department or agency will not exceed approved appropriations. The Manager is authorized to transfer funds between personal services and materials and supplies if necessary, but may not authorize an increase in full-time employees or the purchase of capital equipment in excess of those items proposed in the budget.

B. Promptly informing the board and recommending appropriate action whenever it appears that, because of changes in revenue or expenditure projections, the approved expenditures of a fund may exceed the available resources exclusive of any contingency appropriation.

C. The Manager shall hold department and agency heads responsible for assuring that expenditures do not exceed approved appropriations within major classes, such as Personal Services, Materials and Supplies, and Capital Outlay. The county manager is authorized to increase expenditures for any line item within the class, provided that an offsetting decrease will be made elsewhere in the class.

D. Department and agency heads will promptly inform the county manager and recommend appropriate action whenever it appears that expenditures in a major class will exceed approved appropriations despite the efforts of the department or agency to control them.

Rule 14.3 Investment Policy

The board shall review the county's investment policy ~~regularly each year~~ and adopt an investment policy that is consistent with state law.

SECTION 15- TRAVEL POLICY

Rule 15.1 Purpose and Scope

This policy pertains to all travel and travel-related expenses for the board. This policy does not apply to social gatherings, committee meetings or business meetings held in the county.

Rule 15.2 Reimbursable Travel Defined

The term Reimbursable Travel will be defined as official travel outside the county as defined within this Policy.

Rule 15.3 Reimbursable Travel Approval

The board approves reimbursable commissioner travel that is consistent with this policy. Board members will advise the board of the purpose and relevancy of travel, and if questioned, board members will be responsible for assuring the board and electorate that the travel is in the best interest of the county. Travel requiring airplane flight out of state, except the State of Washington, will be preapproved by the board.

Rule 15.4 Travel Expense Form

All travel expenses will be documented on a travel request for reimbursement form that is provided by the clerk of the board. Travel request forms must be submitted to the ~~County Manager~~ Chair of the Board for review and approval with regard to compliance with this travel policy and for processing. Any unresolved disputes ~~not resolved by~~ shall be referred to the Chair of the Board. The Board Chair may resolve the dispute or refer to and board member shall be presented to the board at a public meeting to resolve. The board's decision shall be final.

Rule 15.5 AOC Conference Attendance

The annual Association of Oregon County's (AOC) meeting is considered to be important, relevant and in the best interest of Clatsop County. It is assumed that the board will attend the AOC Conference.

Rule 15.6 Budget Consideration

At no time will the board engage in travel that will result in costs beyond what is provided for in the current year budget unless the travel is specifically approved by the board and additional resources are authorized pursuant to Oregon Budget Law.

Rule 15.7 Committee Participation Encouraged

The board encourages and supports participation in county business and AOC committees. The expenses resulting from travel related to county business or AOC committees will be reimbursed provided sufficient funds are available.

Rule 15.8 Acceptable Reimbursable Travel Expenses

Upon proper approval of the Travel Request Form, the County will reimburse for all reasonable and necessary travel expenses which are directly related to the Board of Commissioner authorized assignments, such as commercial transportation, lodging, ~~meals, tips (up to 20%),~~ registrations, parking fees, mileage and communication charges at actual cost. ~~A per diem amount per the county travel policy will be paid on days of travel for meals, up to a maximum amount of one-fifth per commissioner of the annual Reimbursed Travel Expense line item included in the adopted board's annual budget. Upon approval of the Board Chair, individual commissioners may exceed their one-fifth allotment, provided each commissioner has adequate budgeted funds available to fulfill their duties as an elected official, including attendance at the AOC Annual Conference.~~

Rule 15.9 Reimbursement of Significant Other Expenses

The County will not reimburse travel-related expenses for personal guests of an elected official, unless expressly authorized by the board prior to the travel.

Rule 15.10 Reimbursement of Entertainment

Entertainment expenses are not reimbursable except for expenses of entertainment associated with conference programs. Examples of non-reimbursable entertainment expenses include, but are not limited to, alcoholic beverages, theater tickets, and sporting event tickets.

Rule 15.11 Mileage Reimbursement

Mileage will be reimbursed at the IRS approved rate for authorized use of the board's private vehicles on County business. When traveling to a place outside of the County, reimbursement shall start at the commissioner's residence. Rent a car if reasonable. Carpooling is encouraged to save county resources.

Rule 15.12 Least Expensive Transportation Mode

Out-of state transportation related expenses will be based upon the least expensive mode of transportation available, unless a more expensive mode is necessary due to business-related requirements. In determining the least expensive mode, commercial bus service and train will be excluded.

Rule 15.13 Lodging

Reimbursement of lodging expenses will be based on what is a normal and reasonable cost for the area. Proximity to the conference, seminar, or meeting will also be taken into account. If a double room is required because a spouse or personal guest has accompanied an elected official, the County will reimburse only the cost of a single room. The County will reimburse any business-related communications costs (telephone, fax, modem, etc.). The County will not reimburse the cost of any in-room movie or personal communications costs.

Rule 15.14 Meals

Board members will be reimbursed for meals at actual cost. Board members will be responsible for justifying expenses that are considered excessive or out of the ordinary. A total meal cost includes food, beverages, taxes, and tips. Reimbursement of tips will be limited to no more than 20% of the total meal cost. The county will not reimburse the cost of any alcoholic beverages. Board members are required to retain and submit receipts for all meals in order to receive reimbursement.

Rule 15.15 Meals included in Registration Fees

The County will not reimburse for meals if they are included in registration fees (for example, a conference banquet). Complimentary continental breakfasts are not considered meals and will not reduce a daily standard meal allowance.

Rule 15.16 Request To Receive Travel Expense Report.

Only "reimbursable" travel expenses need to be entered on the Travel Expense Report. In other words, only those costs needed to calculate the amount due needs to be included. The county retains all travel expense reports, submitted reimbursement receipts and county cash reimbursements.

Rule 15.17 Submission for Reimbursement

Board members shall submit all receipts and reimbursable expenses in a timely manner, generally no later than the 10th of the month following the month that the expense was incurred. If a board member is requesting reimbursement, the travel expense form along with receipts shall be delivered to the ~~Board Chair and/or Vice-Chair~~County Manager.

16- 19 – RESERVED FOR EXPANSION

SECTION 20 – ADOPTION, AMENDMENTS AND REVISIONS

Rule 20.1 Adoption, Amendments and Revisions

These rules shall be adopted by resolution. Amendments and revisions to the rules shall be adopted by resolution.

Rule 20.2 Review

These rules shall generally be reviewed every two years in a work session.

Exhibit 1

Note: Meeting times and locations are subject to change.

Board or Committee	Meeting Time	Meeting Location
Ambulance Service Dist. Area Adv. Committee	The committee meets quarterly	800 Exchange St., Astoria
Arts Council of Clatsop County	The Council meets on the 3rd Monday of each month.	Meeting places move around the county.
Board of Property Tax Appeals (BOPTA)	The Board generally meets between February and April of each year.	Judge Guy Boyington Building 857 Commercial St., Astoria.
Budget Committee	The Committee usually meets in May each year.	Boyington Building 857 Commercial St., Astoria.
Human Services Advisory Committee	The committee meets at least four times per year.	800 Exchange, Suite 430, Astoria
Planning Commission	The Planning Commission meets on the 2 nd Tuesday of each month at 10:00 p.m. Periodically, the Commission meets more frequently.	Boyington Building 857 Commercial St., Astoria.
Public Safety Coordinating Council (PSCC)	The Council at least meets quarterly on the first Friday of the month at 2:30 p.m.	800 Exchange, Suite 430, Astoria.
Recreation Lands Advisory Committee	The Committee meets on the last Thursday of each month. Meetings are usually from 12:00 - 2:00 p.m.	800 Exchange, Suite 430, Astoria.
Rural Law Enf. Dist. Advisory Committee	The Committee generally meets three times a year.	The RLED meets throughout the county, generally in the rural communities to include Arch Cape, Jewell, Knappa/Svensen/Westport, Lewis and Clark, Clatsop Plains.
AOC Council of Forest Trust Land Advisory Committee (CFTLC)	Meets at the annual Association of Oregon Counties fall conference.	
Clatsop Economic Development Resources (CEDR)	Meets as needed.	
Columbia-Pacific Economic Development District (Col-Pac)	Meets as needed.	Rotates among the three counties, Clatsop, Columbia and Tillamook.
Columbia River Estuary Study Task Force (CREST)	Meets monthly on the 4 th Wednesday at noon.	
Community Action Team		St. Helens

Board or Committee	Meeting Time	Meeting Location
Fair Board	The Board meets on the first Tuesday of each month at 5:30 p.m.	Fairgrounds, 92937 Walluski Loop Astoria
National Association of Counties (NACO)	There is a legislative conference in Washington, D.C. each March. There is also an annual conference each year held in a different location each year	
Northwest Area Commission on Transportation (ACT)	The Committee meets every other month.	Rotates among the three counties, Clatsop, Columbia and Tillamook.
Northwest Oregon Economic Alliance (NOEA)	Meets as needed.	Rotates among the three counties, Clatsop, Columbia and Tillamook.
Northwest Oregon Housing Authority (NOHA)	The Committee meets the first Thursday of each month at 10:00 a.m.	Rotates among the three counties, Clatsop, Columbia and Tillamook.
Northwest Oregon Regional Partnership	Meets as needed.	Rotates among the three counties, Clatsop, Columbia and Tillamook.
Northwest Senior and Disability Services	The Committee usually meets the 3 rd Thursday of each month at 1:30 pm.	Rotates among the five counties, Clatsop, Marion, Polk, Tillamook, Yamhill.
Oregon Coastal Zone Management Association (OCZMA)	Meeting schedule is posted: http://www.oczma.org/index.php	
The Oregon Consortium and Oregon Workforce Alliance	Meets monthly	Rotates throughout service delivery area.
Soil & Water Conservation District	The District meets the first Wednesday of each month at 10:00 a.m.	4H & Extension Conference Room, 2001 Marine Dr., Astoria

Exhibit 2 – Public Legislative Hearing

PUBLIC LEGISLATIVE HEARING Clatsop County Board of County Commissioners

1. ~~Call to Order~~Announce the Item
~~Open the public hearing, announce the purpose, discuss testimony procedure and time allotments.~~
2. Declaration of Conflicts of Interest or Abstentions
3. Staff Reports
4. Open the Public HearingTestimony
 - a. Chair announces time limits
 - b. Testimony
 1. Invites each speaker to the table
 2. Informs speakers to state name and address at the beginning of testimony and reminds speaker to speak into the microphone.
 3. Remind speakers to be brief.
 4. ~~Order to testimony~~
 - ~~a. Proponent~~
 - ~~b. Opponent~~
 - ~~c. Undecided~~
 - c. Close Public Testimony
5. Recommendations from Staff
6. Board Deliberation
7. Decision
 - a. Ordinance – motion to take action; if approved, complete motion then ask for second reading by title only.
 1. Board may need a roll-call vote
 2. Majority of entire membership required to approve an ordinance

Exhibit 3 – Quasi-Judicial Non-Land Use Public Hearing Procedure

QUASI-JUDICIAL NON-LAND USE
PUBLIC HEARING PROCEDURE
Clatsop County Board of County Commissioners

1. ~~Open the public hearing, announce the purpose, discuss testimony, procedure, and time allotments.~~Announce the Item

2. ~~Call for Declaration of abstentions, bias, conflicts of interest, and ex-parte contacts, and objections to jurisdiction.~~

~~2.3.~~ Ask if there any objections from the public to any member of the Board hearing this matter?

~~3.4.~~ Staff Report

~~4.5. Public Testimony~~Open the Public Hearing

a. Chair announces time limits

b. Testimony

1. Invites each speaker to the table

2. Informs speakers to state name and address at the beginning of testimony

and reminds speaker to speak into the microphone.

3. Remind speakers to be brief.

4. Order to testimony

~~a. Proponent~~Applicant (appellant)

~~b. Proponent~~ (supporters of appellant)

~~b.c. Opponent~~/Neutral (of appellant)

~~c. Undecided~~

~~d. Rebuttal by applicant~~ (appellant)

c. Close Public Testimony

~~56.~~ Questions of proponents and opponents from the floor or the board directed through the chair.

~~67.~~ Public Agency letters or comments

~~78.~~ Close of public testimony portion of hearing

~~89.~~ Final comments from staff and recommendation

~~910.~~ Deliberation of board including discussion of criteria with findings of fact

~~110.~~ Board Action

a. Resolution and Order approval could be required.

- b. Voice vote is permitted.
- c. Majority of quorum required unless ordinance then majority of total board.

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 8, 2022

Agenda Title: Amendment 1 to the Strategic Plan
Category: Business Agenda
Presented By: Amanda Rapinchuk, Management Policy/Analyst

Issue Before the Commission: Adoption of Amendment 1 to the Strategic Plan

Informational Summary: During Clatsop County’s annual strategic planning process, the Board of County Commissioners establish the priorities that will carry out the County’s mission in the upcoming fiscal year.

This fiscal year’s strategic planning process consisted of the following activities:

- Strategic Plan Review (October 2021)
- 1st Strategic Planning Retreat (January 2022)
- 2nd Strategic Planning Retreat (March 2022)
- Review of DRAFT Amendment 1 (May 2022)

The attached final version of Amendment 1 is the result of this work—providing an update to [Clatsop County’s Strategic Plan](#). It consists of three parts:

1. Strategic Plan Components
2. FY 2021-22 Progress Report
3. FY 2022-23 Priorities

Fiscal Impact: The FY 2022-23 proposed budget includes spending plans that represent the priorities identified in Amendment 1.

Requested Action:

“I move that the Board of Commissioners adopt Amendment 1 to the Strategic Plan.”

Attachment List

- A. Amendment 1

Amendment 1

Strategic Plan

Update (FY 2022-23 Priorities)



Clatsop County

Adopted June 8, 2022

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County Manager's Message



As more people discover and move to Clatsop County, and state and federal laws shape what counties can or must do, our communities will change. The way we can make sure that this change is for the better is through thoughtful planning and action.

In January 2021, the Clatsop County Board of Commissioners adopted a strategic plan which sets a direction for our future and holds our County government accountable for turning vision and values into reality. The Strategic Plan reflects our commitment to transparency. It describes our priorities and sets important benchmarks and the results we hope to attain.

A good strategic plan also unifies communities, which only happens when the public and stakeholders are involved in envisioning the future for Clatsop County. We'd like to thank all those who have contributed to this important process and helped us get to where we are today in achieving what we set out to do.

Now, one and a half years into our Strategic Plan and emerging from a pandemic, we have some accomplishments we would like to highlight:

Internet/Broadband Expansion

- Developed a strategy to improve internet connectivity to the most under-served communities in the County's unincorporated areas
 - Currently partnering with Jewell School District to improve internet connectivity strategies in Jewell, Elsie, and Vinemaple area
 - Currently supporting the development of a strategic plan to improve hard fiber infrastructure as a member of the COL-Pac Broadband Team (Clatsop, Columbia, Tillamook, and western Washington counties)

Housing/Development

- Released a Request for Expression of Interest for surplus County-owned land for cities and nonprofits to use to address housing and other public service needs and currently reviewing submissions
- Released a Request for Proposal for the development of North Coast Business Park and currently reviewing submissions

Water Quality

- Currently participating in a Water Needs Analysis by the Association of Oregon Counties (AOC)

Wildfire Prevention

- Formed a group of stakeholders with representatives from Clatsop County Fire Defense Board, OSU Extension, ODF, State Fire Marshall Office, and Western States Fire Chiefs Association that is developing local wildfire education, regulatory framework, enforcement, and resiliency efforts

Child Care

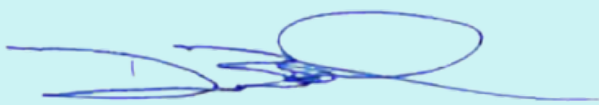
- Formed a Child Care Strategy Work Group that is developing a strategy and design for local child care services and will lead implementation

Mobile Crisis Intervention

- Contributed \$80,000 of our federal American Rescue Plan Act funds to strengthen Clatsop Behavioral Healthcare's Mobile Crisis Team

Earlier this year, the County Board of Commissioners dedicated additional time to review the Plan. Amendment 1 to the Strategic Plan, is the result of this work— it explains how far we have come and where we go from here.

We have an exciting future ahead of us in Clatsop County. We value and appreciate all who gave their time, energy and passion to creating this roadmap that will lead us into the future Clatsop County we want and deserve.



Don Bohn
Clatsop County Manager

Introduction

Our Strategic Plan

Strategic plans are important tools that are built from public input. They help people understand the County's vision, the direction being taken, and reasons why. Clatsop County began its year-long strategic planning process in January 2020.

This collaborative effort engaged elected officials, County employees, stakeholder groups, and the general public and was conducted in partnership with the Center for Public Service at Portland State University. The result is the County's current Strategic Plan (also referred to as the Plan), adopted by the Board of County Commissioners in January 2021.

Amendment 1

This document is the first amendment to the Strategic Plan. Its purpose is to update the Plan with our new FY 2022-23 priorities (effective July 1, 2022). You will find that some FY 2021-22 priorities (or certain parts of them) will carry over into FY 2022-23.

Amendment 1 is made up of three parts.

- Part 1:** Strategic Plan Components
- Part 2:** FY 2021-22 Progress Report
- Part 3:** FY 2022-23 Priorities



Notes:

1. *FY is an acronym for fiscal year (i.e. FY 2021-22 refers to fiscal year 2021-2022)*
2. *Clatsop County's fiscal year is from July 1st to June 30th each year (i.e. FY 2021-22 refers to July 1, 2021 through June 30, 2022)*

Strategic Plan Components

Overview

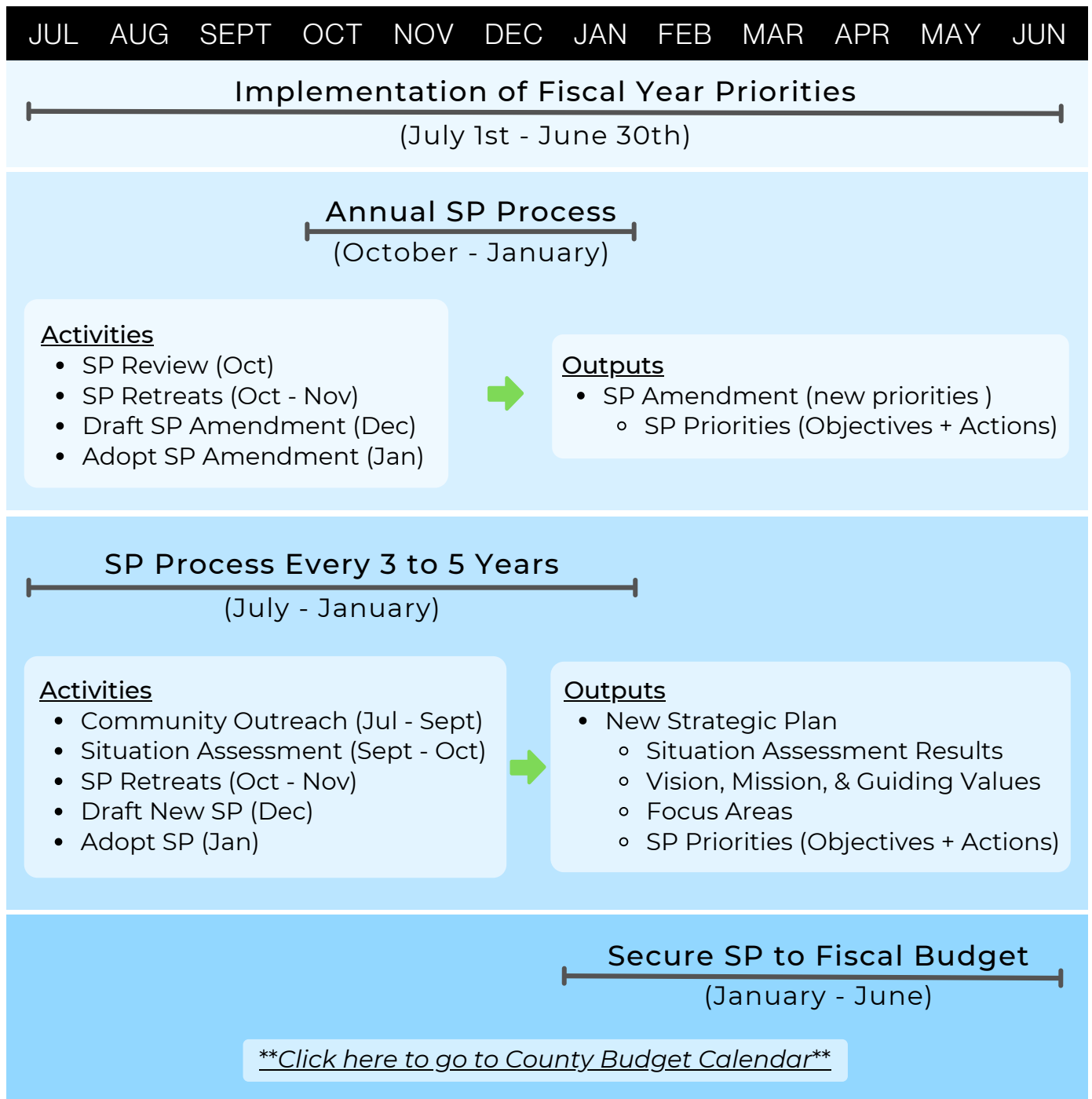
The following illustration and accompanying sections provide a general overview for each part of the Plan.



Strategic Plan Outline

Strategic Planning Process

The illustration below provides a general outline of the strategic planning process.



Strategic Plan Review: County employees give a presentation to the Board on progress made towards completing the adopted Strategic Plan priorities, as well as an outline of that fiscal year's strategic planning process.

Strategic Planning Retreats: The Board meets for a facilitated discussion of strategic plan components under review that fiscal year.

Community Outreach: County employees engage with the community, listening to and gathering public feedback. The information received guides the situation assessment.

Our Vision, Mission, & Guiding Values

Overall, the Plan aids the County in earning its reputation, holding it accountable to its **vision**. The Plan provides a means for the County to carry out its **mission**, while honoring its **values**. As we approach FY 2022-23, these components of the Plan (adopted in January 2021) remain unchanged.

VISION



In a world of change and uncertainty, people trust Clatsop County to provide public services and facilities in an effective, efficient, and equitable manner. These essential elements of a high quality of life, including economic prosperity, ecosystem integrity, health, safety, and social connection are provided by working collaboratively and in partnership with other public, non-profit, and private sector service providers.

MISSION



Clatsop County will (1) identify the broad services it understands community members want and are willing to support, and then (2) provide those services effectively, efficiently, equitably, within budget, and in partnership with other public, non-profit, and private sector service providers.

GUIDING VALUES



Engagement and Collaboration

Leadership in County-wide coordination of services and problem solving by bringing together, engaging, listening to, and cooperating with community members and stakeholders of diverse backgrounds, experiences, thoughts, and perspectives.

Effectiveness and Efficiency

Decision-making and operations that effectively and efficiently achieve outcomes consistent with the vision.

Equity

Equitable treatment, access, opportunity, and advancement for all.

Transparency and Accountability

Public policy decisions are made in open meetings. The County is accountable for its decisions and their implementation.

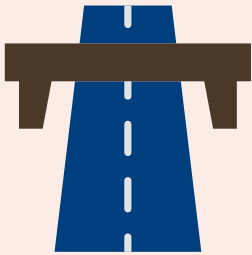
Focus Areas

The Plan identifies five areas the County will focus on to carry out its mission. The focus areas (listed below) were adopted in January 2021 and remain the same for FY 2022-23.



GOVERNANCE

...roles, relationships, and processes that allow the County to effectively, efficiently, and transparently choose and deliver valued services that are consistent with the County's vision, mission, and values.



INFRASTRUCTURE

...public spaces and utilities provided/maintained by the County, such as roads, water and wastewater treatment plants, and pipes.



ECONOMIC DEVELOPMENT

...actions that help create and sustain a strong, diverse, and resilient economy, such as job creation and retention, supporting livable wages, expanding public transportation, comprehensive community planning, and removal of regulatory barriers where feasible and appropriate.



ENVIRONMENTAL QUALITY

...natural resources that provide life and sustenance to the County, such as the ocean, rivers, streams, the immense forest, local wildlife, and the actions that conserve, protect, and promote the sustainability of our intertwined ecosystem.



SOCIAL SERVICES

...issues and services that impact the ability of individuals, families, and communities to thrive and must be addressed in collaboration with state, regional, and community partners, such as mental health, addiction, houselessness, child care, and trauma.

Strategic Plan Priorities (Objectives & Actions)

During the County's annual strategic planning process, the Board of County Commissioners establishes new and/or continued priorities to carry out the County's mission in the upcoming fiscal year. These priorities are transformed into **objectives** (goals) and organized by focus area. Each objective is then ranked by level of priority (tier 1, 2, or 3):

Tier 1: (highest priority)

- A key issue of **primary importance**
- **Likely to complete** the assigned action by the end of the fiscal year

Tier 2: (medium priority)

- A key issue of **secondary importance**
- The assigned action **may be completed** by the end of the fiscal year

Tier 3: (lowest priority)

- An issue of **general importance**
- **May or may not begin** that fiscal year
- **Likely to carry-over** into the next fiscal year's priorities

An **action** is assigned to each objective. It explains how the County will achieve that objective. Together, the objective and its action serve as strategic plan strategy.

FY 2021-22 Progress Report

GOVERNANCE				
Tier	Objective	Action	Current Progress	Estimated Completion
1	Improve Governance Processes	Document and initiate implementation and training to integrate annual planning, budgeting, performance benchmarks, and reporting to the public.	90%	June 2022
2	Community Engagement Plan	Develop community engagement plan and enhance capabilities to execute.	75%	June 2022
3A	Internal Communication Plan	Develop an internal communication plan for employees and Board communications.	50%	June 2022
3B	Equity/Inclusion Program for County Services	<i>(reflected in FY 2022-23 priorities)</i>		
3C	Youth Advisory Board	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3D	Review and Update Board Rules	Review and update Board rules.	75%	June 2022

INFRASTRUCTURE

Tier	Objective	Action	Current Progress	Estimated Completion
1A	Housing Strategies (Part 1, Overview)	Form a working group to develop strategies for the County to be an active and strategic partner in the development of public, private, and non-profit affordable housing units.	50%	June 2022
		Identify County-owned property potentially suitable for affordable housing and initiate a process to engage public, private, and non-profit partners in site-specific development options/strategies.	100%	May 2022
1B	Internet Strategy	Develop and implement a geographic specific strategy to improve internet connectivity to the most under-served communities in the short/medium term.	50%	June 2022
		Begin with the Jewell/Elsie/Vinemaple area based on the highest percentage of families without internet service. Develop a process that can be replicated in other communities in future phases.		
2A	Housing Strategies (Part 2, Specific)	Form a working group to identify barriers and gaps to affordable housing and to identify what types of housing are missing.	50%	June 2022
		Create a dashboard of all housing units in the development pipeline, including location, type, number of units/bedrooms, affordability, and development timeline and identify a variety of housing options that allow individuals to be able to transition from one environment to the next as their situation allows or warrants a change.	75%	June 2022
2B	COL-PAC Broadband Action Team	Participate in the COL-PAC Broadband Action Team (BAT) process to develop a strategic plan to improve the hard fiber infrastructure in Columbia, Clatsop, Tillamook, and western Washington County.	90%	June 2022

ECONOMIC DEVELOPMENT

Tier	Objective	Action	Current Progress	Estimated Completion
1	North Coast Business Park	Formalize plan to market/sell North Coast Business Park for development purposes that includes an assessment of private/public partnership opportunities.	90%	June 2022
2	Evaluation of Regulatory Barriers/Gaps	<p>Initiate a process to review local regulatory barriers to economic development. This will include an evaluation of opportunities to reduce cost of development such as, but not limited to:</p> <p>1) Conduct wetland delineations in particular geographic areas where wetlands are prevalent; and/or</p> <p>2) Assist with surveying costs or preparation of elevation certificates for properties within Special Flood Hazard Areas.</p>	25%	December 2022
3A	Toolkit of Business Incentives	<i>(reflected in FY 2022-23 priorities)</i>		
3B	Use of State Video Lottery Funds	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3C	Partner on Evaluation of Economic Development Agencies' Activity	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3D	Expand Transit Options for Tourist Traffic	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3E	Continue Support of Clatsop County Arts Council	Continue support of the Clatsop County Arts Council and annual "Arts Summit" as an integral and growing element of a diverse economy.	100%	July 2021
3F	Economic Development Training for County Commissioners	<i>(reflected in FY 2022-23 priorities)</i>		
3G	Evaluation of Economic Development Opportunities in Jewell and Westport	<i>(reflected in FY 2022-23 priorities)</i>		

ENVIRONMENTAL QUALITY

Tier	Objective	Action	Current Progress	Estimated Completion
1	Environmental Quality Action Team	Create an Environmental Quality Action Team that will assess existing studies and State and local initiatives on climate conditions and natural climate solutions that apply to Clatsop County.	0%	To be determined
		Initiate, oversee, and review studies of natural resource conditions where information is lacking. Priority should be given to freshwater sources.	50%	June 2022
		Review the mapping of "resilient lands" completed for Oregon to ensure those systems and places remain resilient.	0%	To be determined
2A	Water Assessment (focus on Clatsop Plains)	Initiate a moratorium on building homes with septic systems on less than one acre in the Clatsop Plains area.	0%	To be determined
		Complete a water assessment study to analyze groundwater quality and quantity and prepare projections for future use. This study should also include surface water.	50%	June 2022
2B	Fire Protection Education	Partner with the Clatsop County Fire Defense Board and Oregon State University (OSU) Extension employees to prepare education and preparedness exercises related to defensible fire space. These may include webinars and a program to promote smarter development (use of appropriate building materials in forested areas).	50%	June 2022
2C	Visitor Education	Work with the Tourist Studio to develop an education program for visitors/tourists to promote "leave no trace" tourism.	90%	June 2022
3A	Adopt the Tsunami Overlay Zone	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3B	County-wide Salmon Recovery Plan	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		

SOCIAL SERVICES

Tier	Objective	Action	Current Progress	Estimated Completion
1A	Navigation/Drop-in Center (multiple services)	In collaboration with community partners, develop a nation/drop-in center that would be a single location that an individual can drop into throughout the day to be able to access or be directed to a variety of services (e.g. showers, laundry facilities, meals, public health services, mental health services, foot care, art therapy, Social Security, IDs, housing, veteran services, employment services, and more).	75%	June 2022
1B	Child Care Strategy	Form, participate, and support a group of stakeholders that will identify and implement a broad range of strategies to expand and retain quality, diverse, and sustainable child care resources. This process will include a literature review of best practices deployed in other communities and strategies to leverage public, private, and non-profit expertise and resources.	50%	June 2022
3A	Resource Development Team for Trauma Services	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3B	Sober-Housing Options	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3C	Strengthen Mobile Crisis Intervention	Strengthen the Clatsop Behavioral Healthcare mobile crisis intervention team's ability to respond to mental health crises and consider a CAHOOTS model approach.	75%	June 2022

FY 2022-23 Priorities

The remaining pages detail the Strategic Plan priorities for FY 2022-23 and how the County and its employees will address them.

KEY



FOCUS AREA

(Tier) Objective
Action

GOVERNANCE

(1A) County-wide Communications and Engagement Plan (Internal/External)

Create a County-wide plan with processes/procedures that address how the County, in a timely manner:

1. Engages with and communicates information to employees,
2. Engages with and communicates information to the public and stakeholders, and
3. Develops processes to receive feedback from the public.

(1B) County Operations Sustainability Plan

Create a plan for sustainable County operations that addresses:

1. How and what the County procures,
2. Feasible energy efficiency goals for County facilities and equipment, and
3. Fiscal sustainability.

(3) Equity Plan for Access to Services

Create a plan to ensure and support equitable access to County services.

INFRASTRUCTURE

(1A) Consolidated Emergency Communications

Continue collaboration with city partners to develop a feasible plan for integrated/consolidated emergency communications (9-1-1).

(1B) Tide Gates & Levees

Continue County efforts in the development of the 2021 Multi-Jurisdictional Natural Hazards Mitigation Plan, establishing a strategy to repair and improve capacity of damaged and overburdened tide gates and levees and apply for eligible federal/state funding opportunities.

(2) Carrying Capacity Analysis

Conduct an analysis of the County's carrying capacity and cost of needed expansion to accommodate growth, as it relates to infrastructure, economic development, and environmental quality.

ECONOMIC DEVELOPMENT

(1) Economic Development Strategies

Develop a plan to:

1. Evaluate regulatory barriers and gaps,
2. Work with regional partners/agencies to develop an economic development plan for each sector, and
3. Create a toolkit of business incentives.

(2) Increase Workforce Housing Inventory

Utilize County-owned land to increase local inventory of workforce housing.

(3) Economic Development Training for Board of Commissioners

Identify economic development training for Clatsop County Board Commissioners.

ENVIRONMENTAL QUALITY

(1) Water Quality and Needs Assessments

Continue work with:

1. Association of Oregon Counties' (AOC) water team to champion local water needs in future regional and statewide water funding and planning efforts and
2. North Coast Watershed Association (NCWA) to enhance stream flow monitoring.

(2A) Proper Dumping of Septage

Continue collaboration with city partners to:

1. Accept septage and
2. Develop plans for anaerobic digester.

(2B) County Wetland Bank Creation

Evaluate the feasibility of creating a publicly-owned wetland bank.

(3) Subduction Event Preparation

Assess County's current Emergency Operations Plan as it relates to emergency procedures for during and after a subduction event and create a plan to implement feasible recommendations.

SOCIAL SERVICES

(1A) Child Care

In coordination with the Child Care Strategy Advisory Group, evaluate local feasibility of Michigan (Muskegon) model of child care.

(1B) Homelessness Initiatives/Actions

Develop:

1. Time, place, and manner ordinance for HB 3115 compliance and
2. Plan for a local micro housing project in collaboration with city and community partners.

(1C) Crisis Stabilization Center

Facilitate/coordinate round table discussions with community providers about next steps for expanding County's crisis stabilization capacity.