



CLATSOP COUNTY

BOARD OF COMMISSIONERS AGENDA WORK SESSION

VIRTUAL MEETING

Wednesday, June 07, 2023

BOARD OF COMMISSIONERS:

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

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.

Join the meeting from your computer, tablet or smartphone ([Zoom link](#))

You can also dial in using your phone.
1-253-215-8782

Meeting ID: 503 325 1000
Passcode: 384761

WORK SESSION: 10:30 AM

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.

TOPICS:

1. County Manager Update
- [2.](#) Reappointment to Recreational Lands Planning Advisory Committee {5 min} {Page 3}
- [3.](#) Ordinance 23-08: Warrenton Urban Growth Boundary (UGB) Amendment {10 min} {Page 6}
- [4.](#) Proposed Fee Schedule adjustments for Clatsop County to be implemented July 1, 2023 {10 min} {Page 50}
- [5.](#) Planning Commission Applicant Interviews {30 min} {Page 77}

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 7, 2023

Topic: Reappointment to Recreational Lands Planning Advisory Committee
Presented By: Steve Meshke, Natural Resources Manager

**Informational
Summary:**

Incumbent committee member, Brad Catton, wishes to be reappointed for a second term to the Recreational Lands Planning Advisory Committee. An Astoria resident, Mr. Catton currently works for the Oregon Department of Forestry, Astoria Office, as a Reforestation Unit Forester. He works with coordinating the district recreation staff, volunteer and other stakeholder groups for maintenance and development of recreational facilities for the Clatsop State Forest. He served as the committee's Chair for 2022 and current 2023. If appointed, Mr. Catton would fill one expired vacancy with a term expiration of February 1, 2026.

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.

Attachment List

- A. Brad Catton application dated March 27, 2023

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 3/27/2023

Brad Catton
Name

37638 Timber Lane
Mailing Address

Astoria
City

Street Address: 37638 Timber Lane Email: brad.e.catton@odf.oregon.g

Home Telephone: 541-740-4046 Other Telephone: 971-395-0149
 work cell phone)

Current Occupation: Forester

Years Resident of County: 8

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. Clatsop County Recreational Lands Planning Ad
2. _____
3. _____

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

I am the current Reforestation Unit Forester for the Astoria District on the Clatsop State Forest. This position previously included our Recreation Unit which entailed the coordination with district recreation staff, volunteer and other stakeholder groups for maintenance and development of recreational facilities for the Clatsop State Forest.

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:
I am interested in serving on this committee to increase collaboration between the County and the Oregon Department of Forestry. I would also hope to encourage collaboration of adjacent timberland owners and the city of Astoria. Ultimately, my goal is to encourage and increase the responsible use of our outstanding local history and natural resources.

Brad Catton

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

WORK SESSION AGENDA ITEM SUMMARY

May 24, 2023

Topic: Ordinance 23-08: Warrenton Urban Growth Boundary (UGB) Amendment

Presented By: Gail Henrikson, Community Development Director

Informational Summary:

On March 8, 2023, Jay Blake, City of Warrenton Planning Director, submitted an application to Clatsop County Community Development to amend the City of Warrenton Urban Growth Boundary (UGB). The UGB amendment is needed to correct a mapping error that occurred in 1991 when the City of Warrenton and the Town of Hammond merged operations. The subject properties were originally included in the Town of Hammond's UGB at the time the town adopted its comprehensive plan in 1979.

When the Town of Hammond and the City of Warrenton merged operations in 1991, the two entities drafted a new comprehensive plan and land use regulations. The resulting comprehensive plan map that was adopted in 2005, inadvertently omitted two parcels that were originally included in the Town of Hammond's UGB.

The City of Warrenton now desires to annex one of these parcels. In doing so, the UGB mapping error must also be corrected. At the advice of Department of Land Conservation and Development (DLCD) staff, a formal Urban Growth Boundary amendment process will be used to show the two omitted parcels as being within the City of Warrenton's UGB.

The Warrenton Planning Commission reviewed the request on February 14, 2023 and recommended approval with conditions.

The Clatsop County Planning Commission reviewed the request at a public hearing on May 9, 2023, and recommended that the Board of Commissioners adopt Ordinance 23-08 as presented.

This item is being presented to your Board in order to familiarize you with the UGB amendment process and the specifics of this request. Following this work session, Ordinance 23-08 will be scheduled for two public hearings before your Board on June 14 and June 28.

Attachment List

A. Planning Commission Staff Report and Exhibits

EXHIBIT A

May 9, 2023

Planning Commission Staff Report and Exhibits



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

STAFF REPORT

ORDINANCE 23-08: CITY OF WARRENTON URBAN GROWTH BOUNDARY AMENDMENTS

DATE: May 9, 2023

REQUEST:

1. Amend Clatsop County's Comprehensive Plan and Zoning Maps to correct an error in the City of Warrenton's Urban Growth Boundary to include portions of two parcels that were formerly within the Town of Hammond Urban Growth Boundary
2. Annexation of a 13.9-acre portion of TL 810050000200

APPLICANT: City of Warrenton
225 S. Main Avenue
P. O. Box 250
Warrenton, OR 97146

OWNER (TL 810050000200): City of Warrenton
225 S. Main Avenue
Warrenton, OR 97146

OWNER (TL 810050000400): United States of America
Fort Stevens State Park
Warrenton, OR 97146

ZONING DESIGNATION:

TL 810050000200
Clatsop County Resource Management (RM)
Clatsop County Aquatic Natural (AN)
Clatsop County Aquatic Conservation 2 (AC-2)

TL 810050000400
Clatsop County Resource Management (RM)
Clatsop County Urban Growth Boundary (UGB)

Overlays/Layers: *National Wetlands Inventory (NWI; regulated by the Oregon Department of State Lands)*

COUNTY STAFF REVIEWER: Gail Henrikson, Community Development Director

TYPE IV DECISION MAKER: Board of Clatsop County Commissioners

APPLICATION SUBMITTED: March 8, 2023

DEEMED COMPLETE: March 8, 2023

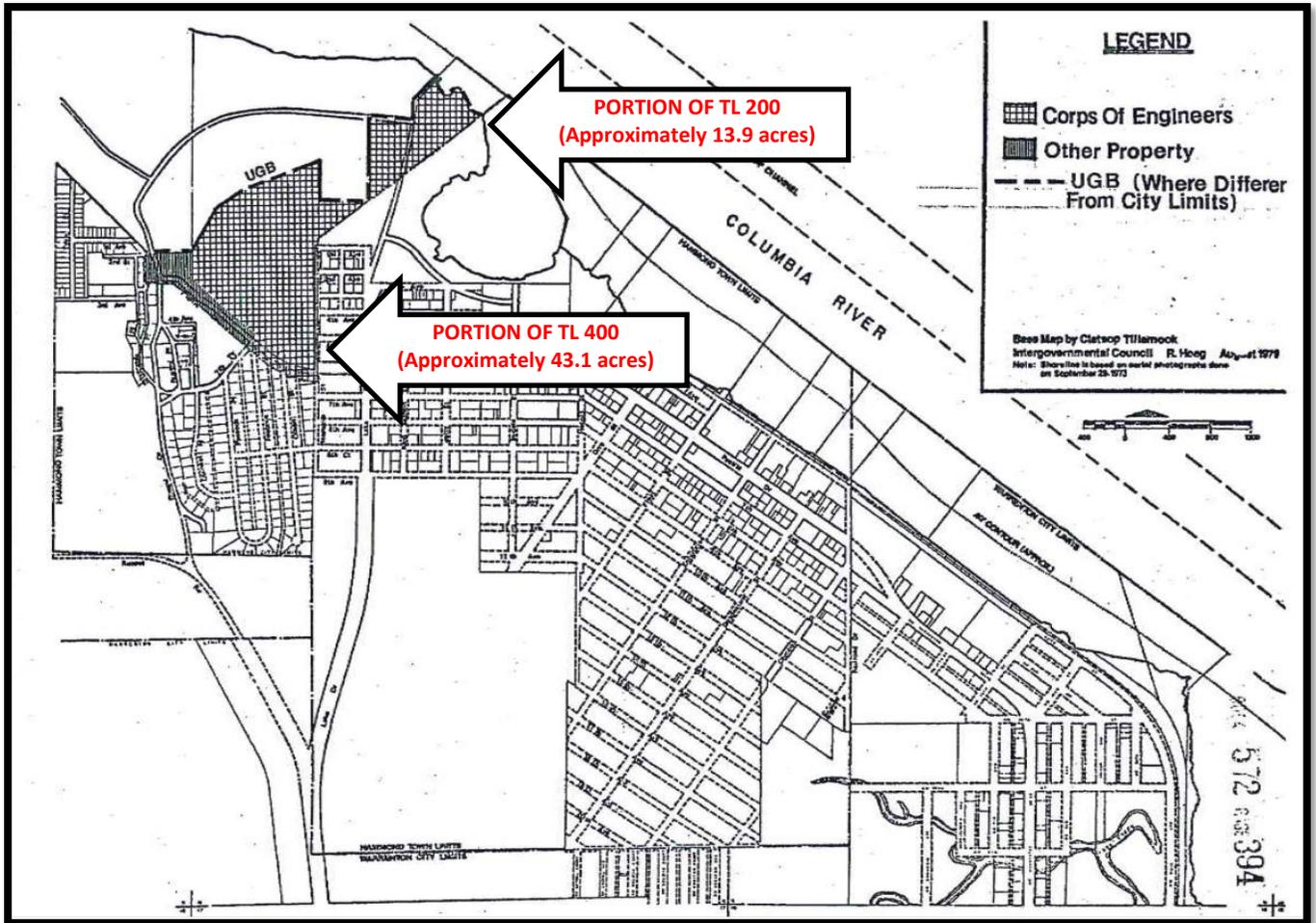
STAFF RECOMMENDATION: Approval

PUBLIC COMMENTS: None

I. APPLICATION SUMMARY

On March 8, 2023, Jay Blake, City of Warrenton Planning Director, submitted an application to Clatsop County Community Development to amend the City of Warrenton Urban Growth Boundary (UGB) (**Exhibit 1**). The UGB amendment is needed to correct a mapping error that occurred in 1991 when the City of Warrenton and the Town of Hammond merged operations. The subject properties were originally included in the Town of Hammond's UGB at the time the town adopted its comprehensive plan in 1979. This is shown on the map included in Ordinance 82-08, which was adopted by Clatsop County on January 12, 1982.

Town of Hammond UGB Map (Excerpted from Ordinance 82-08):



In 2005, following joint planning efforts that resulted in a new City of Warrenton Comprehensive Plan adoption, the new UGB map inadvertently omitted the two subject parcels. On February 14, 2023, the Warrenton City Commission passed a motion authorizing Warrenton Planning Commission to consider an amendment to the Warrenton Comprehensive Plan and UGB Map to correct the error. While the parcels were included within the UGB since 1979, at the advice of Oregon Department of Land Conservation and Development (DLCD) staff, a formal amendment process was initiated to rectify this mapping discrepancy.

The City of Warrenton is also requesting to annex an approximately 13.9-acre portion of TL 810050000200. This property (North Parcel) is owned by the City of Warrenton and was originally included in the Town of Hammond's Urban Growth Boundary.

The subject properties consist of portions of two parcels with a total acreage of approximately 57 acres.

For the purposes of this report, the parcels are referred to as the North Parcel and the West Parcel. Information for the portion of each parcel which is subject to this UGB amendment is shown below.

NORTH PARCEL

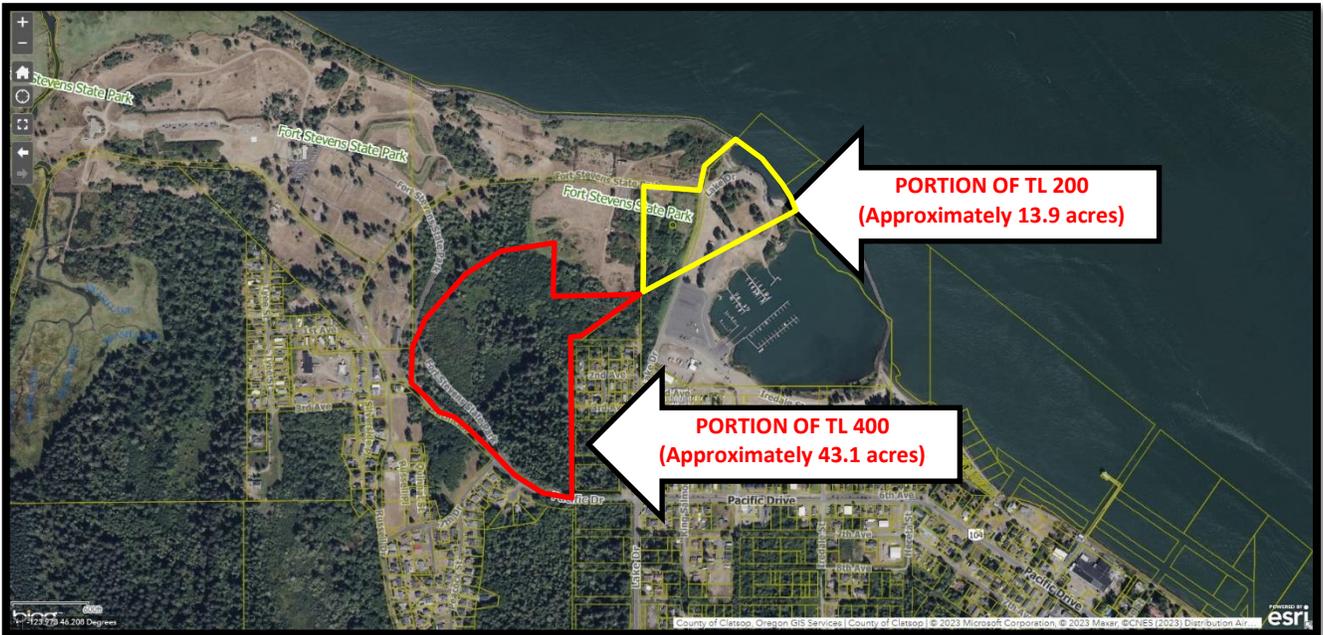
- **TL #:** 810050000200 (TL 200)
- **Parcel Size:** Approximately 13.9 acres
- **Owner:** City of Warrenton
- **Current Zoning:**
 - Clatsop County Resource Management (RM)
 - Clatsop County Aquatic Natural (AN)
 - Clatsop County Aquatic Conservation 2 (AC-2)
- **Proposed Zoning:**
 - Recreational Commercial (RC) – Marina area
 - Open Space Institutional (OSI) – Seafarers Park and Memorial
- **Current Use:**
 - Camping
 - Park access
 - Seafarers Park and Memorial
- **Proposed Use:**
 - Marine-related camping and accessory uses
 - Seafarers Park and Memorial

WEST PARCEL

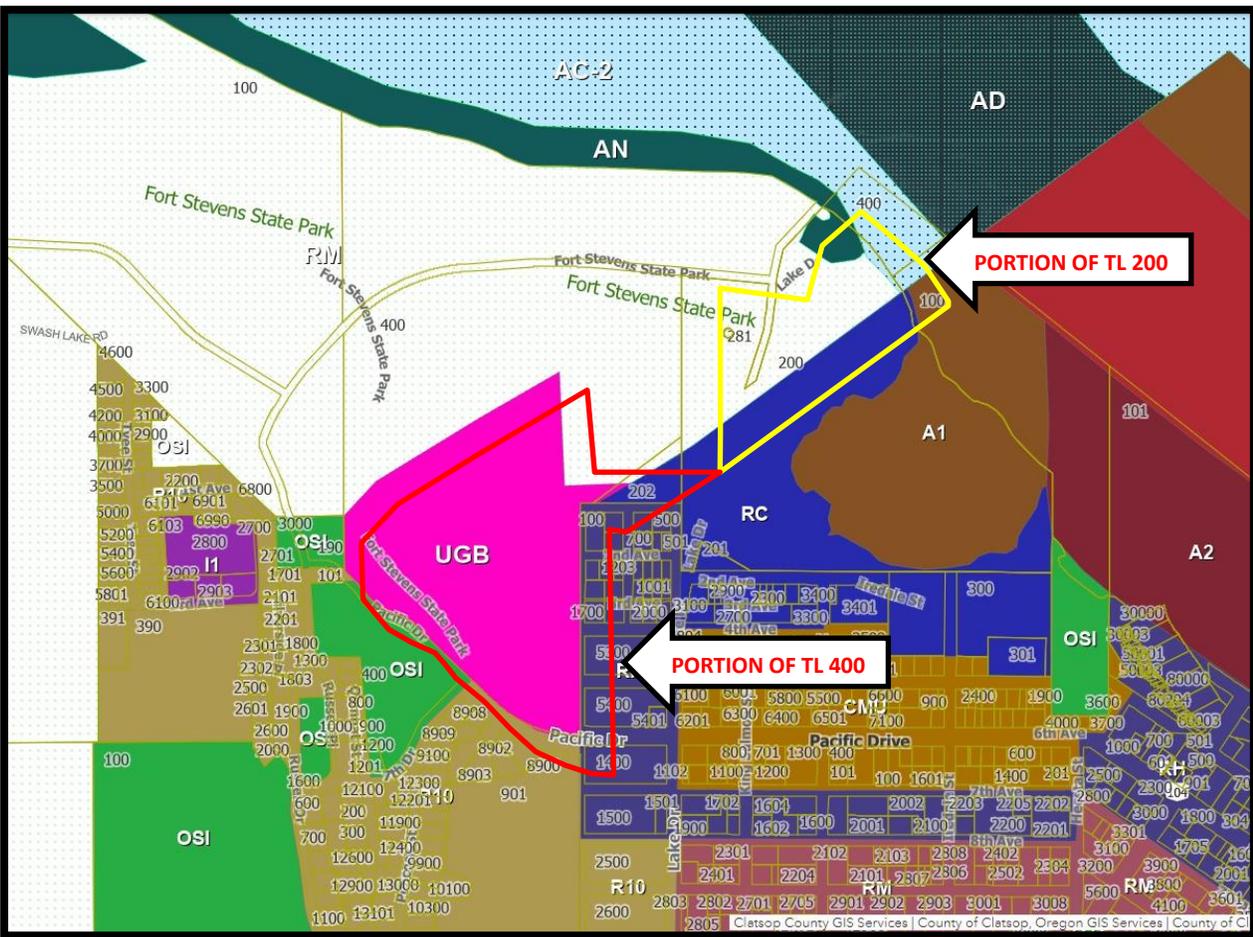
- **TL #:** 810050000400 (TL 400)
- **Parcel Size:** Approximately 43.1 acres
- **Owner:** United States of America
- **Current Zoning:**
 - Clatsop County Resource Management (RM)
 - Clatsop County Urban Growth Boundary (UGB)
- **Proposed Zoning:**
 - Urban Growth Area – Open Space Institutional
- **Current Use:** Parkland
- **Proposed Use:** Parkland with potential for urban services

TL 200 contains potential wetlands included in the National Wetlands Inventory. The Statewide Wetlands Inventory (SWI; regulated by the Oregon Department of State Lands) does not indicate the presence of hydric soils, a potential wetland indicator, on either parcel.

2018 Aerial Photo:



Zoning Map (Clatsop County Webmaps) *

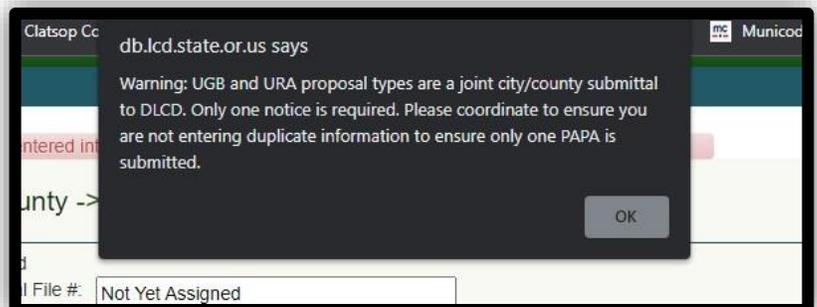


Zoning Map (Original Copy)



II. NOTICE REQUIREMENTS

Notices were mailed to affected property owners and surrounding land owners by the City of Warrenton, as required by Section 16.208.060 of the Warrenton Municipal Code. Notice of the proposed UGB amendment and annexation was submitted to the Department of Land Conservation and Development (DLCD) by the City of Warrenton on March 8, 2023. Per the notice on DLCD's Post Acknowledgement Plan Amendment submittal portal, either the city or the county must submit the required notice. A notice is not required from both jurisdictions.



III. BACKGROUND

UGB Amendment Request

The State of Oregon requires all municipalities to establish an Urban Growth Boundary (UGB) for lands they anticipate could reasonable be developed in the future. The City of Warrenton has traditionally had a UGB that is coterminous with it's incorporated municipal boundary. This means that there is not land beyond that boundary that the City of Warrenton would immediately control for future growth.

An Urban Growth Boundary is established as part of a municipality's comprehensive plan. The City of Warrenton's comprehensive plan was most recently adopted in 2009, with sever amendments and updates over the intervening 14 years. No adjustments to the UGB were made since the merger between the Town of Hammond and the City of Warrenton in 1991.

Prior to the 1991 merger, the Town of Hammond had two tracts of land that were included within the town's UGB, but outside of its incorporated limits. These are the two subject parcels identified as the North Parcel and the West Parcel. These two parcels were described in the Town of Hammond's comprehensive plan as follows:

An approximately 56-acre area does exist northwest of the present town limits, however, which is part of Fort Stevens State Park and which would be appropriate for recreational and recreational related development. This development could include facilities which would enhance tourism associated with the nearby boat basin and active recreational facilities mainly for members of the community. Such a development would benefit from public facilities, services, and regulations which inclusion in the urban growth boundary would make more feasible.

Objectives:

1. Unincorporated areas to the northwest of the present town limits shown on the Urban Growth Boundary Map – which are needed to aid the economy, satisfy recreational needs and/or regulate development adjacent to Pacific Drive – will be included in the urban growth boundary along with property presently within Hammond.

The Town of Hammond's comprehensive plan was originally adopted in November 1979. In 1982, Clatsop County adopted Ordinance 82-08, which memorialized the UGB for the Town of Hammond and established a land use management agreement between the town and the county. The adopting ordinance included two tracts in the Hammond UGB and applied UGB zoning for the parcels. The West Parcel was part of Fort Stevens State Park property and was planned for additional recreational uses at a more urban level. The North Parcel was owned by the United States Army Corps of Engineers and was part of the recreational uses surrounding the Hammond boat basin. The North Parcel is currently owned by the City of Warrenton and is part of the Hammond Marina and Seafarers Parks. The UGB map for the Town of Hammond included in Ordinance 82-08 is shown on Page 3 of this report.

In 1991, the Town of Hammond and the City of Warrenton merged operations. Following this merger, the community worked to transfer planning and development rules and regulations to a single entity over the next few years. A new Warrenton Comprehensive Plan was approved by the City of Warrenton and reviewed by DLCD in 2011. The comprehensive plan map, which was first adopted in 2005, showed only part of the previously approved UGB outside of the Warrenton city limits. That map designated the North Parcel as Urban Development (Other Shorelands). That approved comprehensive plan map **did not** include the West Parcel. No reference was made to either of the tracts in the text of the plan.

A second map that was also included in the Warrenton Comprehensive Plan did not show either the North Parcel or the West Parcel. The narrative accompanying that second map did not provide any information explaining why the parcels were removed from the UGB or explaining their future development potential, as had been previously done in the Town of Hammond Comprehensive Plan.

Because the parcels subject to this request were shown as being within the Town of Hammond UGB, it appears that the subsequent exclusion from the City of Warrenton's Comprehensive Plan Map is a type of scrivener's error. In consulting with representatives from DLCD, city and county staff were advised that a formal UGB amendment to revise the respective comprehensive plan maps would be the best path to correct the error.

The Warrenton Planning Commission conducted a public hearing on the UGB amendment request on April 13, 2023 and recommended approval of Warrenton Ordinance 1262. No written comments were received prior to the public hearing, nor did anyone speak in favor or against the request at the public hearing.

The application was subsequently forwarded to Clatsop County for consideration. Following review by the Planning Commission and two public hearings by the Board of Commissioners, Clatsop County's decision will be forwarded back to the City of Warrenton. At that time, the Warrenton City Commission will take up final consideration of the request. If the request is approved by both the Board of Commissioners and the Warrenton City Commission, the comprehensive plan maps will be updated to include the subject properties within Warrenton's UGB.

Annexation Request

Typically, once land is included within a city's urban growth boundary, the County would not weigh in on annexation of that land into the city's incorporated limits. While it is staff's understanding that no formal action is required by the Board of Commissioners regarding the annexation, it is included in this report as it directly relates to the request to correct the UGB mapping oversight that occurred in 2005.

TL 200 contains a portion of Seafarers Park and the Hammond Marina. In the past, both the Town of Hammond and later the City of Warrenton leased the marine and adjacent lands from the Army Corps of Engineers (ACE). The lease included areas for parking, camping and the portion of the site known as Seafarers Park. Subsequent to the merger of the Town of Hammond and the City of Warrenton, Warrenton later completed purchase of the northerly tract from ACE, but a portion of the Seafarers Parke remained outside of the Warrenton city limits.

Over the years, the issue of police enforcement in that area resulted in the Warrenton City Commission requested that that portion of land be annexed into the Warrenton city limits. That request occurred at the February 14, 2023 meeting of the Warrenton City Commission. Following review of the UGB amendment request by the Clatsop County Planning Commission and two public hearings by the Board of Clatsop County Commissioners, the County's decision will be forwarded back to the City of Warrenton. At that time, the Warrenton City Commission will take up final consideration of both requests.

Following final approval of the annexation by the Warrenton City Commission, notice would need to be provided to Clatsop County Assessment and Taxation, as well as other applicable state agencies and/or local districts. The County's maps would also be updated to show the 13.9-acre parcel located within the municipal limits of the City of Warrenton.

IV. RECOMMENDATION

CITY OF WARRENTON RECOMMENDATION

The Warrenton Planning Commission identified the following findings related to the requests:

1. The Warrenton Comprehensive Plan map inadvertently omitted two parcels of land from the Urban Growth Boundary in the 2005 Warrenton Comprehensive Plan documents.
2. The proposed UGB map amendment would align the Town of Hammond UGB with the City of Warrenton Urban Growth Boundary.
3. Since that time, marina/park land that was previously leased from the US Army Corps of Engineers by the Town of Hammond and subsequently the City of Warrenton was purchased by the City of

Warrenton. This change in ownership and continued use of the northerly tract as a park/marina is consistent with the urban uses of the property. These uses are consistent with the uses and development standards for the Open Space Institutional (OSI) and Recreational Commercial (RC) zoning district.

4. The westerly tract remains owned by the United States Government and is part of the recreational facilities associated with Fort Stevens State Park. This area could be further developed for recreational purposes at an urban density.
5. The City of Warrenton, by action of its City Commission formally requested the annexation of the city-owned parcel. Said annexation is being considered under separate ordinances.

After conducting the public hearing, the Warrenton Planning Commission unanimously supported the following motion:

Based on the findings of fact contained in the staff memo dated April 13, 2023, public testimony and deliberations by the Warrenton Planning Commission, the Planning Commission recommends approval of the draft Ordinance 1262 amending the City of Warrenton Comprehensive Plan correcting the Urban Growth Boundary and adding related text and recommending zoning districts.

The motion was subject to the following conditions of approval:

1. The Ordinance shall be reviewed and supported by the Clatsop County Planning Commission and Clatsop County Board prior to final review by the Warrenton City Commission.
2. The Oregon Department of Land Conversation and Development shall provide comments prior to final action by the City Commission.

CLATSOP COUNTY STAFF RECOMMENDATION

Staff recommends that the Clatsop County Planning Commission recommend the Board of Commissioners approve County Ordinance 23-08 as presented.

Suggested Motion: "I move that the Board of Commissioners adopt Ordinance 23-08, amending the Clatsop County comprehensive plan to correct the City of Warrenton Urban Growth Boundary."

EXHIBITS

1. City of Warrenton Staff Report and Ordinances
2. Ordinance 23-08

EXHIBIT 1

City of Warrenton Staff Report and Ordinances

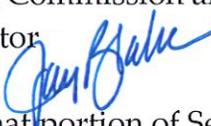


City of Warrenton

Planning Department

225 S Main Avenue ■ P.O. Box 250 ■ Warrenton, OR 97146
Phone: 503.861.0920 Fax: 503.861.2351

STAFF REPORT

TO: Clatsop County Planning Commission and Board of Commissioners
FROM: Jay Blake, Planning Director 
DATE: April 14, 2023
SUBJ: Annexation request for that portion of Seafarers Park and the Hammond Marina that currently lie outside the boundary of the City of Warrenton.
Parcel #810050000200
Warrenton Application Number: ANX, 23-01 Draft Ordinance 1261
Comprehensive Plan Amendment
Warrenton Application Number CP 23-01, Draft Ordinance 1262

Request:

The Clatsop County Planning Commission and Board of Commissioners are requested to consider the request of the City of Warrenton to annex a 13.9-acre parcel of land that is currently owned by the City of Warrenton to be annexed to the City. A second request is to amend the City of Warrenton Comprehensive Plan to correct an error in the City Urban Growth Boundary in areas formerly part of the Town of Hammond.

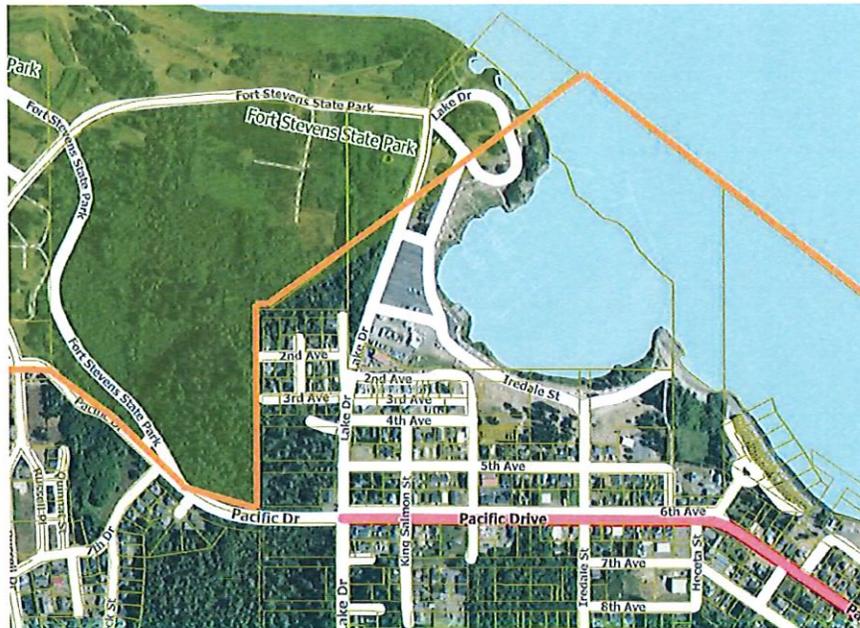
Background:

At the February 14, 2023 meeting the Warrenton City Commission formally requested the annexation of land which is owned by the City of Warrenton, but lies outside of the current municipal boundary. City Staff prepared the application, mailed notices to affected property owners and surrounding land owners as required in Section 16.208.060 of the Warrenton Municipal Code.

The Warrenton Planning conducted a public hearing on the requests at their April 13, 2023 meeting and recommended approval of both Ordinance 1261 (Annexation) and Ordinance 1262 (Comprehensive Plan Amendment) and subsequently forwarded to Clatsop County for consideration. After consideration by both the Clatsop County

Planning Commission and the Board of Commissioners, the Warrenton City Commission will take up the request.

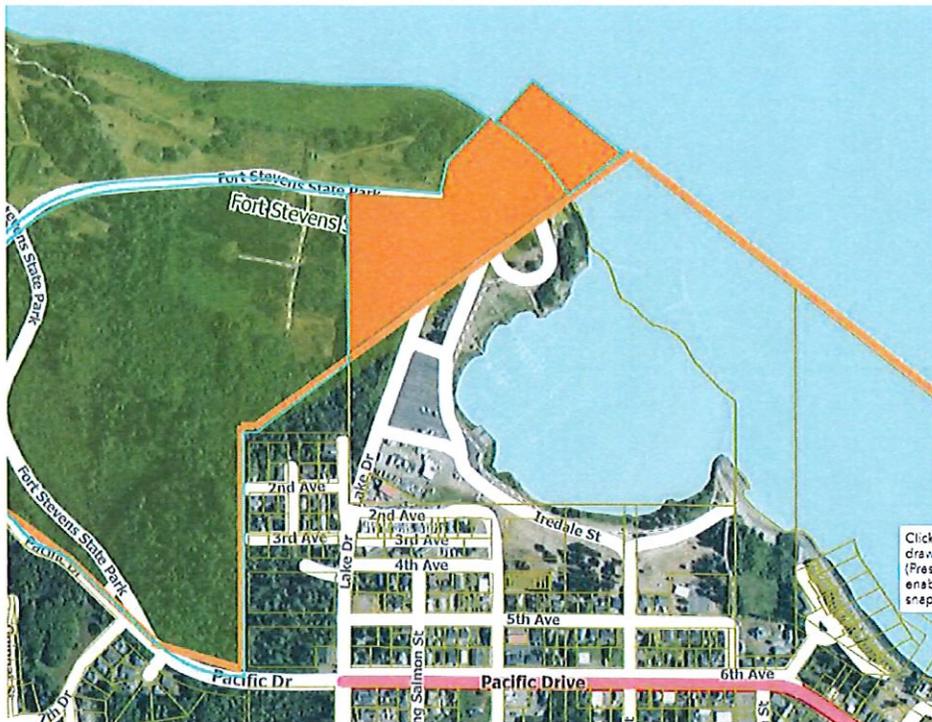
Annexation:



Current municipal boundary in Hammond Marina Area

Seafarers Park and Marina Enforcement:

The Town of Hammond and later the City of Warrenton had leased the marina and adjacent lands from the Army Corps of Engineers (ACE). It included areas for parking, camping and the area known as Seafarers Park. The City of Warrenton later completed the purchase of the northerly tract from the ACE, yet a portion of the Seafarers Park remains located outside of the Warrenton city limits. Because of difficult police enforcement issues in portions of Seafarers Park, the City Commission requested that we initiate the process to add the property to the city limits. More specifically, police found that city code requirements were not enforceable on lands outside of the city limits.



Additional Land Owned by the City of Warrenton outside of City Boundary

The annexation of this land would allow for even and consistent enforcement of local code requirements during the very busy tourism season.

Proposed Annexation Tract:

Size: 13.9 acres (land)

Current Ownership: City of Warrenton

Current Use: Camping Park Access, Seafarers Park and Memorial

Proposed Use: Marina Related Camping and Accessory Uses, Seafarers Park and Memorial

Proposed Zoning: Recreational Commercial (Marina Use Area), Open Space Institutional (Seafarers Park and Memorial)

16.260.040 of the Warrenton Municipal Code establishes criteria for annexation as follows:

Lands may be annexed only if the City Commission finds that the requested annexation complies with ORS 222, OAR 660-014-0060, and the following criteria:

A. Written findings, which address the following:

1. Existing land uses within annexation area.
2. Existing zoning within the annexation area.
3. Existing improvements: water, sewer, streets, storm drainage.
4. Special districts within the area: water districts, irrigation districts, fire districts, school districts, other.
5. Urban services, the present availability of urban service systems to the proposed annexation area, their capacity and cost of extension and/or improvement to urban standards: sanitary sewers, streets, parks; storm drainage, water; fire, power; schools, police.

B. Compliance with all applicable policies of the City of Warrenton Comprehensive Plan.

C. The petitioner has adequately addressed infrastructure supply and demand issues. The annexation is considered timely in that an adequate level of urban services and infrastructure can be provided by the City upon annexation or a plan is in place for the provision of such services or infrastructure in a reasonable period of time.

At the public hearing, city staff noted that there had been one phone call requesting additional information on the annexation request and no written correspondence received. Staff noted that the Oregon Department of Land Conservation and Development (DLCD) had no comments on the request.

The Warrenton Planning Commission made the following findings related to the request:

1. The current and proposed uses for the tract are public open space associated with Seafarers Park and Recreational Commercial associated with the Hammond Marina Operations
2. The land is currently under Clatsop County Zoning and is zoned RM Recreational Management.
3. The area is not currently served by municipal sanitary or water services.
4. No changes in the use are proposed by the land owner (City of Warrenton) although general maintenance and facility upgrades could occur on the property.

5. The property is tax exempt and is located in the Warrenton Hammond School District. No other special districts serve the property.
6. The Warrenton Fire Department and Warrenton Police Department will provide public safety services to the site.
7. The use is consistent with the Warrenton Comprehensive Plan and the pending Comprehensive Plan Amendment will bring the site into the UGB as it was when it was part of the Town of Hammond.
8. All fees have been paid.

The Warrenton Planning Commission made the following motion:

Based on the findings of fact contained in the staff memo dated April 13, 2023, public testimony and deliberations by the Warrenton Planning Commission, the Planning Commission recommends approval of the draft Ordinance 1261 Annexing Approximately 13.9 Acres of Land to the City of Warrenton and Zoning the property Open Space Institutional (OSI) and Recreational Commercial (RC)

The motion passed unanimously with the following conditions:

1. The Ordinance shall be review and supported by the Clatsop County Planning Commission and Clatsop County Board prior to final review by the Warrenton City Commission.
2. The Oregon Department of Land Conservation and Development shall provide comments prior to final action by the City Commission.

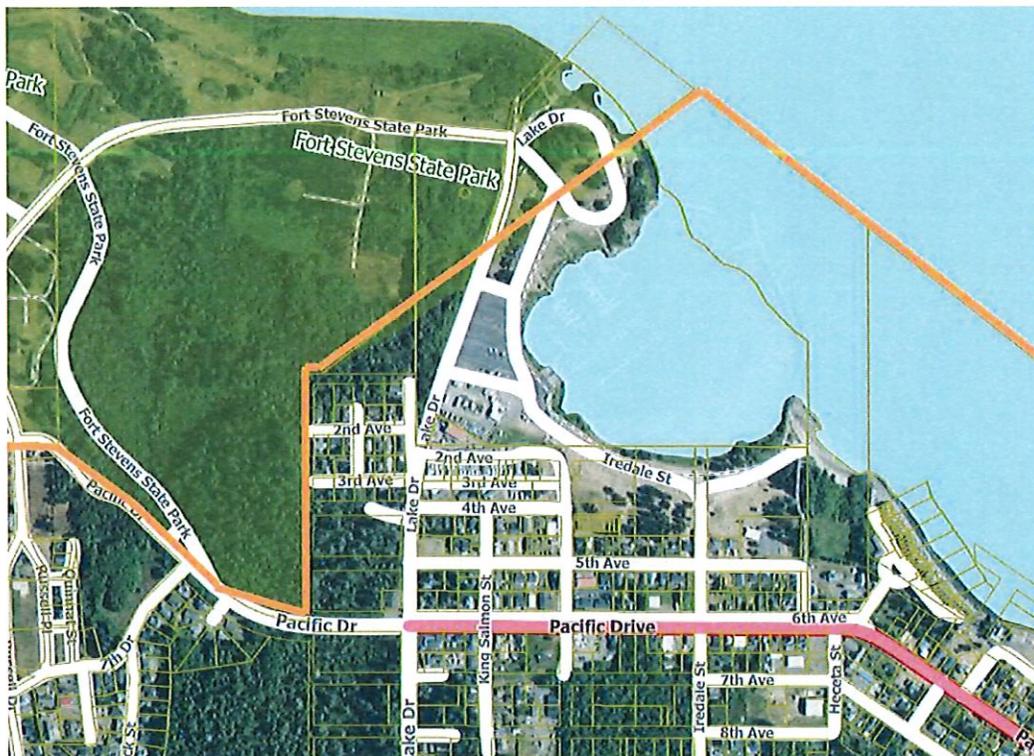
Comprehensive Plan Amendment:

Urban Growth Boundary Background:

The State of Oregon requires all municipalities to establish an Urban Growth Boundary (UGB) for lands they anticipate could reasonably develop. The City of Warrenton generally aligns its UGB as its municipal boundary. Some municipalities have UGB lines that are beyond the municipal boundary in anticipation of growth.

The UGB is established as part of a municipality’s comprehensive plan. Warrenton’s Plan was most recently adopted in 2009 with several amendments and updates over the past fourteen (14) years. However, the UGB has remained constant since the merger between the Town of Hammond and City of Warrenton in 1991.

The 1991 merger resulted in the city boundary in the Hammond Marina vicinity as shown below.



Current municipal boundary in Hammond Marina Area

Prior to the merger, the Town of Hammond had two tracts of land that were included in their UGB but were outside of the city limits. These tracts were described the Urbanization Section of the Town of Hammond Comprehensive Plan as follows:

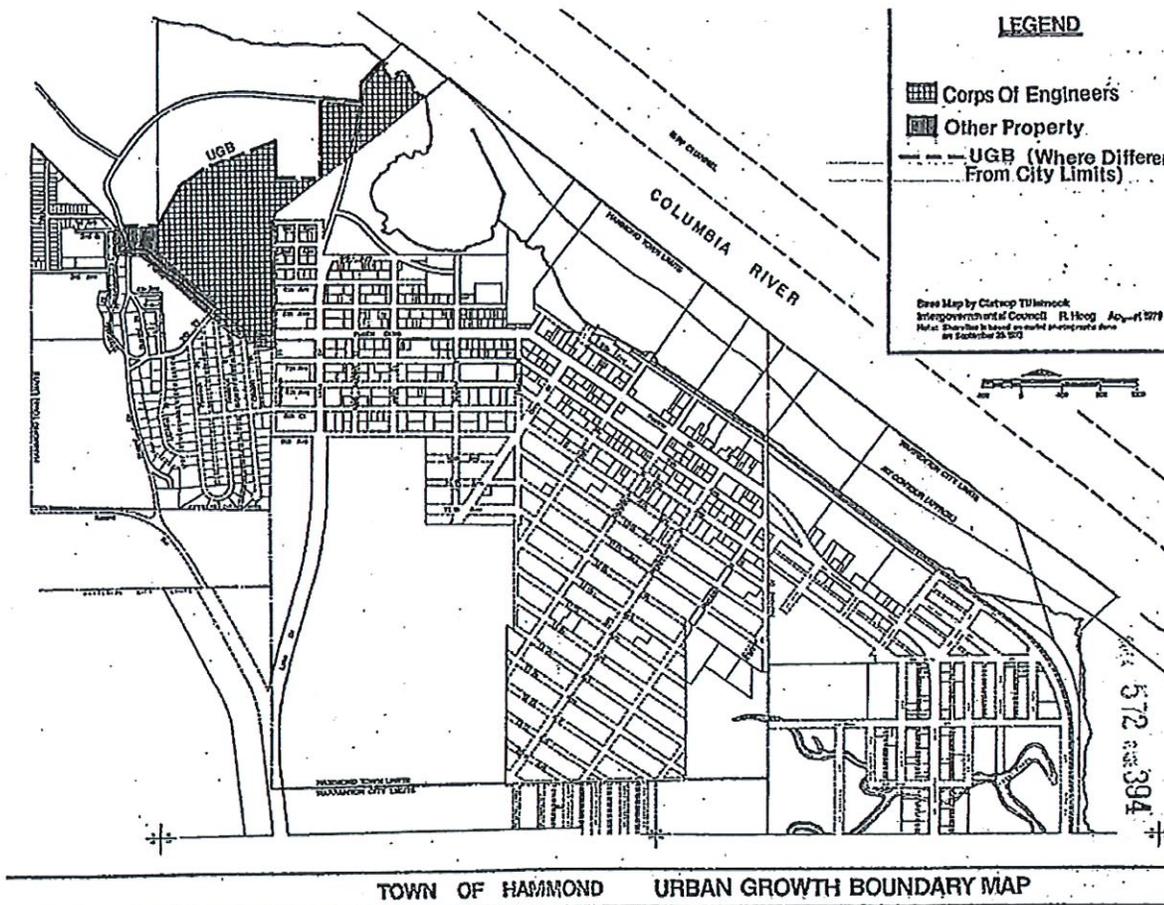
“An approximately 56-acre area does exist northwest of the present town limits, however, which is part of Fort Stevens State Park and which would be appropriate for recreational and recreational related development. This development could include facilities which would enhance tourism associated with the nearby boat basin and active recreation facilities mainly for members of the community. Such a development would benefit from public facilities, services, and regulations which inclusion in the urban growth boundary would make more feasible.

Objectives:

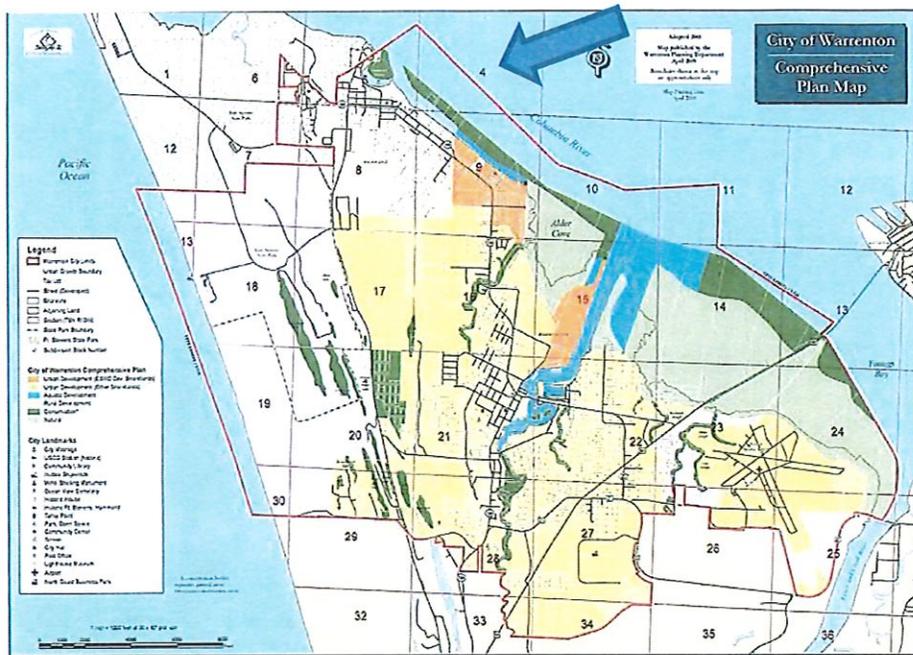
1. Unincorporated areas to the northwest of the present town limits shown on the Urban Growth Boundary Map – which are needed to aid the economy, satisfy recreational needs and/or regulate development adjacent to Pacific Drive – will be included in the urban growth boundary along with property presently within Hammond.”

This Hammond plan, originally adopted in November of 1979, was adopted by Clatsop County in 1982 memorializing the old UGB for Hammond and established a land use management agreement between Hammond and Clatsop County. The adoption included two tracts in the UGB and established UGB zoning for the tracts. The westerly tract was part of Fort Steven State Park property and was planned for additional recreational uses at a more urban level. The northerly tract was owned by the United States Army Corps of Engineers and was part of the recreational uses surrounding the Hammond boat basin (marina). The northerly tract is currently owned by the City of Warrenton and is part of the Hammond Marina and Seafarers Park.

The following map depicts the UGB for the Town of Hammond.



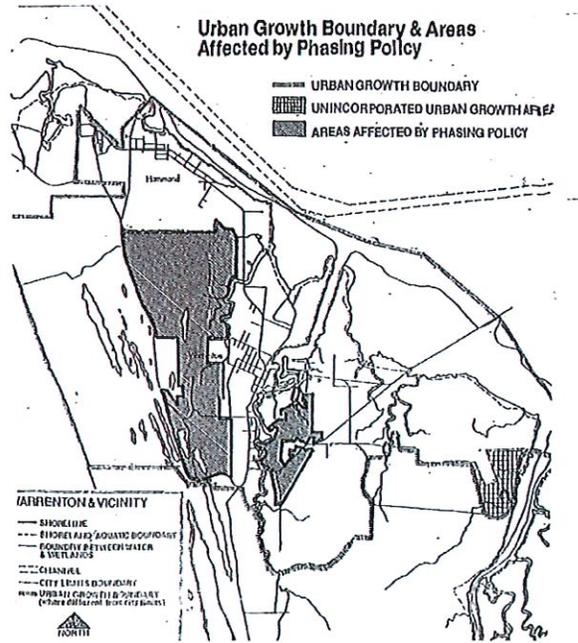
The newly merged Warrenton/Hammond community worked to transfer planning and development rules and regulations to a single entity over the next few years. A newly adopted Warrenton Comprehensive Plan was approved by the City of Warrenton and reviewed by DLCD in 2011. The Comprehensive Plan map, first adopted in 2005 shows only part of the previously approved UGB outside of the city limits. The document indicates the land use as Urban Development (Other Shorelands) for the northerly tract. The approved Comprehensive Plan Map did not include the westerly tract. No reference is made to either of the tracts in the text of the plan.

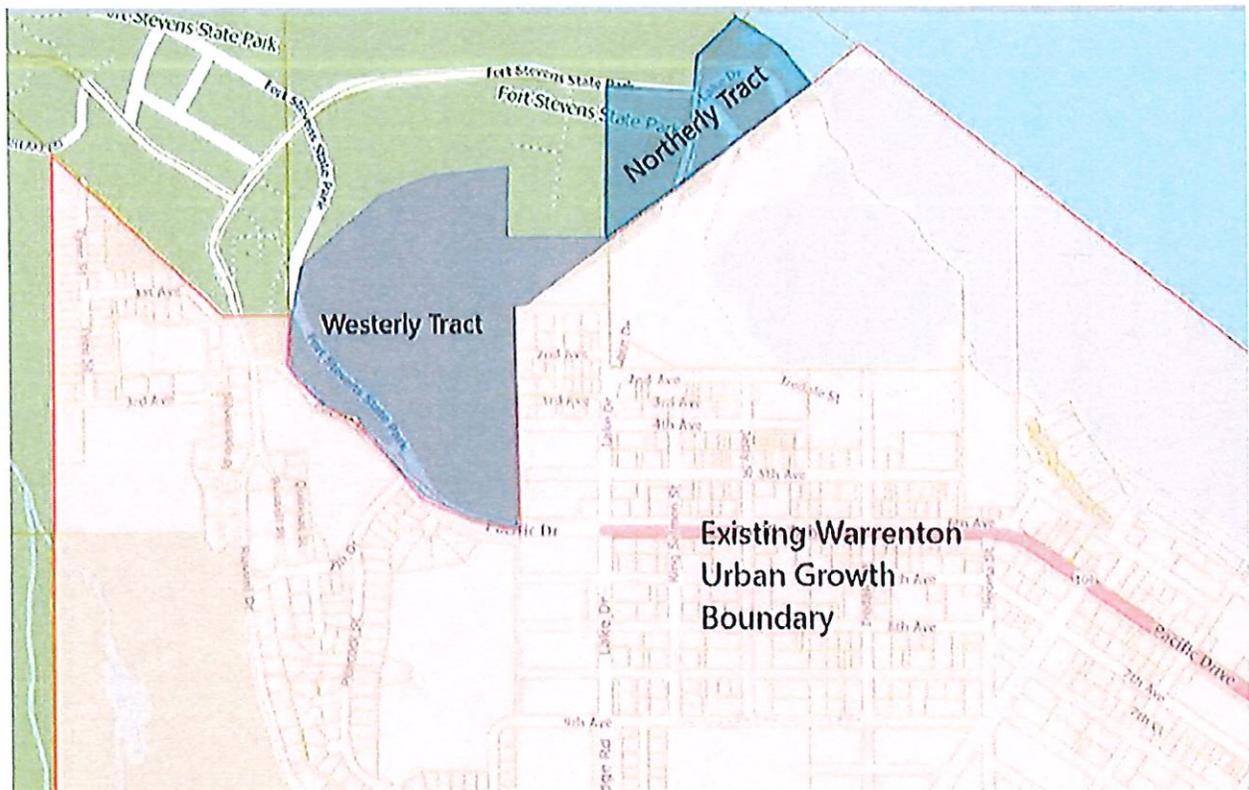


Page 2, Article 2 (Community Development) Warrenton Comprehensive Plan

To add to confusion, a second map on the next page of the Comprehensive Plan shows the UGB to not include either of the previously approved tracts in the UGB even though the northerly tract was included on the previous page. Again, no reference to the tracts or removal from the UGB was included in the text of the Warrenton Comprehensive Plan.

Page 3, Article 2 (Community Development) Warrenton Comprehensive Plan





Proposed UGB Expansion Map

Northerly Tract (To be Annexed):

- Size: 13.9 acres (land)
- Current Ownership: City of Warrenton
- Current Use: Camping Park Access, Seafarers Park and Memorial
- Proposed Use: Marina Related Camping and Accessory Uses, Seafarers Park and Memorial
- Proposed Zoning: Recreational Commercial (Marina Use Area), Open Space Institutional (Seafarers Park and Memorial)

Westerly Tract (Not Annexed at this time):

- Size: 43.1 acres (land)
- Current Ownership: United States Government
- Current Use: Parkland
- Proposed Use: Parkland with potential for urban services
- Proposed Zoning: Urban Growth Area - Open Space Institutional

The Warrenton Municipal code established the following criteria for the Type IV review

procedures

Criteria for Quasi-Judicial Amendments. A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:

1. Demonstration of compliance with all applicable Comprehensive Plan policies and map designations. Where this criterion cannot be met, a Comprehensive Plan amendment shall be a pre-requisite to approval.
2. Demonstration of compliance with all applicable standards and criteria of this Code, and other applicable implementing ordinances.
3. Evidence of change in the neighborhood, or community, or a mistake or inconsistency in the Comprehensive Plan or land use district map regarding the property which is the subject of the application; and the provisions of Section 16.232.060, as applicable.

The Warrenton Planning Commission made the following findings related to the request:

1. The Warrenton Comprehensive Plan map inadvertently omitted two parcels of land from the Urban Growth Boundary in the 2005 Warrenton Comprehensive Plan documents.
2. The proposed UGB map amendment would align the Town of Hammond UGB with the City of Warrenton Urban Growth Boundary.
3. Since that time, marina/park land that was previously leased from the US Army Corps of Engineers by the Town of Hammond and subsequently the City of Warrenton was purchased by the City of Warrenton. This change in ownership and continued use of the northerly tract as a park/marina is consistent with the urban uses of the property. These uses are consistent with the uses and development standards for the Open Space Institutional (OSI) and Recreational Commercial (RC) zoning district.
4. The westerly tract remains owned by the United States Government and is part of the recreational facilities associated with Fort Stevens State Park. This area could be further developed for recreational purposes at an urban density.
5. The City of Warrenton, by action of its City Commission formally requested the annexation of the city owned parcel. Said annexation is being considered under separate ordinances.

After conducting the public hearing, The Planning Commission unanimously supported the following motion:

Based on the findings of fact contained in the staff memo dated April 13, 2023, public testimony and deliberations by the Warrenton Planning Commission the Planning Commission recommends approval of the draft Ordinance 1262 Amending the City of Warrenton Comprehensive Plan Correcting the Urban Growth Boundary and Adding Related Text and Recommending Zoning Districts.

The motion was subject to the following conditions of approval:

1. The Ordinance shall be review and supported by the Clatsop County Planning Commission and Clatsop County Board prior to final review by the Warrenton City Commission.
2. The Oregon Department of Land Conservation and Development shall provide comments prior to final action by the City Commission.

ORDINANCE NO. 1261

INTRODUCED BY ALL COMMISSIONERS
AN ORDINANCE ANNEXING APPROXIMATELY 13.1 ACRES OF LAND TO
THE CITY OF WARRENTON AND ZONING THE PROPERTY OPEN SPACE
INSTITUTIONAL (OSI) AND RECREATIONAL COMMERCIAL (RC)

WHEREAS, the City of Warrenton purchased a tract of land from the United States government in 2019; and

WHEREAS, the tract was part of the City of Warrenton's Hammond Marina operation and the park known as Seafarers Park as depicted on Exhibit A; and

WHEREAS, the following described property was part of the purchased land, but it is currently located outside of the city limits of the City of Warrenton;

(See Exhibit B); and

WHEREAS, The City Commission passed a motion on February 14, 2023 to request annexation of the city owned tract in accordance with ORS Chapter 222; and

WHEREAS, the subject property is adjacent to property zoned Recreational Commercial and is owned and operated by the City of Warrenton as the Hammond Marina.

WHEREAS, the Warrenton Planning Commission conducted a public hearing on April 13, 2023 and found that the request meets the criteria for annexation found in the Warrenton Municipal Code, Section 16.260.030 and 16.260.040, including:

1. The site consists of approximately 13.1 acres of land.
2. The parcel is part of Tax Number 81005000200
3. The site is currently used for Hammond Marina operations and as public open space known as Seafarers Park.
4. The adjacent land is zoned is Recreational Commercial.
5. There are no public sanitary sewer or water improvements on the subject property.
6. The site will remain in the Warrenton Fire District, and Warrenton-Hammond School District.
7. No extension of public infrastructure is planned for the property.
8. The annexation request will be reviewed by the Clatsop County Planning Commission and Clatsop County Board.

Now, therefore, THE CITY OF WARRENTON ORDAINS AS FOLLOWS:

Section 1. The following described tract is hereby annexed into the city limits of the city of Warrenton.

See Exhibit B

Section 2. Upon annexation, the zoning classification for the land associated with Hammond Marina operations shall be Recreational Commercial and that part of the property associated with Seafarers Park shall be zoned Open Space Institutional. (See Exhibit C).

Section 3. Pursuant to ORS 222.520 the City Commission declares that upon effective date of the annexation, all annexed territory will be withdrawn for Clatsop County Sheriff law enforcement and under the jurisdiction of the City of Warrenton Police Department.

Section 4. Effective Date. This ordinance takes effect upon receipt of this ordinance by the Oregon Secretary of State.

Adopted by the City Commission of the City of Warrenton, Oregon this ____ day of _____, 2023.

First Reading:
Second Reading:

APPROVED:

Henry A. Balensifer III, Mayor

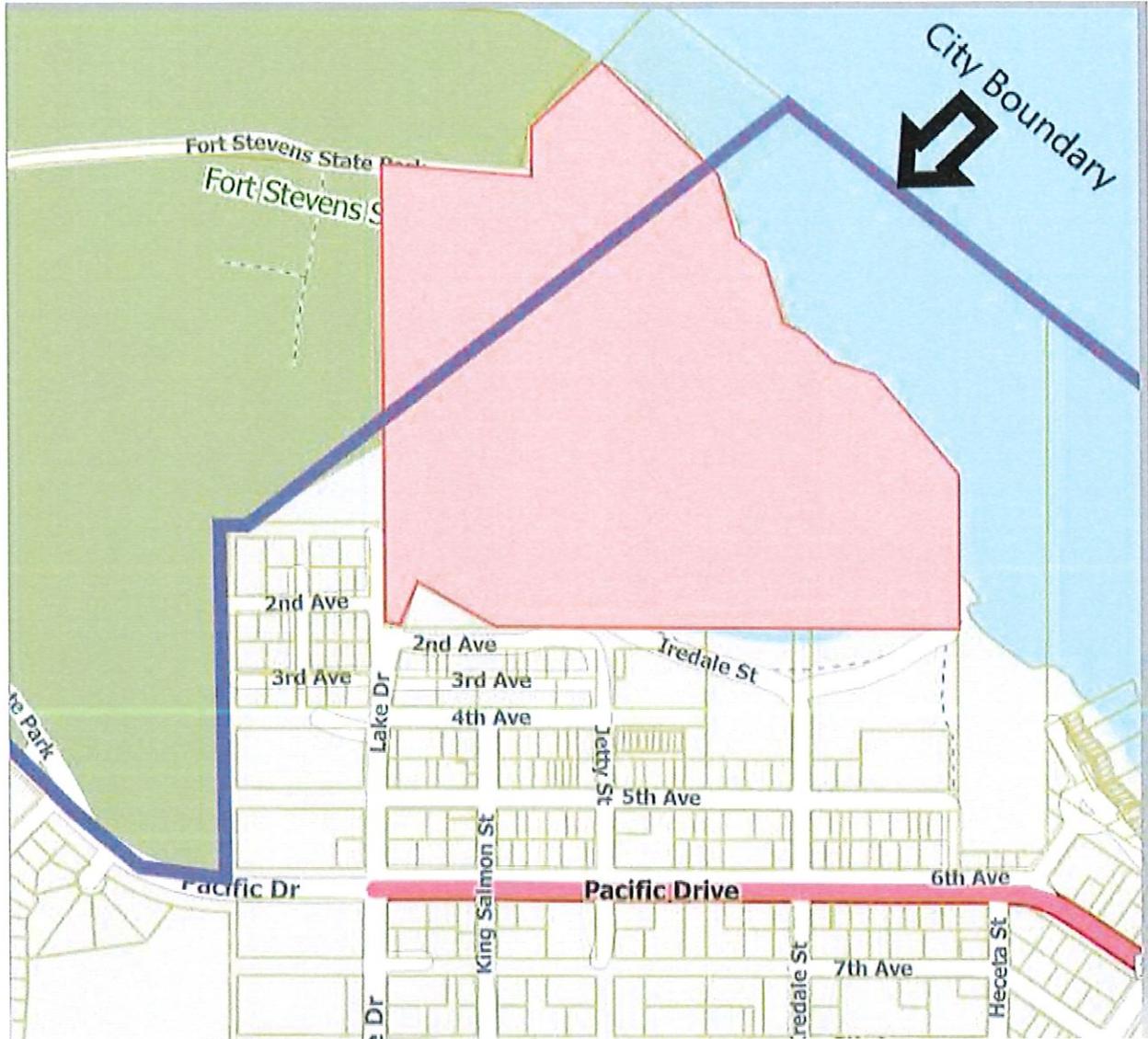
ATTEST:

Dawne Shaw, CMC, City Recorder

DRAFT

Ordinance No. 1261

Exhibit A – City of Warrenton Tract



Ordinance No. 1261

Exhibit B – Proposed Annexation Map and Legal Description

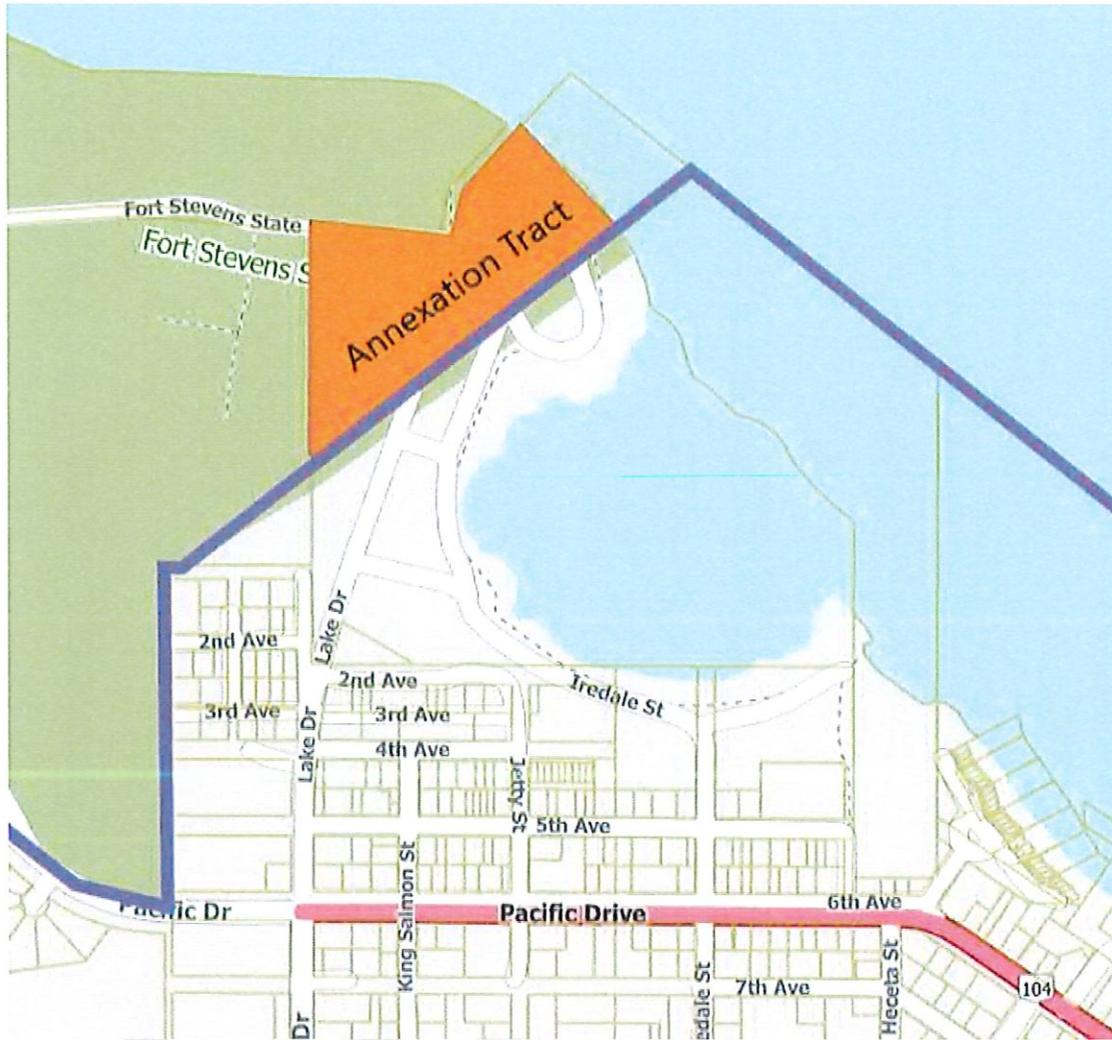


Exhibit B – Proposed Annexation Map and Legal Description

LEGAL DESCRIPTION

That portion of the property described in Recording Instrument No. 201906266, Clatsop County Deed Records that is northwesterly of the existing Warrenton City Limits line, more particularly described as follows:

Commencing at the Northwest corner of the B.C. Kindred DLC No. 46 in Section 5, Township 8 North, Range 10 West, W.M. marked by a 3-1/4" Clatsop County Surveyors cap set in a concrete block;

thence North 39°30'50" East 1949.79 feet to a 5/8" rebar and 1-1/2" aluminum cap shown on Clatsop County Survey B-13340 as monument number 8165, on the Easterly boundary of the US Coast Guard and State of Oregon Joint Use Area per Corps of Engineer's Drawing 0-38-21/1 and being the True Point of Beginning;

thence along the East boundary of said Joint Use Area, South 45°21'36" West 222.92 feet to a 5/8" rebar and 1-1/2" aluminum cap shown on Clatsop County survey B-13340 as monument number 8182;

thence along the East boundary of said joint Use Area, South 15°30'09" West 202.85 feet to a 5/8" rebar shown on Clatsop County survey B-13340 as monument number 8178;

thence along the South boundary of said Joint Use Area, North 82°18'25" West 451.72 feet to a 5/8" rebar and cap marked "OTAK INC";

thence along the East boundary of said Joint Use Area and the Southerly extension thereof, South 02°34'36" West 840 feet, more or less, to the City Limits of the City of Warrenton, which is shown on Survey CS T 4377 as the East Boundary of Military Reservation and is shown on Clatsop County survey B-13340 as a dashed line with a bearing of North 55°27'21" East;

thence along said City Limits line North 55°27'21" East to the Mean low water line of the South Bank of the Columbia River as it existed prior to dredging of the Hammond boat basin;

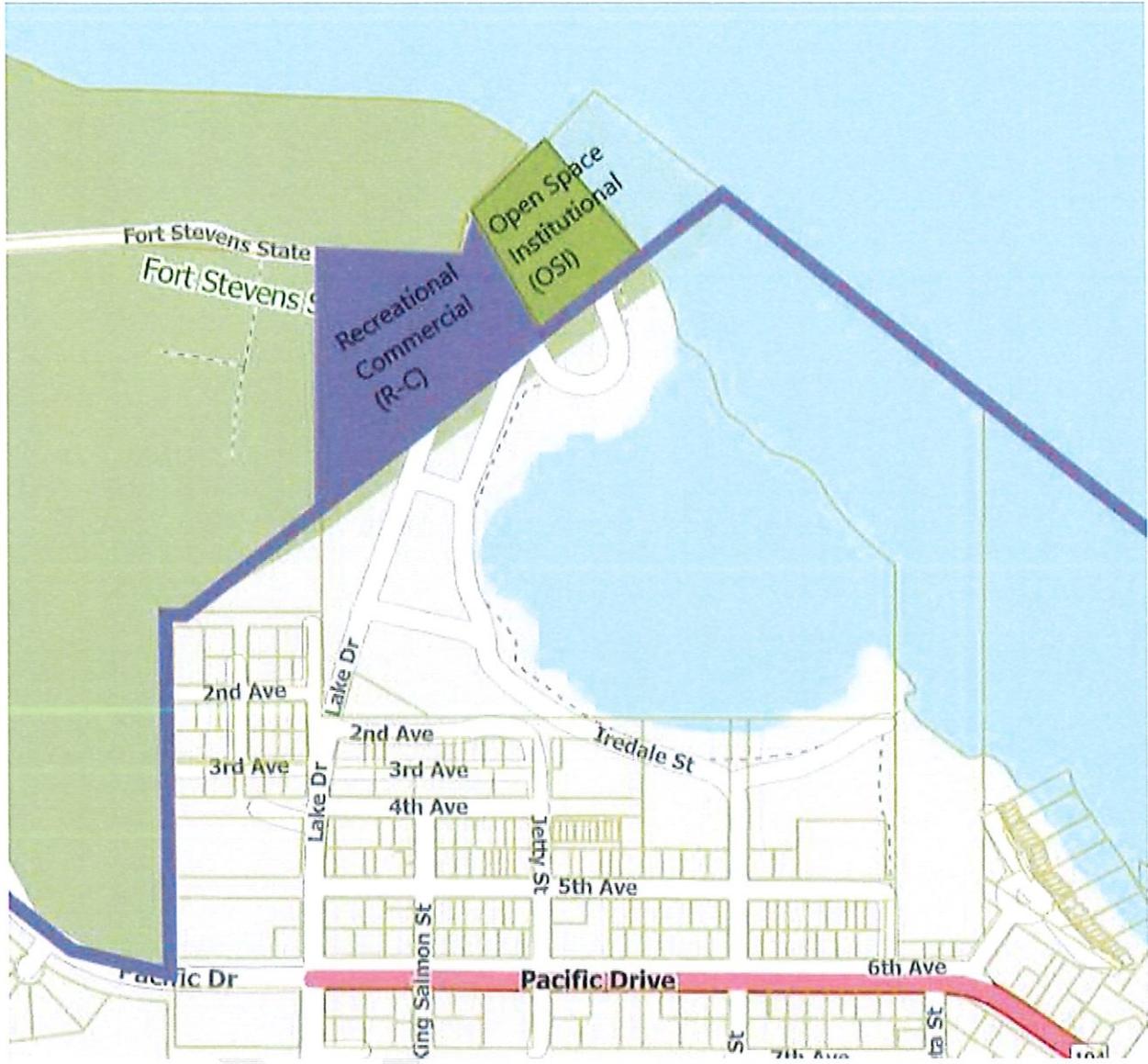
thence Northwesterly along said Mean Low Water line to a point that bears North 45°21'36" East of the Point of Beginning;

thence South 45°21'36" West to the Point of Beginning.

The bearings for this description are based upon Survey B-13340 on record in the Clatsop County Surveyors Office. Situated in the South Half of Section 5, Township 5 North, Range 10 West, W.M., County of Clatsop, State of Oregon.



RENEWS 12/31/24



ORDINANCE NO. 1262

INTRODUCED BY ALL COMMISSIONERS
AN ORDINANCE AMMENDING THE CITY OF WARRENTON
COMPREHENSIVE PLAN CORRECTING THE URBAN GROWTH
BOUNDARY MAP AND ADDING RELATED TEXT AND RECOMMENDING
ZONING DISTRICTS

WHEREAS, the City of Warrenton and Town of Hammond merged operations in 1991 resulting in the new municipal boundary for the City of Warrenton; and

WHEREAS, both the City of Warrenton and Town of Hammond had approved comprehensive plans that were reviewed by the Oregon Department of Land Conservation and Development (DLCD) and both plans included maps showing the location of areas within an Urban Growth Boundary (UGB); and

WHEREAS, residents and elected officials from the newly combined City of Warrenton and Town of Hammond established joint planning efforts that resulted in a new City of Warrenton Comprehensive Plan fully adopted in 2005 and subsequently amended; and

WHEREAS, the 2005 UGB map for the City of Warrenton inadvertently omitted two tracts of land that were part of the Town of Hammond's UGB, resulting in the loss of approximately fifty-eight (58) acres of land being excluded from the new Warrenton UGB area. These tracts are depicted on Exhibit A; and

WHEREAS, The City Commission passed a motion on February 14, 2023 authorizing the Warrenton Planning Commission to consider the amendment to the Warrenton Comprehensive Plan and UGB Map correcting the error ; and

WHEREAS, the Warrenton Planning Commission caused the DLCD to be notified in compliance with Oregon requirements and conducted a public hearing on April 13, 2023, where the following public comments were entered into the record

1. No written or verbal comments were received in opposition or support of the request.

WHEREAS, The Planning Commission made the following findings of fact related to the request:

1. The UGB area consists two tracts – a northerly tract of approximately 13.9 acres and a westerly tract of approximately 43.1 acres of land.
2. The northerly tract is owned by the City of Warrenton and is pending annexation. The current Clatsop County zoning is RM (Recreation Management The proposed zoning for the tract is RC (Recreation Commercial) and OSI (Open Space Institutional).

3. The northerly tract site is currently used for Hammond Marina operations and as public open space known as Seafarers Park.
4. The westerly tract is owned by the government of the United States and is currently part of the Fort Stevens Park and recreation area. This site is currently zoned UGB (Urban Growth Boundary) This site would remain outside of the City of Warrenton and remain zoned UGB.
5. There are no public sanitary sewer or water improvements on the subject property.
6. The site will remain in the Warrenton Fire District, and Warrenton-Hammond School District.
7. No extension of public infrastructure is planned for the property.
8. The legal description and location map are shown on Exhibit B.

Now, therefore, THE CITY OF WARRENTON ORDAINS AS FOLLOWS:

Section 1. Section 2.30 of the 2011 Warrenton Comprehensive Plan is amended as follows:

Addition to Text – Bold and Underlined

~~Deletions—Bold and Strike Through~~

Section 2.320 Urban Development

(1) Growth Management. ~~Due to the large amount of urbanizable residential land within the City limits,~~ While the City of Warrenton’s physical size is large, the actual developable land is restricted by factors such as protected wetlands, public land ownership and physical land characteristics that make development at urban densities challenging. ~~As such,~~ the City will adopt a growth management strategy to insure the orderly conversion of land to urban uses. The City will apply growth management standards to outlying areas of the City which are largely vacant and currently have few public facilities in order to:

- (a) Make urbanizable land available for conversion to urban uses in stages as public facilities adequate to serve urban development become available.
- (b) Insure the orderly and economic provision of services.
- (c) Discourage undeveloped areas from prematurely developing at non-urban densities.
- (d) Maintain undeveloped areas at parcel sizes which can eventually be converted to urban uses.

(e) Encourage the development within urban areas before the conversion of urbanizable areas.

(2) Urban Growth Boundary: Unincorporated areas adjoining the City limits which are needed to accommodate urban development shall be included in the Urban Growth Boundary, along with property presently in Warrenton, and will be appropriately managed. ~~Findings for the placement of the Urban Growth Boundary are included in the Background Report.~~ The city recently initiated a planning process with the assistance of Portland State University to establish a developability matrix that indicates the areas within the current city boundary that should be further encouraged or enticed to develop at urban densities. The initial results show that natural resource concerns stress the importance of making wise land use decisions and efficient infrastructure investments. The City and Clatsop County shall establish an Urban Growth Boundary management agreement with Warrenton having the primary authority for making land use decisions within the Urban Growth Boundary.

(3) No area will be added to the Urban Growth Boundary unless the following factors are considered:

(a) Demonstrated need to accommodate long-range urban population growth requirements consistent with Statewide Planning Goals.

(b) Need for housing, employment opportunities and livability.

(c) Orderly and economic provision for public facilities and services.

(d) Maximum efficiency of land uses within and on the fringe of the existing urban area.

(e) Environmental, energy, economic and social consequences.

(f) Retention of agricultural land as defined, with Class I being the highest priority and Class VI the lowest priority.

(g) Compatibility of the proposed urban uses with nearby agricultural or forestry activities.

(h) Changes to the urban growth boundary shall also conform to the procedures and requirements of Statewide Planning Goal 2, Part H, Exceptions.

(i) The City of Warrenton desires to ensure that lands previously included in the Town of Hammond Urban Growth Boundary are maintained for the City of Warrenton Urban Growth Boundary.

(4) The City may adjust the Urban Growth Boundary to make minor additions or subtractions of lands from the Urban Growth Boundary consistent with OAR 660-024-0070. Such adjustment may include an exchange of lands inside the Urban Growth Boundary for lands outside the Urban Growth Boundary pursuant to a voluntary Transfer of Development Rights agreement.

Section 2. Upon annexation, the zoning classification for the land associated with Hammond Marina operations shall be Recreational Commercial and that part of the property associated with Seafarers Park shall be zoned Open Space Institutional. (See Exhibit C). The westerly tract will remain zoned UGB (Urban Growth) under Clatsop County Zoning.

Section 3. Pursuant to ORS 222.520 the City Commission declares that upon effective date of the annexation, all annexed territory will be withdrawn for Clatsop County Sheriff law enforcement and under the jurisdiction of the City of Warrenton Police Department.

Section 4. Effective Date. This ordinance takes effect upon the county receipt of this ordinance.

Adopted by the City Commission of the City of Warrenton, Oregon this ____ day of _____, 2023.

First Reading:

Second Reading:

APPROVED:

Henry A. Balensifer III, Mayor

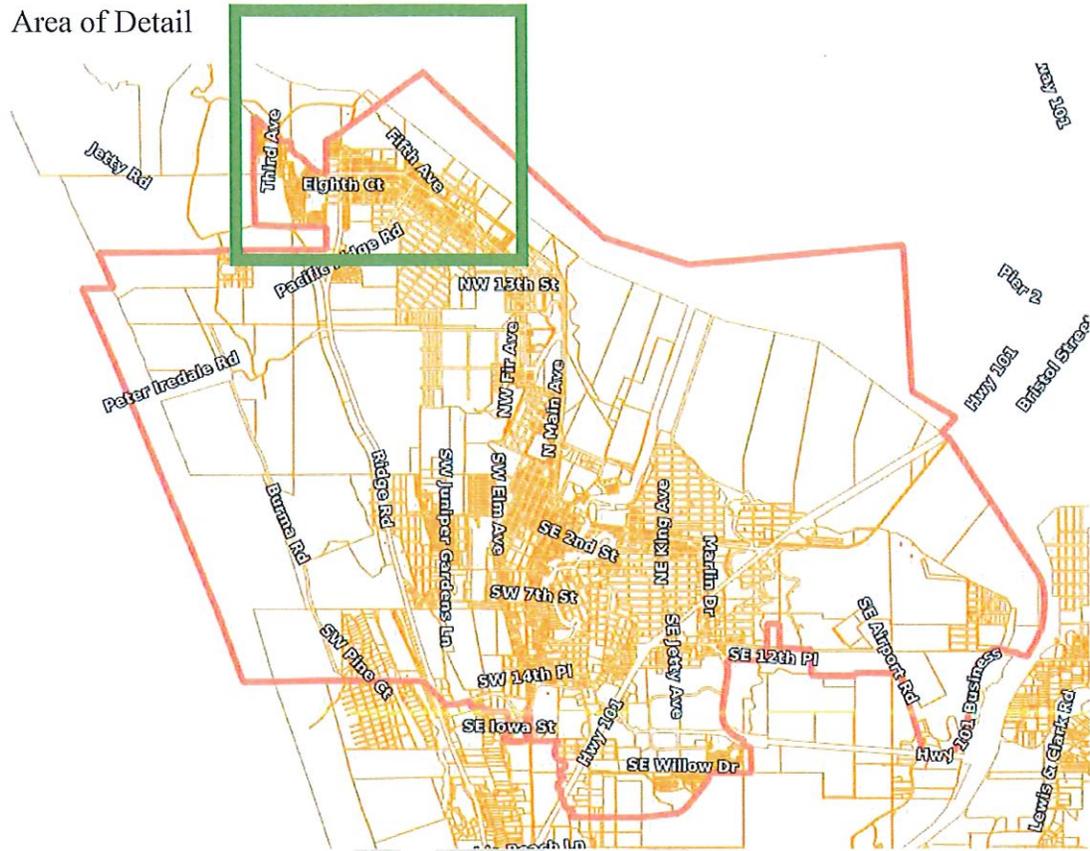
ATTEST:

Dawne Shaw, CMC, City Recorder

Ordinance No. 1261

Exhibit A – City of Warrenton Current UGB

Area of Detail



Ordinance No. 1262

Exhibit B – Proposed UGB Additions (Formerly Town of Hammond UGB)

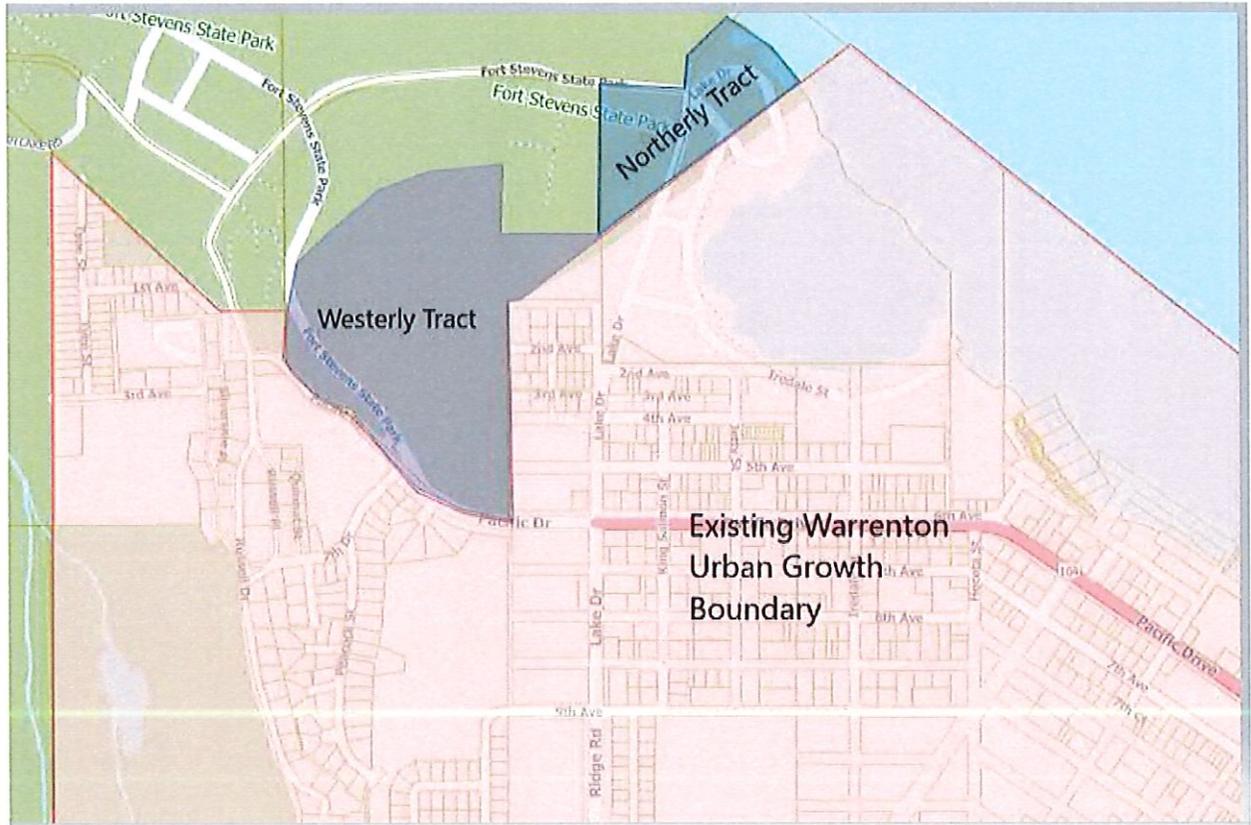


Exhibit C – Proposed Annexation Zoning Map

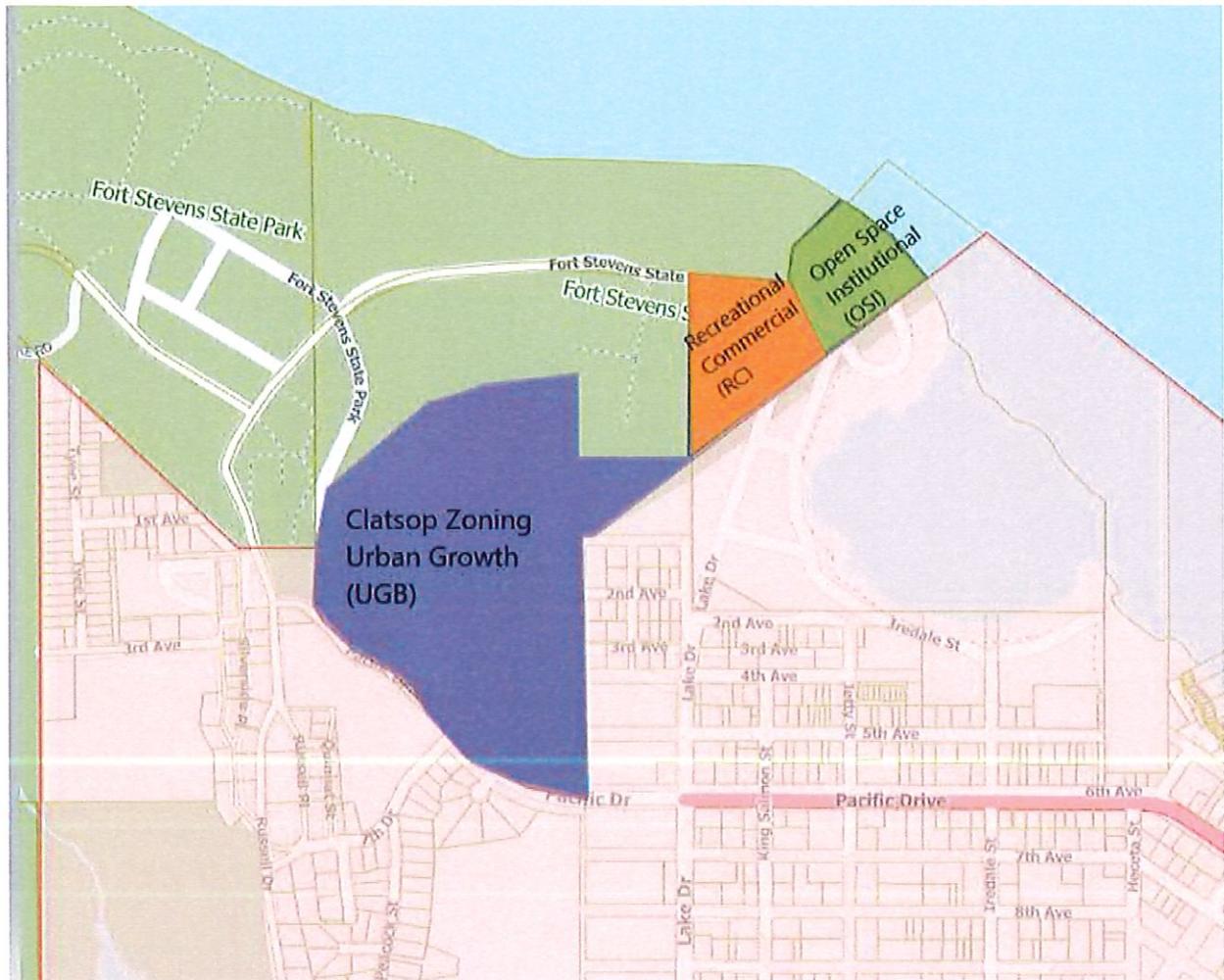


EXHIBIT 2

Ordinance 23-08

**BEFORE THE BOARD OF COMMISSIONERS
FOR THE COUNTY OF CLATSOP**

In the Matter of:

**AN ORDINANCE ADOPTING
AMENDMENTS TO THE
CLATSOP COUNTY
COMPREHENSIVE PLAN
REGARDING THE URBAN
GROWTH BOUNDARY FOR THE
CITY OF WARRENTON.**

ORDINANCE NO. 23-08

Doc # _____

Recording Date: _____

RECITALS

WHEREAS, the Town of Hammond adopted its Comprehensive Plan in 1979, which included two parcels (TL 81050000200 and 810050000400) within its Urban Growth Boundary (UGB); and

WHEREAS, the Clatsop County adopted Ordinance 82-08 on January 12, 1982, which memorialized the Town of Hammond's comprehensive plan and UGB, including TLs 200 and 400; and

WHEREAS, the City of Warrenton and the Town of Hammond merged operations in 1991 resulting in the new municipal boundary for the City of Warrenton; and

WHEREAS, the both the City of Warrenton and Town of Hammond had approved comprehensive plans that were reviewed by the Oregon Department of Land Conservation and Development (DLCD) and both plans included maps showing the location of areas within an Urban Growth Boundary (UGB); and

WHEREAS, the residents and elected officials from the newly combined City of Warrenton and Town of Hammond established joint planning effort that resulted in a new City of Warrenton Comprehensive Plan fully adopted in 2005 and subsequently amended; and

WHEREAS, the 2005 UGB map for the City of Warrenton inadvertently omitted two tracts of land that were part of the Town of Hammond's UGB, resulting in the loss of approximately 57 acres of land being excluded from the new Warrenton UGB area, as depicted on Exhibit 1; and

WHEREAS, the City of Warrenton City Commission passed a motion on February 14, 2023, authorizing the Warrenton Planning Commission to consider the amendment to the Warrenton Comprehensive Plan and UGB Map correct the error; and

WHEREAS, the Warrenton Planning Commission caused the DLCD to be notified in compliance with Oregon requirements and conducted a public hearing on April 13, 2023; and

WHEREAS, no written or verbal comments were receive in opposition or support of the request at the April 13, 2023, Warrenton Planning Commission hearing; and

Ordinance 23-08

1st Public Hearing: June 14, 2023

2nd Public Hearing: June 28, 2023

Agenda Item #3.

Page 45

WHEREAS, the Warrenton Planning Commission made the following findings of fact related to the request:

1. The UGB area consists of two tracts – a northerly tract of approximately 13.9 acres and a westerly tract of approximately 43.1 acres of land;
2. The northerly tract is owned by the City of Warrenton and is pending annexation. The current Clatsop County zoning is RM (Recreation Managment) and the proposed City of Warrenton zoning is RC (Recreation Commercial) and OSI (Open Space Institutional);
3. The northerly tract site is currently used for Hammond Marina operations and as public open space known as Seafarers Park;
4. The westerly tract is owned by the government of the United States and is currently part of the Fort Stevens Park and recreation area. This site is currently zoned UGB (Urban Growth Boundary). The westerly tract would remain outside of the City of Warrenton and remain zoned UGB;
5. There are no public sanitary sewer or water improvements on the subject property;
6. The site will remain in the Warrenton Fire District and Warrenton-Hammond School District;
7. NBo extension of public infrastructure is planned for the property;
8. The legal description and location map are shown on Exhibit 2

WHEREAS, the Clatsop County Planning Commission reviewed the proposed UGB amendment at a public hearing conducted on May 9, 2023; and

WHEREAS, Board of Commissioners has received and considered the Clatsop County Planning Commission’s recommendations on these proposed amendments

THE BOARD OF COMMISSIONERS OF CLATSOP COUNTY ORDAINS AS FOLLOWS:

SECTION 1. ADOPTION

The Board of County Commissioners hereby adopts amendments to the Clatsop County Comprehensive Plan map as shown in Exhibit 1, attached hereto and incorporated herein by this reference, and adopts all listed supporting documents by 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. 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 _____, 2023

THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

By _____
Mark Kujala, Chair

Date _____

By _____
Theresa Dursse, Recording Secretary

First Reading: June 14, 2023
Second Reading: June 28, 2023
Effective Date: July 28, 2023

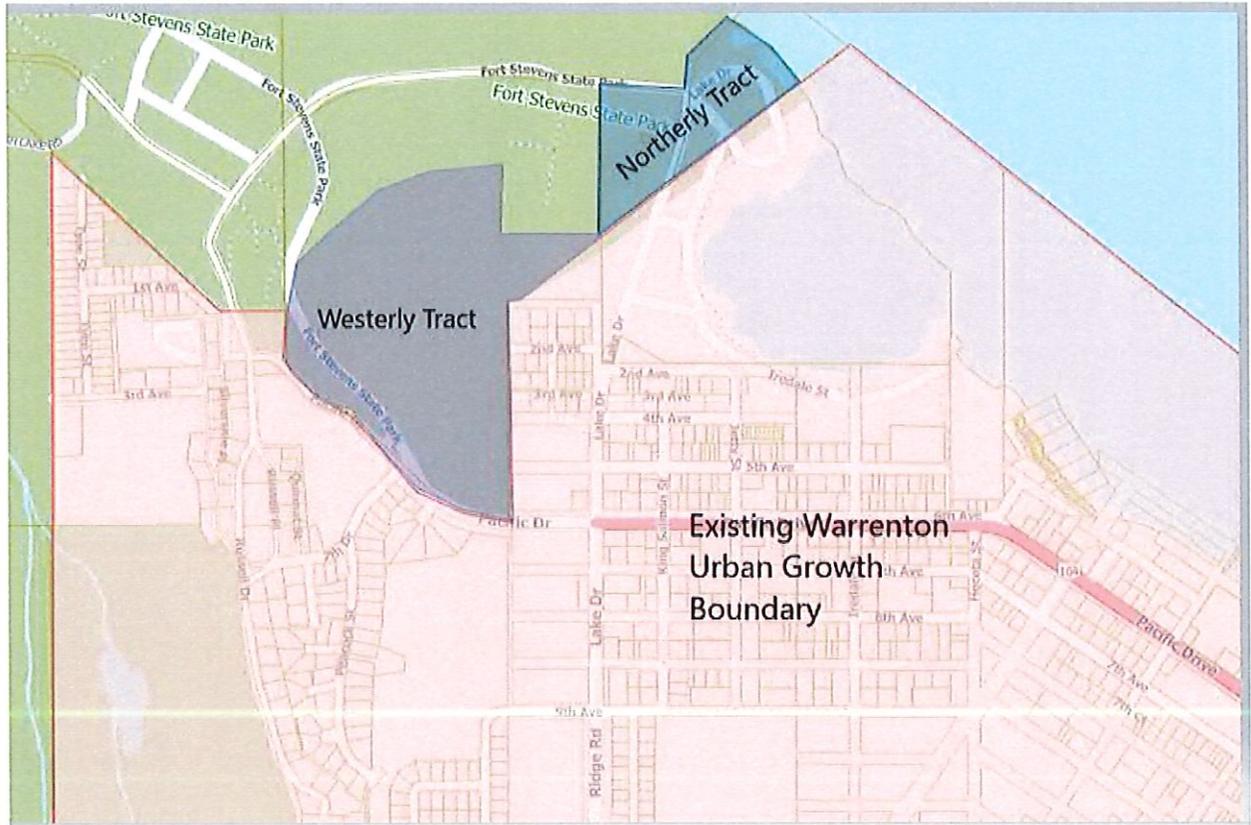
EXHIBIT 1
UGB AMENDMENT AREA MAP

Ordinance 23-08

1st Public Hearing: June 14, 2023

ing: June 28, 2023

Agenda Item #3.



Board of Commissioners Clatsop County

WORK SESSION AGENDA ITEM SUMMARY

June 7, 2023

Topic: Proposed Fee Schedule adjustments for Clatsop County to be implemented July 1, 2023

Presented By: Monica Steele, Assistant County Manager

**Informational
Summary:**

The attached proposed fee schedule is for numerous county departments. The need for these adjustments within each department is a result of departmental evaluation of the existing fees and whether the existing fees are still explicable, if there is a need for new fees as a result of new services, and whether the existing fees as covering the cost to provide the services. In some instances, there are proposed increases where in others there are proposed decreases.

In efforts to maximize and diversify the County's revenues, departments within the county must charge fees to cover the cost of services for private benefits as much as possible. This helps maximize the flexibility of the County general revenue sources in order to meet the cost of services of broader public benefit. Every few years we ask departments to do a more thorough analysis of their fees where they are asked to evaluate based on the cost of the FTE providing the service, the cost of any materials to provide the service, and a comparison to other jurisdictions and the fees they charge to provide the service. For some fees, the proposed increases are more significant than others as a result of these fees not having seen increases in a number of years to reflect the increases in providing these services. Some areas where decreases are proposed is a result of increased efficiencies in providing these services so therefore a lower fee will cover the cost. The proposed fee additions, deletions, increases or decreases are reflected in the attached fee schedule in red.

Attachment List

- A. Proposed County-wide Fee Schedule – July 1, 2023

CLATSOP COUNTY ADMINISTRATIVE POLICY & PROCEDURE A-9

SUBJECT: Fees and Charges for County Services

DATE: February 13, 1995 **REVISED:** May 2022 April 2023

Adopted by Board Resolution June 2228, 2022 2023 Fees effective July 1, 20222023

POLICY

This fee schedule has been authorized as provided by Section 1.04.040 of the Clatsop County code.

Any fee set by statute not appearing in this schedule may be subject to collection accordingly.

A. ALL DEPARTMENTS

Photocopy fee 8 ½ X 11” and 8 ½ X 14” 25 cents per page

Photocopy fee 11 X 17” 50 cents per page

~~USB Drive Audio Tape Duplication (CD) Without Research~~ \$5 per ~~CD~~USB Drive

~~Audio Tape Duplication (CD)USB Drive With Research~~ \$25 per CD Video Tape Duplication \$15 per quarter

hour, \$5 for USB Drive.

\$15 per tape

Printed Documents (reports, plans, etc.) Actual cost of printing, postage and handling

Meeting Agendas:

Picked up for news media reporter No Charge

Mailed: Single meeting \$2 minimum mail charge

Annual subscription (Jan.-Dec.).....\$1 per expected meeting

Agenda Packets:

Requested in advance of copy day..... 5 cents/page plus mailing charge

All others See photocopy fee above

FAX \$2 per document

Refunds: For overpayments in excess of \$10 only

Mail charges: PREPAID (for copies, reports, etc.), actual cost, minimum of \$4 (includes first four photocopy pages)

Billing Charge \$7.50 per document

File Location and Research \$15 per quarter hour or fraction thereof.

Location of requester’s personal file or current work files..... No Charge

Image Access Fee 30 cents per page or image

Labels \$13 per page plus standard report time (see below)

Standard Report Time.....\$5 per quarter hour of staff time AND 25 cents per page

FTP or email report \$8 per report or file

Revised ~~July 2022~~May2023

CLATSOP COUNTY
ADMINISTRATIVE POLICY & PROCEDURE

Policy A-9
Page 1 of ~~25~~22

CLATSOP COUNTY ADMINISTRATIVE POLICY & PROCEDURE A-9

Network Equipment Usage..... \$25 per hour

B. ANIMAL CONTROL

CLATSOP COUNTY ANIMAL CONTROL SERVICE FEES

Impound – First Offense, licensed	\$25.00
First Offense, unlicensed	\$40.00
Second Offense, within one year	\$75.00
Third/Subsequent Offense, within one year	\$100.00
Every additional offense within one year after the third offense, an additional \$25 added to the last offense	
Boarding – Dogs -Per Day	\$15.00
Boarding – Cats-Per Day	\$10.00
Licensing – (No Discounts for multiple dogs)	
Altered Dog, 1-year license	\$15.00
Altered Dog, 3-year license.....	\$40.00
Fertile Dog, 1-year license.....	\$30.00
Fertile Dog, 3-year license.....	\$90.00
Altered Senior Dog, 1-year license	\$10.00
Altered Senior Dog, 3-year license	\$25.00
Late License - No enforcement action	\$15.00
With enforcement action	\$30.00
Replacement Tag	\$10.00
Adoption – Dogs	\$125.00
Cats.....	\$90.00
Dogs - 10 years and over	\$60.00
Cats - 10 years and over	\$30.00
Adoption of Bonded Pair, Dogs or Cats	Single fee for both
Owner Release to Shelter – Dog	\$30.00
Cat	\$15.00
Pups -litter (under 12 weeks)	\$45.00
Cats -litter (under 12 weeks).....	\$25.00
Cremation - Calculated per pound	\$1.50
Live Traps – Rental – Weekly	\$5.00
Large Trap Deposit	\$300.00
Small Trap Deposit	\$100.00

C. ASSESSOR FEES

Assessor Maps

****Public Agency or representative of public agency: Half Price****

Assessor Plats

 1-2 per order

 Extra Units.....

Reproduction of Material

Revised [July 2022](#)[May 2023](#)

CLATSOP COUNTY ADMINISTRATIVE POLICY & PROCEDURE A-9

Sales Data Subscription: Annual (1 per month)	\$350
Data Export Queries	\$60
Network Equipment Usage	\$60 per hour
Assessment and Tax Roll and Clerk Records	Cost Recovery
Single Remote Access Fee for A&T/C&E applications	\$600 per month
Lookup Access Only	minimum \$5/month and \$.30 per additional lookup

Fees Set by Law

Warrant Fees	\$20 or cost, whichever is more
Lien Search Fee – year 1	Set by Statute
Lien Search Fee – subsequent years	Actual cost
Foreclosure Penalty	.5 percent of total judgment taxes
Garnishee Research Fee	Set by Statute

Research Fee per Document, plus 25 cents per copy	\$4.75
Research Fee per Quarter Hour	\$15
Foreclosure Report Fee	\$120
Delinquent Tax Report Fee	\$120
Consolidations (Cancel and Combine)	\$35
Proration of Value request (Deeds)	\$35
Subdivisions/Partitions/Condos	\$120
Room Tax Determination Fee	\$ 80
Short Term Rental Application & Neighbor Notification Fee	\$550
Neighboring Notification Fee	\$100
Re-Inspection Following 2nd Inspection Fee	\$125 per additional inspection
Ownership Transfer Only (no structural changes since issuance of permit)	\$50
Ownership Transfer and Re-Inspection	\$300
Enterprise Zone Processing Fee	\$150

Farm/Forest

Deferral Reapplication Fee	\$75
Application Fee	\$75
Small Tract Late Filing Fee	Set By Statute
Disqualification Fee	\$150
Calculation of Est. Deferred Taxes	\$150

Conservation Easement Application Fee Set By Statute

Exemptions

Processing Fee for Special Org	\$75
Late Filing Fee	Set By Statute
Veteran Late Filing Fee	Set By Statute
Senior Deferral Late Filing Fee	Set By Statute
Leased Property Application Fee	\$75
Open Space Application	\$250
Open Space Disqualification	\$250

Manufactured Structures

Exemption Fee	\$75
Un-exemption Fee	\$75

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Other Fees

Taxing District Boundary Expansion/Withdrawal.....	\$2,500
New Urban Renewal Plan Set Up.....	\$2,500
Amended Urban Renewal Plan Set Up	\$2,500
Name Suppression	\$15
Certification of Charges Paid	\$15

D. BUDGET AND FINANCE

NSF Charge	\$25
Copy of Proposed or Adopted Budget.....	\$35

E. COMMUNITY DEVELOPMENT - BUILDING CODES

Technology Fee: All applications/permits/fees will be assessed a 3% technology fee.

Structural Permit Fees

Construction values shall include all labor and material, but shall exclude the cost of the land. This section covers Residential and Commercial Structural, Commercial Mechanical, Alarm, and Fire Suppression Systems. All structural permits use valuation as determined by the International Code Council Valuation Data Table current as of April 1 of each year, when applicable as per OAR 918-050-0000 and OAR 918-309-0020 through 0070. When permits are required Masonry fireplaces/chimneys, Fences, Poles (signs, lights, flags, foundation repairs, etc. require a structural permit by valuation.)

\$1 - \$500	\$119
\$501-\$2,000	\$119 for the first \$500 plus \$3.72 for each additional \$100, or fraction thereof
\$2,001-\$25,000	\$174.80 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof
\$25,001-\$50,000	\$516.35 for the first \$25,000 plus \$11.14 for each additional \$1,000 or fraction thereof
\$50,001-\$100,000	\$794.85 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof
\$100,001 & up.....	\$1,167.35 for the first \$100,000 plus \$6.19 for each additional \$1,000 or fraction thereof
Moving structure permit, other than U-1.....	\$583
Moving structure permit, U-1 and Uninhabitable	\$292
Demolition permit residential – total structure (Not subject to state surcharge)	\$119
Demolition permit commercial – total structure less than 4,000 SF (Not subject to state surcharge).....	\$170
Demolition permit commercial – total structure larger than 4,000 SF (Not subject to state surcharge)	\$338
Re-Roof residential when a permit is required.....	\$119
Re-Roof commercial.....	current valuation table
Foundation only fee. Optional program when the division can accommodate	\$327

This fee is per 1,000 SF of structure in addition to the building permit fee.

Fair Market Value: The Fair Market Value to be used in computing the permit fee for alterations and repair shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, hvac, fire protection, and other permanent work or equipment, and contractor’s profit.

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Solar Structural Installation Permits

Solar Permit - Prescriptive Path System, fee includes plan review \$280

Solar Permit – Non-Prescriptive Path System. Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.

Investigation Fees – Actual or average cost (whichever is higher) may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines ORS 455.058.

Investigation fee – at cost Actual cost as per the above

Investigation fee – hourly \$119 per hour, minimum three hours

Inspections – structural, outside normal business hours (2 hours minimum) \$119 per hour

Inspections – structural, for which no fee is specifically indicated (minimum charge 1 hour) \$119 per hour

Residential Fire Suppression Permit Fees – Standalone 13R, fee includes plan review.

(See Plumbing Fee section for Multi-purpose/Continuous Loop System 13D)

Square footage of the residential structure to be covered:

Up to 2,000 square feet \$550

2,001 – 3,600 square feet \$650

3,601 – 7,200 square feet \$800

Greater than 7,201 square feet \$950

Mechanical Permit Fees

Minimum Fee \$119

Air Handling Unit \$50 per appliance

Air Conditioning Unit \$60 per appliance

Alteration of Existing HVAC System \$50 per appliance

Heat Pump \$73 per appliance

Install/Replace Furnace \$73 per appliance

Install/replace/relocate heaters, suspended, wall or floor mounted \$60 per appliance

Vent for appliance other than furnace \$50 per appliance

Appliance vent \$50 per appliance

Dryer exhaust \$50 per appliance

Hood \$50 per appliance

Exhaust fan connected to a single duct \$30 per appliance

Gas Piping

1-4 outlets \$50

Each additional outlet \$10

Fireplace/Wood Stove \$50 per appliance

Whole-House Ventilation System \$50 per appliance

Other \$50 per appliance

Investigation fee – Mechanical See Structural – Investigation Fees

Inspections – mechanical, outside normal business hours (2 hours minimum) \$119 per hour

Inspections – mechanical, for which no fee is specifically indicated (minimum charge 1 hour) \$119 per hour

Plumbing Permit Fees

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One and Two Family Dwellings

1 Bathroom*	\$400
2 Bathrooms*	\$450
3 Bathrooms*	\$500
Each additional bathroom, half bathroom -exceeding 3,	\$96
Each additional kitchen, exceeding 1.....	\$50
Each additional 100 feet of sanitary, storm, and water service each or fraction thereof.....	\$50

*Includes one kitchen and first 100 feet of sanitary, storm and water service, hose bibbs, ice makers, underfloor low-point drain packages to include piping, gutters, downspouts, and perimeter system.

Plumbing Schedule-Existing Residential Additions/Remodels or Alterations

Residential Minimum Fee	\$119
Plumbing fixtures, appliances, appurtenances (each)	\$32
Water service, storm or sanitary sewer (first 100 feet).....	\$92
Each additional 100 feet of sanitary, storm and water or fraction thereof	\$50

Plumbing Schedule-Commercial, Multi-Family and Industrial

New, additions, remodels, alterations	
Commercial Minimum fee	\$196
Plumbing fixtures, appliances, appurtenances (each)	\$32
Water service, storm or sanitary sewer (first 100 feet).....	\$92
Each additional 100 feet of sanitary, storm and water service or fraction thereof	\$50

Residential Fire Suppression Permit Fees - Multi-purpose/Continuous Loop System 13D, fee includes plan review.

Square footage of the residential structure to be covered:	
Up to 2,000 square feet	\$400
2,001 – 3,600 square feet	\$450
3,601 – 7,200 square feet	\$500
Greater than 7,200 square feet	\$550

Rainwater Harvesting Systems

Total value of construction work to be performed	
\$1-\$500	\$119
\$501-\$2000	\$238
\$2001-\$5000	\$357
\$5001- and above	\$476

Medical Gas and Process Piping Permit Fees

\$1-5000	\$119
\$5001-10,000	\$119 for the first \$5000 plus \$3.58 for each additional \$100 or fraction thereof
\$10,001-100,000	\$298 for the first \$10,000 plus \$12.31 for each additional \$1,000 or fraction thereof
\$100,001 and above.....	\$1405.90 for the first \$25,000 plus \$8.71 for each additional \$1,000 or fraction thereof
Investigation fee – Plumbing	See Structural – Investigation Fees

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Inspections – plumbing, outside normal business hours (2 hours minimum)..... \$119 per hour
 Inspections – plumbing, for which no fee is specifically indicated (minimum charge 1 hour)..... \$119 per hour

Manufactured Dwelling Placement Permit Fees

Placement (includes placement and concrete slab, runners or foundation when prescriptive, electrical feeder, plumbing connections and all cross-over connections, first 30 linear feet of site utilities.) New electrical services or additional branch circuits, and new plumbing-may require separate permits. All decks 30” or more above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits. See Structural schedule by valuation for non-dwelling modular placements.

Single wide..... \$321
 Double wide..... \$523
 Triple wide \$723

Earthquake resistant bracing system (when not part of original dwelling installation)..... \$245
 Manufactured Dwelling cabana See the Structural Schedule
 State of Oregon Administration Fee \$30
 Investigation fee- Manufactured Home See Structural- Investigation Fees
 Inspections- Manufactured Home, outside normal business hours (2 hours minimum)..... \$119 per hour
 Inspections- Manufactured Home, for which no fee is specifically indicated (1 hour minimum)..... \$119 per hour

Manufactured or RV Park Development Permit Fees

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park and Organizational Camp and applying the valuation amount to the Structural Permit Fee table included in this schedule.

Electrical Permit Fees

New Construction
 Residential 1,000 square feet or less (includes service) \$225
 Each additional 500 square feet \$63
 Limited energy – new residential construction \$72
 Each manufactured home or modular dwelling service \$119

Multi-family

New Multifamily Construction, fee for largest unit calculated using above sq. ft. rates-plus 50% of permit fee for each additional unit
 Multifamily, new construction-Limited Energy System per floor..... \$72
 Multifamily, new construction-Protective Signaling-per floor. \$72
 Service or feeder (installation, alteration or relocations)
 200 amps or less \$136
 201 amps to 400 amps \$180
 401 to 600 amps \$269
 601 amps to 1000 amps..... \$403
 Over 1000 amps or volts \$755
 Reconnect only \$150
 Temporary service or feeder

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200 amps or less	\$119
201 amps to 400 amps.....	\$160
Over 400 amps to 600 amps	\$225
Over 600 amps to 1000 amps	\$403
Over 1000 amps.....	\$755
Branch Circuits (new, alteration or extension, per panel)	
Branch circuits with purchase of service or feeder	\$8 each
Branch Circuits <i>without</i> purchase of service or feeder	
First branch circuit.....	\$119
Each additional branch circuit.....	\$8 each
Miscellaneous (service or feeder not included)	
Each well pump and alarm or irrigation.....	\$119
Each sign or outline lighting.....	\$119
Commercial limited energy panel, alteration or extension	\$119
Additional inspection over the allowable	\$119

All Renewable Energy systems up to 25 KVA

Renewable energy 5 KVA or less.....	\$127
Renewable energy 5.01 KVA to 15 KVA	\$170
Renewable energy 15 .01 KVA to 25 KVA	\$258

Solar generation systems over 25 KVA

Each KVA 25.01 to 100 KVA	\$10
100.01 KVA and over.....	no additional fee

Wind Generation systems over 25 KVA

25.01 to 50 KVA.....	\$383
50.01 to 100 KVA.....	\$716
Over 100.01 KVA	Use standard service and feeder fees above
Master electrical permit, initial set-up	\$236
Master electrical permit (Inspection per hour includes travel time, report time, one hour minimum).....	\$119
Master electrical permit inspection cancellation without 24 hour notice	\$231
Investigation fee – electrical.....	See Structural – Investigation Fees
Inspections – electrical, outside normal business hours (2 hours minimum)	\$119 per hour
Inspections – electrical, for which no fee is specifically indicated (minimum charge 1 hour)	\$119 per hour

Plan Review Fees

Structural Plan.....	75% of building permit fee
Fire and Life Safety.....	50% of building permit fee
Electrical.....	75% of electrical permit fee
Mechanical.....	50 % of mechanical permit fee
Plumbing	75% of plumbing permit fee
Medical Gas/Process Piping.....	75% of medical gas permit fee
Commercial Fire Protection and Prevention	75% of building permit fee
Manufactured Dwelling or RV Park.....	65% of building permit fee

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Additional plan review when applicable-all trades, 30 minutes minimum \$60

Expedited Plan Review. Structural, in addition to standard plan review fees – plan review services outside of normal time frames established, must be pre-approved, subject to availability and resources. 100% of standard plan review fee.

Deferred Submittal review fees. 65% of building permit based on the value of the deferred portion or system with a minimum of \$300. In addition to standard plan review fees.

Phased Construction Plan Review fees. Plan review fee based on a minimum phasing fee of \$353 plus 10% of the total project building permits not to exceed \$1,500 for each phase. In addition to standard plan review fees.

Miscellaneous Building Fees

Pre-application meeting for Tenant Improvement, as requested by applicant \$119
 Per meeting, not to exceed one hour, first meeting is at no charge. Additional meetings charged at \$119 per hour, for each staff member requested by applicant.

Pre-application meeting for Commercial or Multi-Family projects as requested by applicant \$119
 Per meeting, not to exceed one hour, first meeting is at no charge. Additional meetings charged at \$119 per hour, for each staff member requested by applicant.

Temporary Certificate of Occupancy, Residential, Maximum 30 days per fee , Maximum of three (No charge for permanent certificates)

1st Request \$250
 2nd Request \$375
 3rd Request \$500

Temporary Certificate of Occupancy, Commercial, Maximum 30 days per fee, maximum of three (No charge for permanent certificates)

1st Request \$500
 2nd Request \$ 625
 3rd Request \$800

Change of Use or Change of Occupancy permit fee, when no structural work proposed \$250

Administrative Fees

Research Fee, per all disciplines, minimum 30 minutes \$60

Reproduction/Copy fees per page

8.5 x 11 \$0.25

11 x 17 \$1

Larger than 11 x 17 \$20

State Surcharge. All permits are subject to the current State of Oregon Surcharge..... 12%

Seismic Surcharge 1%

ORS 455.477 (3) For purpose of defraying the cost of applying the regulations in subsection (2) of this section, there is hereby imposed a surcharge in the amount of one percent of the total fees collected under the structural and mechanical specialty codes for major structures and buildings that have been designated under subsection (5) of this section as Tsunami Risk Category III or IV for design, which fees are retained by the jurisdiction enforcing the particular specialty code as provided in ORS 455.150 or enforcing a building

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inspection program under ORS 455.148.

Agricultural Exempt Certificate.....	\$30
Replacement of Electrical Label when requested	\$119
Re-inspection fees each additional inspection over the allowable per all disciplines.....	\$119
No-Sufficient Funds/Returned Check	\$100

Permit Extensions – not subject to state surcharge

Extension of permits shall be requested in writing with justifiable cause demonstrated. Extension request must be received prior to the expiration date of the permits. No permit shall receive more than three extensions.

NOTE: It is not the responsibility of the Clatsop County Building Division to notify the permit holder of expiration dates.

One and Two-Family Dwelling permit extension Fee (Includes s/m/p/e)

1 st request.....	No Fee
2 nd request.....	\$238
3 rd Request	\$357

Multi-Family Dwelling (Each code discipline)

1 st request.....	No Fee
2 nd request	\$238
3 rd Request.....	\$357

Commercial permit extension fee (Each code discipline)

1 st request.....	No Fee
2 nd request	\$238
3 rd Request.....	\$357

Reinstatement of Expired Permits – subject to state surcharge

Expired permits not more than 12 months past their expiration date (Each code discipline.....) \$119

Expired permits over one year past their expiration date..... New application with current valuation fees

Expired permits lacking only final inspection (Each code discipline)..... \$119

However, in the event the governing code has been updated, additional cost and requirements necessary.

F. COMMUNITY DEVELOPMENT - PLANNING

Pursuant to ORS 215.416(10), the following fees represent the average cost of processing each permit application. If the actual cost of processing a permit processed as a Type IIa, Type III, or Type IV procedure or an appeal of a Type IIa or Type III decision exceeds the amount of the fee by more than 20% because of the detailed nature of the proposal or the number of hearings that are required, the applicant shall be responsible for paying the full amount of the actual cost.

Appeals

Director to Planning Commission/Hearings Officer – refunded if appellant prevails..... Set by Statute \$250

Hearings Officer/Planning Commission Decision to Board of Commissioners

LUBA Remand \$2,500, plus copying costs

Permits and Reviews

Agency Sign-Off (Compatibility) - don't require development of findings\$60

Agency Sign-Off (Compatibility) - requiring development of findings\$215

Agri-Tourism Event Renewal\$225

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Beach Front Protection 1 – 5 lots	\$835
Beach Front Protection 6+ lots	\$890
Commercial Site Plan Review	\$220
Comprehensive Plan or Zoning Ordinance Map Amendment.....	\$5000
Comprehensive Plan or Zoning Ordinance Text Amendment	\$5000
Conditional Use (CUP) - Type IIa, Type III	\$1500
Conditional Use (CUP) - Type II.....	\$1200
Development Permit - New or Expanded	\$85
Extensions – Partitions	50% of application fee
Extensions – Subdivisions.....	50% of application fee
Extensions - All others	50% of application fee
Floodplain and Other Review Type I.....	\$110
Floodplain and Other Review Type II.....	\$440
Geologic Hazard Review	\$85
Geological Hazard Waiver	\$85
Goal 5 Economic, Environmental, Social and Energy Consequences Review	\$5000
Goal Exception	\$5000
Health Hardship Dwelling Renewal (non-resource lands)	\$85
Health Hardship Dwelling Renewal (resource lands)	\$100
Lot of Record	\$250
Other Hearings, Non-Conforming Use, Etc.	\$1300
Partitions	\$1000
Pre-App conference	\$250
Property Line Adjustment	\$250
Resource Zone Dwellings (F-80, AF, and EFU).....	\$1200
Review Use Minor	\$660
Review Use Major	\$865
Road Construction Inspection	
<u>1st Inspection</u>	<u>\$0</u>
<u>2nd Inspection</u>	<u>\$0</u>
<u>3 or more Inspections.....</u>	<u>\$120</u>
Sign Permit	\$60
Similar Use Authorization	\$2600
Site Visit	\$140
Subdivision – 4-6 lots	\$2500
Planned Development & Destination Resort (requires zone change fee) Subdivision - seven (7) or more lots	\$4000
Temporary Use – Original.....	\$300
Temporary Use - Renewal	\$50
Third Party Review of Technical Reports	Actual Cost at Per Hour Rate
<u>Validation of Unit of Land</u>	<u>\$250</u>
Variance	\$2000
Violation.....	Double Application Fee

Rural Addressing

New or changed address issued or changed at request of property owner	\$225
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New or changed road name issued or changed at request of property owner\$265
 Replacement address stakes\$..... \$60

Other

Copies (paper) \$0.25/page
 Copies (Large Format) \$20.00/page
 CD Copies of Ordinances, Standards Document, Goals, or Policies\$5
 Public Works Grading & Drainage Review
 1st ~~30 minutes~~Hour\$150
 Additional time \$100/hour

G. COUNTY CLERK & ELECTIONS

BoPTA Filing Fee\$35
 Liquor License Set by Statute
 Liquor License Renewal Set by Statute
 OLCC New Application Set by Statute
 Marriage License/Domestic Partnerships \$60
 Marriage Ceremony [ORS 205.320(6)] Set by Statute
 Marriage 3-Day Waiver \$20
 Wedding Witness Service Fee\$15/per witness
 Certification of Copies Set by Statute
 Certification of Marriage License Set by Statute
 Additional copies Set by Statute
 Certification of Voter Registration Set by Statute
 Election Report/Lists See OAR 165-002-0020
 Passport Processing Set by Statute
 Passport Photo\$20
 Registering each additional page of a document Set by Statute
 Registering each additional transaction of a document Set by Statute
 Appointment of Trustee Set by Statute
 Death Certificate Set by Statute
 Deed Set by Statute
 Easement Set by Statute
 Judgement Set by Statute
 Lien/Lien Satisfaction Set by Statute
 Lien/Lien Satisfaction w/o HAT Set by Statute
 IRS Lien Set by Statute
 Mortgage/Deed of Trust/Line of Credit Set by Statute
 Mortgage Satisfaction Set by Statute
 Non-Standard Form Fee, Per Document Set by Statute
 Military Discharge DD-214 No Charge
 Partial Reconveyance Set by Statute
 Partition Plat Map Set by Statute
 Power of Attorney Set by Statute
 Reconveyance Set by Statute

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Satisfaction of Judgement	Set by Statute
Substitution of Trustee	Set by Statute
Town Plat Map	Set by Statute
UCC Filing on OR 1A Form	Set by Statute
Research Fee Per Document	Set by Statute
Research Fee Per Quarter Hour	\$15
Photocopy Fee Per Page	\$0.25
Mailing Fee	\$5
Express Mail Fee	\$27
Candidate Voters Pamphlet Statement	Per Statute
Annexation Appl – Expansion of District (for one parcel)	\$100
Annexation Appl – New District Formed or W/draw of area from Dist.	\$500
<u>Single Remote Access Fee for A&T/C&E applications</u>	<u>\$600</u>
Single Remote Access Fee for A&T/C&E <u>applications-records</u>	\$600
Lookup Access Only (monthly rate)	\$5
<i>Per additional lookup</i>	<i>\$.30/each</i>

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H. DISTRICT ATTORNEY

Photocopy Charges:

Misdemeanor	\$10 per case up to 30 pages/25 cents per page in excess of 30 pages
Felony	\$15 per case up to 30 pages/25 cents per page in excess of 30 pages
Media	\$15 per tape/cd/dvd
<u>Flash-USB Drive 4gb</u>	\$27
<u>Flash-USB Drive 8gb</u>	\$30
<u>Flash-USB Drive 16gb</u>	\$37
<u>Flash-USB Drive 32gb</u>	\$45
<u>Flash-USB Drive 64gb</u>	\$57
<u>Flash-USB Drive 128gb</u>	\$80
Color copies – excess 30 pages.....	\$1.25 per page

I. FAIR & EXPO

<u>Exhibit Hall</u>	<u>\$1000 per day</u>
<u>Kitchen</u>	<u>\$400 flat rate</u>
<u>Dairy Barn</u>	<u>\$300 per day</u>
<u>Dairy Barn Auxiliary Heat</u>	<u>\$150 per day</u>
<u>Annex</u>	<u>\$300 per day</u>
<u>Alcohol</u>	<u>15% of sales</u>
<u>Catering</u>	<u>10% of sales</u>
<u>Arena</u>	<u>\$2,000 minimum/ticketed audience</u>
<u>Outdoor Arena</u>	<u>\$250.00 per day</u>

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Non-Profit Pricing..... Determined per Organization/Event Type
Horse Stalls.....\$15.00 each
Rv's/Camping \$35.00 per night (Power/Water/No Sewer)
Rentals Include – Day before set-up; use of facility tables, chairs and sound systems. Any additional needs may include fees. Contact staff for further information.

J. GIS FEES

STANDARD PAPER MAP PRODUCTS

A/B size (8 ½ x 11 – 13 x19”)..... \$5
.....Add \$3 for color, orthophotos, saturated shading
 C/D size (24” sheet roll) Standard map product..... \$25 per sheet
.....Add \$10 for color, orthophotos, saturated shading
Discounted price for government, nonprofit organizations, bulk rate \$20 per /sheet
.....Add \$10 for color, orthophotos, saturated shading
 E Size (36” sheet roll) Standard map products \$35 per sheet
.....Add \$15 for color, orthophotos, saturated shading
 Discounted price for government, nonprofit organizations, bulk rate..... \$30 per sheet
..... Add \$3 for color, orthophotos, saturated shading
 Programming Fee for custom maps and analysis \$75 per hour
 All Department – FTP or e-mail Charge \$8

DIGITAL MAP PRODUCTS

Tax maps (PDF format)..... \$100 entire county
 \$25 per township-range
 County layers (roads, hydro, PLSS, elevation, soils, etc.)..... \$100 entire county
 \$25 per layer
 2002 color orthophotos – per ¼ township \$100
 All GIS mapping products not specifically addressed by the GIS Fee Schedule will be charged at cost recovery.

PUBLIC WORKS/SURVEYOR MAPS

Will follow A&T/GIS lead for maps produced by GIS

K. INFORMATION SYSTEMS

Information Systems Manager..... \$100/hour
 Custom Programming \$85/hour
 Network Installation/Support \$85/hour
 Telecom Installation/Support \$85/hour
 PC Installation/Support \$50/hour
 Network Usage \$25/hour
 Remote Access Setup Cost Recovery

L. JUVENILE DEPARTMENT Probation Supervision

Misdemeanor – One-time fees..... \$25
 Felony – One time fees..... \$45

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ML. PARKS

County Park Fees will increase annually by an amount not less than 2.5% nor more than 5% based upon the change in the All US CPI-U for the period July to July beginning July 1, 2000, pursuant to Board Resolution adopted April 28, 1999.

Cullaby Lake Park	
Entry Fee	\$5 per vehicle
Shelter Fee	\$35 per group
John Day	\$5 day use fee
Carnahan Park	\$5 day use fee
Special Event Permit	\$100
Annual County Pass	\$30
Annual Pass Extended User	\$75
<i>Includes \$30 Annual Pass. If applicant already has an annual pass, cost will be reduced to \$50.</i>	
Extended User – Lost Key Replacement Fee	\$30

Annual park pass will be valid one year from the month of purchase and honored for vehicles displaying passes at Cullaby Lake County Park, John Day County Park and Carnahan County Park.

Commercial Film Use Fees

1 - 5 participants	\$100
6 - 30 participants	\$150
31 - 60 participants	\$300
61+ participants	\$400

Exclusive Use Fees

Exclusive use of a specific area of a County Park (other than a shelter, camping place or boat ~~ramp~~ramp) or group use where no admission fee is paid (after hours or off season):

Minimum for exclusive use	\$25
50 - 100 participants	\$50
101 - 200 participants	\$75
201 - 400 participants	\$150
401 - 600 participants	\$300
600+ participants	\$500

Exclusive Use of Cullaby Lake Boat Ramp

The hourly rental fee for exclusive use of the Cullaby Lake Boat Ramp shall be up to a maximum of 10 hours per day:

Monday after Labor Day to June 29 – Winter rates	\$50/hour
June 30 to Sunday after Labor Day – Summer weekdays	\$100/hour
June 30 to Sunday after Labor Day – Summer Weekends	\$200/hour

NM. PUBLIC HEALTH SERVICES

Licenses are purchased on a calendar year basis January – December.

Proration of half the annual fee occurs October 1.

FOOD SERVICE

Full Service Restaurant Fees are based on Seating Criteria

0-15 Seats	\$495,788
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16-50 Seats	\$560 <u>920</u>
51-150 Seats.....	\$630 <u>1,053</u>
Over 150 seats.....	\$700 <u>1,185</u>
Bed & Breakfast.....	\$205 <u>349</u>
Limited Service Restaurant	\$280 <u>444</u>
Commissary	\$350
Mobile Unit (Class 1 or 2)	\$170 <u>523</u>
Mobile Unit (Class 3 or 4).....	\$190 <u>788</u>
Warehouse	\$154 <u>249</u>

*A license expires annually on December 31.

To reinstate a license after December 31 expiration, the applicant must pay a reinstatement fee of \$100.00 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100.00 on the first day of each succeeding month until the license is reinstated.

PLAN REVIEW FOR FOOD SERVICE

INITIAL CONSTRUCTION

Full Service Restaurant	\$198 <u>596</u>
Bed & Breakfast	\$127 <u>225</u>
Limited Service Restaurant	\$127 <u>250</u>
Commissary.....	\$198 <u>364</u>
Mobile Unit (Class 1 or 2).....	\$127 <u>596</u>
Mobile Unit (Class 3 or 4).....	\$138 <u>596</u>
Warehouse	\$83 <u>175</u>

REMODELING

Full Service	\$149 <u>299</u>
All Other Food Facilities	\$83 <u>199</u>
New Owner Admin Fee	\$0

TEMPORARY RESTAURANT LICENSES

Single Event:	
One day	\$61 <u>75</u>
Two or more days	\$100 <u>125</u>
Benevolent Organization Administrative Annual Fee.....	\$28

OPERATIONAL PLAN REVIEW

*Required for Intermittent & Seasonal Licenses	\$66
Intermittent: 30 days	\$110 <u>250</u>
Seasonal: 90 days.....	\$110 <u>250</u>

HOURLY RE-INSPECTION FEE

*Charged in 15-minute increments	\$100 <u>150</u>
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TOURIST FACILITY

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Bed & Breakfast	\$ 99 264
Travelers Accommodation:.....	\$99
• 1-25 rooms.....	\$264
• 26-50 rooms.....	\$396
• 51-75 rooms.....	\$528
• 76-100 rooms.....	\$661
• Over 100 rooms.....	\$790 + \$4 for every room over 100
Organizational Camp.....	\$ 105 200
Picnic/Recreational Park	\$99 base, plus surcharge per spaces, see below
\$3.00 per space.....	For 1-50 spaces, plus
\$3.00 per space	For 51-100 spaces, plus
\$2.00 per space.....	For over 100 spaces

*A license expires annually on December 31.
 Facilities that renew later than January 15th will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency.

SWIMMING POOL & SPA

First Pool/Spa	\$ 165 661
Each additional Pool/Spa	\$ 99 396

OTHER FEES

Day Care Inspections	\$175
Schools-Full Service.....	\$121
Schools-Satellite	\$77
Head Start	\$121
Inspection for School Lunch Program	\$61
Food Handlers Training	\$11
Duplicate Food Card Fee	\$6

Hourly Environmental Health rate:

Social/Mass Gathering Event	\$ 100 150
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Tobacco Retail License	\$350
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*A license expires annually on December 31.
 To reinstate a license after December 31 expiration, the applicant must pay a reinstatement fee of \$100.00 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100.00 on the first day of each succeeding month until the license is reinstated.

COMMUNITY HEALTH & FAMILY PLANNING

***IMMUNIZATIONS**

Child Immunizations (0 through 18 yrs)	
Private Fee Ins. 1st Shot	\$60.00 + cost of vaccine

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CLATSOP COUNTY ADMINISTRATIVE POLICY & PROCEDURE A-9

Additional Shots.....	\$30.00 + cost of vaccine
Child Immunizations (0 through 18 yrs).....	State supplied vaccine fees will be waived if qualified
Adult Immunizations (19 yrs and older)1st Shot	\$60.00 + cost of vaccine
Additional Shots.....	\$30.00 + cost of vaccine

****OFFICE VISITS**

CD/STD Screening Visit Short Established.....	\$110
CD/STD Screening Visit Short New	\$150
CD/STD Counseling Visit Established	\$150
CD/STD Counseling Visit New	\$200
CD/STD Counseling Visit Long Established	\$200
CD/STD Counseling Visit Long New	\$250
CD/STD Screening Visit Extended Comprehensive Established	\$250
CD/STD Screening Visit Extended Comprehensive New.....	\$300
CD/STD Screening Visit Extended Complete Established.....	\$300
CD/STD Screening Visit Extended Complete New	\$350
COVID Testing	Medicaid \$41.38
.....	Private Insurance \$150

*****FAMILY PLANNING OFFICE VISITS**

Office Visit Short Established.....	\$121
Office Visit Short New	\$150
Counseling Visit Short Established	\$150
Counseling Visit Short New	\$220
Office Visit Long Established.....	\$200
Office Visit Long New.....	\$250
Office Visit Extended Comprehensive Established	\$250
Office Visit Extended Comprehensive New	\$300
Office Visit Extended Complete Established	\$300
Office Visit Extended Complete New	\$350
DMAP Visit Fee.....	\$149
CCARE Fee	\$150
Vasectomy Counseling	\$182
Vasectomy Procedure.....	\$800
IUD Insertion	\$200
IUD Removal	\$220
Implant Procedure; Insertion -or- Removal	\$360
Implant Removal with Reinsertion	\$700
Depo Provera Injection	\$60
Slide Pap Smear 21-24 yr olds and > 30	Actual Cost
Liquid Paps 24-30 yr olds	Actual Cost
Liquid Paps w/ HPV Reflex 24-30 yr olds.....	Actual Cost
HPV Digene 21-24 yr olds and > 30	Actual Cost

SUPPLIES

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CCARE Drugs (ORS).....	Actual Cost
CCARE Lab Tests (ORS)	Actual Cost
Condoms Female 3 pack	Actual Cost
Condoms	Actual Cost
Condoms Non-latex (box 6)	Actual Cost
Contraceptive Foam	Actual Cost
Contraceptive Jelly	Actual Cost
Cycle Beads	Actual Cost
Fluconazole	Actual Cost
Mirena / Paragard IUD	Actual Cost
Lutera	Actual Cost
Depo Provera Injection.....	Actual Cost
Diaphragm	Actual Cost
Nexplanon.....	Actual Cost
Metronidazole	Actual Cost
Nuva Ring.....	Actual Cost
Ortho Cyclen	Actual Cost
Ortho Micronor.....	Actual Cost
Ortho TriCyclen.....	Actual Cost
Ortho TriCyclen Lo.....	Actual Cost
Plan B One Step	Actual Cost

LABS

Orasure Test Kit	Actual Cost
Sulfamethoxazole tablets	Actual Cost
Venipuncture Test Kit	Actual Cost
Chlamydia/Gonorrhea Test (urine)	Actual Cost
Chlamydia/Gonorrhea Test (rectal/phar)	Actual Cost
Hemoglobin.....	Actual Cost
Hep A Total	Actual Cost
Hep B IgM	Actual Cost
Hep Bc AB.....	Actual Cost
Hep Bs AB.....	Actual Cost
Hep B AG	Actual Cost
Hep C Screen.....	Actual Cost
HIV.....	Actual Cost
Measles / Rubeola	Actual Cost
Mumps IgG.....	Actual Cost
Orasure Test.....	Actual Cost
Pap Smear	Actual Cost
Pregnancy Test.....	Actual Cost
QuantiFERON	Actual Cost
Syphilis	Actual Cost
Urinalysis.....	Actual Cost

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Venipuncture	Actual Cost
Wet Mount	Actual Cost

OTHER CHARGES

Vital Statistics Certified Copy	Set by ORS 432.146
Medical Record Copy	\$6 per ¼ hour plus 25 cents per page
Minimum request Fee for Medical Record	\$6

*Immunizations Note: Per Oregon Health Authority guidelines, state provided vaccines will be used for all who qualify. Otherwise, all immunizations charges are actual cost. All current prices are subject to change due to acquisition changes.

~~**Office Visits Note: Clinic Staff will determine if you are eligible for low cost or no cost counseling, laboratory services and /or medications based on Oregon Public Health Division programs.~~

~~***Family Planning Office Visits Note: Per the Federally approved Family Planning sliding fee scale will be applied when appropriate to CCare and Title X clients.~~

~~****Supplies Note: Cost of supply + shipping/handling charges and shelving cost (10 percent above cost, shipping and handling). All current prices are subject to change due to acquisition changes.~~

~~****Lab Note: All lab tests are actual cost. All current prices are subject to change due to acquisition changes.~~

BABIES FIRST

Babies First Services – State Set	\$310.42
CaCoon (Care Coordination) – State Set	\$310.42

The current fee charged for Babies First and CaCoon is \$460.36 per visit. However, the County must provide a revenue match that adjusts this fee downward to what the County actually keeps.

ONSITE WASTEWATER MANAGEMENT

RESIDENTIAL FEES County DEQ Total Fee

New Site Evaluations

Single Family Dwelling – First lot.....	\$750	\$100	\$850
Each additional lot evaluated during initial visit	\$750	\$100	\$850

Construction Installation Permits

New Construction-Standard trench, redundant, absorption in Sapolite, steep slope, aerobic	\$1100	\$100	\$1200
New Construction-Alternative Treatment Tech (ATT), capping fill, pressurized, tile dewatering	\$1350	\$100	\$1450
New Construction-Sand filter bottomless, recirculating gravel	\$1650	\$100	\$1750
New Construction-Install holding tank	\$950	\$100	\$1050
New gray water disposal sump	\$495	\$100	\$595
Pump or siphon system needed-in addition to permit fee	\$80	\$100	\$180

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Repair Residential-Minor (tank to distribution box)	\$290	\$100	\$390
Repair Residential-Major (drain field).....	\$590	\$100	\$690
Alterations-Minor (tank to distribution box)	\$300	\$100	\$400
Alterations-Major (drain field)	\$610	\$100	\$710
Reinstatement, Transfer, Renewals (original permit within 1 yr of expiration)-No visit	\$175	\$100	\$275
Reinstatement, Transfer, Renewals-Visit	\$570	\$100	\$670

Other Onsite Activities

Authorization Notice-no visit	\$175	\$100	\$275
Authorization Notice-Visit (required on systems greater than 10 years old)	\$675	\$100	\$775
Existing System Evaluation-Visit (includes time of sale inspection, planning review, other system evaluations)	\$200	\$100	\$300
Mobile Hardship Renewal Authorization			

Field visit required	\$360	\$100	\$460
No field visit required.....	\$175	\$100	\$275

Miscellaneous

Research fee per quarter hour	\$20		\$20
Ordinance 901 Septic System Review	\$130		\$130
Records request fee, plus .25 cents a copy.....	\$5		\$5
EH field time (re-inspections, compliance) hourly, prorated at 15-minute increments	\$300		\$300

COMMERCIAL FEES County Fees Based on Gallons Per Day (gpd) DEQ

New Site Evaluations..... First 1000 1001-1500 1501-2000 2001-2500

Commercial Facility System -First 1,000 gallons projected flow	\$750	\$935	\$1125	\$1320	\$100
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Construction Installation Permits..... First 1000 1001-1500 1501-2000 2001-2500

New Construction-Standard trench, redundant, absorption in saprolite, steep slope, aerobic	\$1100	\$1200	\$1310	\$1415	\$100
New Construction-Alternative Treatment Tech (ATT), capping fill, pressurized, tile dewatering.....	\$1350	\$1430	\$1515	\$1600	\$100
New Construction-Sand filter bottomless, recirculating gravel.....	\$1650	\$1800	\$1860	\$1960	\$100
New Construction-Install holding tank	\$1050	\$1100	\$1150	\$1250	\$100
New gray water disposal sump	\$495	\$600	\$700	\$800	\$100

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Minor Repair Permit (tank to distribution box)	\$500	\$100
Major Repair Permit (drain field)	\$1100	\$100
Reinstatement, Transfer, Renewals			
(original permit within 1 yr of expiration)-No Field visit	\$175	\$100
Reinstatement, Transfer, Renewals- Field Visit	\$570	\$100

Other Onsite Activities

Authorization Notice-no visit	\$175	\$100
Authorization Notice-Visit			
(required on systems greater than 10 years old)	\$675	\$100
Pumper Truck Inspection			\$110
each additional truck per same visit			\$61
Annual Holding Tank Report Fee			\$34
Annual Operation & Maintenance Report Fee			\$62

Miscellaneous

Research fee per quarter hour			\$20.00
Records request fee, plus .25 cents a copy			\$5
EH field time (re-inspections, compliance)			
hourly, prorated at 15-minute increments			\$300

ON. PUBLIC WORKS

Roads Division

Permits

Operations on County or Public			\$-0-
Road Approaches			\$-0-

Road Construction Inspection

<u>1st Inspection</u>			\$0
<u>2nd Inspection</u>			\$0
<u>3 or more Inspections</u>			\$120

Engineering Review

Development Engineering Review			\$100/hr
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Printing and Photocopy per A&T Fee Schedule

Will follow A&T/GIS fee schedule for maps produced by Roads GIS personnel

Surveyor Division

Survey Recording			\$395*
Affidavit of Correction			\$105

Subdivision Approval

Pre Monumented.....			\$1790* + \$26 per lot
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Post Monumented	\$2400* + \$50 per lot
Condominium Approval	\$2,570* + \$50/per UNIT
Repeated Field Checks	\$100 per hour
Repeated Office Checks	\$50 per hour
Partition Approval	\$1,100*
Certified Copies	\$10
Additional Page	\$2
Vacation Index.....	\$200
Road Vacation	\$5786 + any additional costs

*cost includes first 5 pages \$25 for each additional page

Black and White Printing

8.5 x 11	\$0.25 per page
11 x 17	\$1.50 per sheet
18 x 24	\$2 per sheet
24 x 36. \$5 per sheet Emailed images	\$2 per document

Color Printing

8.5 x 11	\$5
11 x 17	\$8
18 x 24	\$20
Emailed images	\$5 per document

PO. SHERIFF'S OFFICE PAROLE AND PROBATION SERVICES

Alternative Custody	
A. Electronic Monitoring Intake	\$50
B. Electronic Monitoring Daily Rate	\$15
C. Lost/ Damaged Equipment (Replacement Cost)	Contracted Rate (Varies \$25-\$1,200)
Community Service Intake (Each Occurrence)	
Community Service Fee	\$50
Community Service Fee	\$15/month
Compact Administration (One Time Fee)	\$220
Compact Administration (Money Order)	\$50
<u>Drug Testing</u>	
Onsite Urinalysis Test	\$15
Onsite Oral Swab	\$15.00
Forensic Lab Fee	Contract Rate
Subsidy Reimbursements	
Sex offender assessment with report	\$180
Sex offender individual session	\$80
Sex offender group rate	\$40
Sex Offender Notification Leveling Assessment	Contracted Rate
Psychosexual Evaluation	Contracted Rate
Batterer's Intervention/ Interpersonal Violence Treatment	\$31- \$175
Transitional Housing	Contracted Rate
Polygraph (Maintenance/ Single Issue Exams)	\$200- \$300
Polygraph (Full history disclosure	\$300-\$350
Polygraph Unexcused cancelation Fee	\$50
Other Subsidy	Contracted Rate

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DNA Test (Statutory Requirement)	\$10
ADES Evaluation	By Statute
Polygraph Admin Fee	\$50
Dept of Revenue Fee	Actual Cost @ 15% of Collection

SHERIFF – CORRECTIONS DIVISION

Work Crew - Daily.....	\$15
Electronic Monitoring - Daily.....	\$15
Electronic Monitoring – Intake.....	\$50
Fingerprinting	\$20
Medical.....	Actual Cost

SHERIFF – SUPPORT & CIVIL

Police Reports ORS 192.324(4)(a)	\$1015
Photos on CD/ Thumb drive USB Drive	\$20
Redaction of Body Cam Video	Actual Cost
Real & Personal Property Sales Processing Fee	Actual Cost
..... (Material & personnel costs; posting of notices; newspaper & OSSA website advertisements)	
County Based Background Check.....	\$20
Alarm Permits	\$25
Alarms – Response penalty billable.....	\$100
Concealed Handgun License ORS 166.291(1)(a)	By Statute
Concealed Handgun License Finger Print Fee ORS 166.291(1)(a)	By Statute
Writ of Garnishments ORS 18.652(5).....	By Statute
For service of notice process ORS 21.300(1)(a)	By Statute
Eviction Enforcement – Baseline Fee ORS 21.300(1)(b)	By Statute
Other Enforcement (Writ of Execution, Order of Assistance, etc.) ORS 21.300(1)(b).....	By Statute
Conveyance of real property ORS 21.300(1)(c)	By Statute
Vehicle Impound	\$50

Vehicle/Equipment Storage – Daily	\$10
Cost for travel in excess of 75 miles to service location ORS 21.300(4)	By Statute
Vehicle Rent + Federal Mileage Rate – Daily	\$25
Command Vehicle – Daily	\$200
Deputy Sheriff	Actual Cost
Equipment.....	Actual Cost
Reserve Deputies	Actual Cost
Notary Fee.....	\$10
Certificate of Sale.....	\$56
<u>Deed.....</u>	<u>\$50</u>

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Public Records Research Fees – Actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.

Records Research ~~\$15-21.25~~ per 15 minutes/ ~~\$60-85~~ per hour
County Counsel record review/redactions ~~\$27-75~~31.25 per 15 minutes/ ~~\$103-125~~ per hour

Board of Commissioners Clatsop County

WORK SESSION AGENDA ITEM SUMMARY

June 7, 2022

Topic: Planning Commission Applicant Interviews
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, 2023, two Planning Commission member's terms will expire:

- Cary Johnson
- Jason Kraushaar

Both Mr. Johnson and Mr. Kraushaar have 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 April 5, 2023. As of May 19, 2023, seven 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	
Nancy Chase	Southwest Coastal	District 5 Comm. Thompson	Retired	
Denise Davis	Southwest Coastal	District 5 Comm. Thompson	Higher Education Consultant	
Cary Johnson*	Northeast	District 4 Comm. Bangs	General Contractor, Commercial Fisherman	
Jason Kraushaar*	Clatsop Plains	District 2 Comm. Toyooka	General Contractor	
Frank Mansfield	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Deputy Program Manager Engineering	
Andrew Richards	Incorporated	District 3 Comm. Wev	Program Manager	
Michael Skehan	Incorporated	District 5 Comm. Thompson	Guest Response Specialist, Escape Lodging	
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
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
Jeremy Linder	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Small Business Owner	6-30-26
Michael Magyar	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Surveyor	6-30-26
Clarke W. Powers	Clatsop Plains	District 2 Comm. Toyooka	Retired	6-30-24
Katy Pritchard	Incorporated (Astoria)	District 3 Comm. Wev	Constituent Services State Rep HD 32	6-30-26

*Indicates current members with terms expiring on June 30, 2023

Under the existing bylaws, only two Planning Commission members shall reside in incorporated areas. Currently, members Chris Farrar and Katy Pritchard reside in the City of Astoria. Two of the current applicants reside within incorporated areas of Clatsop County – Andrew Richards (Astoria) and Michael Skehan (Cannon Beach). If the Board wishes to appoint either Mr. Richards and/or Mr. Skehan, then either Mr. Farrar’s and/or Ms. Pritchard’s appointments must be terminated.

NEXT STEPS

Following the Board's interviews with the planning commission applicants, staff will submit the applications for further discussion at a work session scheduled for June 14. Formal review and appointment is tentatively scheduled for the Board's June 28, 2022, regular meeting.

Attachment List

- A. Planning Commission Applications

EXHIBIT A

Planning Commission Applications

Committee Vacancies: Submission #52

Date

Fri, 05/12/2023 - 00:00

Applicant Information

Nancy ellen Chase

PO Box 241, Cannon Beach, Oregon

79089 Tide Ave

Arch Cape. 97102

nchase34@gmail.com

15033475083

Current Occupation

Retired

Past Occupation (if currently retired)

Manager ,Metro Regional PArks

Years Resident of County

2

In which Commissioner District do you reside?

5

Committee, Board or Commission Applied For

Planning Commission

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

I have a bachelor of Science Degree in Landscape Architecture with city planning as a specialty.

I have a 30-year career in government serving as a land use planner to the City of Tigard and Multnomah County. The latter portion of my career I served as a planning manager for Metro Parks and Greenspaces. This included park master plan development and creation of the regional open space acquisition program. This program involved coordinating with 3 counties, special park districts and 24 local governments.

After retirement I worked as a consultant to the city of Portland, Gresham and Tualatin Hills Parks and Recreation District.

I owned and operated a small business for 10 years, helped start an Employer Sponsored Day Care and currently volunteer for several Land Trusts on the Oregon coast. I have worked as a property owner with Clatsop County to create a 6 unit Cluster Development and subdivide other parcels. For the past 15 years I have served on the Board of the Lower Nehalem Community Trust and 7 years on the Board of the Oregon Parks Foundation. I was appointed to the Water Conservation Committee - Falcon Cove Beach Domestic Water District and serve on the advisory committee for the Salmonberry Trail.

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

I have been a part time home owner and long term rental owner (2 units) in Clatsop County for over 30 years. Since retirement and thanks to the Covid Crisis I have spent more time at my residence in Cove Beach and have become interested in the many important issues facing the county.

I now consider Cove Beach as my primary residence and would like to find ways to serve this community.

Note: During my time as a planner I attended planning commission meetings and was responsible for minutes and staff reports. As a result I have a realistic picture of what this volunteer job entails.

Gail Henrikson

Subject: FW: Webform submission from: Committee Vacancies

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

Sent: Friday, May 19, 2023 9:46 AM

To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>

Subject: Webform submission from: Committee Vacancies

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 Fri, 05/19/2023 - 9:45 AM

Submitted values are:

Date

Fri, 05/19/2023 - 00:00

Applicant Information

Denise Davis

79432 Ray Brown Rd

Arch Cape. 97102

falconcovehaven@gmail.com

503-436-4446

Current Occupation

Higher education consultant

Past Occupation (if currently retired)

Senior-level higher education professional

Years Resident of County

1

In which Commissioner District do you reside?

5

Committee, Board or Commission Applied For
Planning Commission

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

My broad experience in public service in self-sustaining public academic and local special government administration environments harmonizes to bring a vibrant, accomplished energy to the Planning Commission. As a leader of a large university department for over two decades, I acquired extensive experience in innovative, impactful educational program and service design and delivery with accountability for quality, measurable non-monetary outcomes, and fiscal sustainability. I oversaw the strategic planning, staffing, budget, policy setting, contracting, project management, research and analysis, student services, marketing, data management, accreditation, delivery, and growth of an extensive suite of educational programs and services to help 6,000 students per year achieve their academic and professional pursuits.

I am well able to understand and interpret both legal writing and fiscal planning and policy. My career in public-sector senior management provided me many opportunities to demonstrate my uncommon talent in thorough research, sound analysis, and organizational skills necessary to deliver success. Addressing these strengths are the following specifics:

1. My experience in finance is at the budget-development-and-administration level. I carefully monitored financial performance as I meticulously forecast an annual budget, complete with both financial plan and strategic plan, ranging

from \$8 million to \$36 million. I was held accountable for revenue, expenses, and bottom line in rigorous quarterly reviews with exacting executive management, and I implemented mitigation tactics when necessary.

2. I have much experience in interpreting law and policy; I regularly analyzed and synthesized legislation and complex data to make policy for the programs I oversaw or to make recommendations to my superiors to inform their decision-making. Further, I was directly responsible for the oversight of all my department's contracts and agreements. To this end, I negotiated contract terms with partners and with executive management, wrote agreement language, reviewed and signed off on all my department's contracts, and administered a database of agreements.

3. An excerpt from a reference letter written by my dean, who relied on syntheses of my research to guide his international education pursuits, comments: "She is able to quickly analyze a situation, develop alternative responses, choose a response, and, most importantly, implement a response. Her reports are models of clarity and conciseness that often include both quantitative and qualitative analytics. She frequently applies her academic expertise in conducting research on real world examples of current importance."

I also serve as Commissioner, position 1, on the board of the Falcon Cove Beach Water District. As a working board member in our entirely volunteer-operated district, I have experience with the duties required of this position. My retired husband and I are full-time residents in our water district. This is our only home; it's our forever home; and in this community, we are fully invested. Living full-time within the water district on whose board I serve is critically important to our district's constituents. When water service is interrupted, when water lines need to be located for new connections, when water needs to be tested, when one of our customers needs a liaison with a tradesperson, I am here in the neighborhood to help solve the issue at hand.

I hope that my public service experience described above translates to the qualities you are seeking in the candidates who best fit the open Planning Commission positions.

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

It would be my honor to make a positive impact in my county by providing quality and transparent citizen involvement regarding development and land use matters.

Particularly given the current composition of the Planning Commission, whose commissioners represent only the northern half of the county, I am particularly interested in meaningfully and competently providing a voice for the county's southern half, and specifically for the Southwest Coastal district. For a county to function fairly, to its fullest capacity, and as a true reflection of its constituents, its planners need to reflect maximum diversity, including geographic diversity.

To address some of the tension that seems to have built up in the last several years, I bring an adeptness to create genuine collaboration on this critical citizen involvement committee whose cooperation impacts the county's outcomes. I have demonstrated expertise in cultivating productive partnerships and collaborating with a variety of internal and/or external groups, sometimes on high-profile or politically-sensitive issues. Among my chief responsibilities as department director was partner relationship management and leveraging collaborations across constituencies. I offer a broad background in seamless coordination with peers heading up partner units as well as trans-hierarchical and cross-functional teams as I managed all my unit's relationships with the division's centralized finance, information technology, institutional research, marketing, human resources, facilities, registration, and legal offices. I represented my division's leadership to campus stakeholders and in the international education community, served as a key spokesperson and liaison between senior level administrators of foreign and U.S. government agencies and my university, and initiated and nurtured innumerable partnerships with educational, industry, and civic entities in the U.S. and abroad. Ensuring my success in carrying out these relationship management responsibilities is my warm, personal approach to cooperating in a cross-functional team environment to reach agreement, achieve common goals, and build trusting and fruitful partnerships within the Planning Commission, across the county's leadership, and with key stakeholders. I am known for exhibiting diplomacy, uncommon political acumen and intercultural sensitivity, a profound sense of discretion, and exceptional interpersonal communication skills in both oral and written form. In my style of friendly and gentle persuasion, I am usually able to garner input, data, support, consensus, or collaboration – what ever is needed to advance the project at hand.

I commit to being involved, from reading the packet, to visiting the sites under consideration, to communicating with staff regarding questions, to approaching planning meetings with my notes and being prepared for active, productive discussions and meetings, to collaborating with my fellow planning commissioners to ensure the trust and protection of our community. I commit to fostering the county's alignment with the spirit and intent of the great Land Use Laws embodied by the 17 statewide Land Use Goals and to facilitating that taxpayer funds and efforts of county staff are aligned with the voiced priorities of the residents, taxpayers, and voters of the county rather than special interest groups. I commit to serving my county through competent management of county resources.

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/3939

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/3939?view_mode=html

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COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 5/15/2023

Cary Johnson

Name

92080 John Day River Rd

Mailing Address

Astoria

City

Street Address: 92080 John Day River Rd Email: carytjohnson@hotmail.co

Home Telephone: _____ Other Telephone: 503-741-6065
 work cell phone

Current Occupation General Contractor, Commercial Fisherman

Past Occupation (if retired) _____

Years Resident of County: 44

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 Commission
2. _____
3. _____

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

Astoria High graduate, Oregon Licensed General Contractor

Currently serving on the Clatsop County Planning Commission, Salmon for All board of Directors, and a Director of the Clatsop Soil and Water Conservation District. I fish commercially for Salmon in Alaska (f/v Triple Crown) and on the Columbia River. I am the owner of the crab fishing vessels f/v Great Northern and f/v Nichole Lynn. President of C.T. Johnson Inc, Astoria Fish Company, and Johnson Northwest Properties.

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:
My interest in serving on the Clatsop County Planning Commission is to help the county implement sound land use policy that benefits all residents of Clatsop County. Clatsop County is currently in dire need of affordable housing options and I look forward to working together in finding solutions to these complex issues.

Cary Johnson

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

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 5/9/2023

Jason Kraushaar

Name

89652 West Lake Acres Dr.

Mailing Address

Warrenton

City

Street Address: 89652 West Lake Acres Dr. Email: jasonkraushaar@gmail.c

Home Telephone: _____ Other Telephone: 503-739-6043
 work cell phone

Current Occupation General Contractor

Past Occupation (if retired) _____

Years Resident of County: 38

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 Commission
2. _____
3. _____

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

I have lived in Clatsop County most of my life. I was a volunteer firefighter with Seaside and Gearhart Fire Departments from 1996-2021, I was the president of the GVFD association for 4 years and the treasurer for several years. I am a Reserve Police Officer with Seaside Police Department. I have coached football and baseball in Seaside for the past 13 years. My wife and I have owned and operated a construction company in Clatsop County for 19 years interacting with the planning departments across the county on several occasions. Currently serve as Planning Commissioner.

Please complete other side →

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

I continue to be very involved in our community and I have served on the Clatsop County Planning Commission filling in a vacant seat for the past year and wish to continue the work we are doing and making positive changes.

Jaosn L Kraushaar

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

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 18 May 2023

Dr. Frank Mansfield
Name

35173 Willette Ln
Mailing Address

Astoria, OR 97103
City

Street Address: 35173 Willette Ln Email: frank_mansfield@msn.co

Home Telephone: 540-273-8741 Other Telephone: 540-273-8741
 work cell phone

Current Occupation Deputy Program Manager Engineering

Past Occupation (if retired) Deputy Advanced Technology Coordinator for PEO-IWS

Years Resident of County: 8

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 Commission
2. _____
3. _____

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

Ph.D. in Aerospace Engineering, 3 years on Clatsop County BoPTA, Chairman Board of Zonal Appeals for Colonial Beach, VA (2005-2015), 3 years as Director, East Kern County Resources District (1995-1998), 31 yrs DoD Navy, Retired as GS-15. Chief Structural Engineering for FMS F35

Courses: Excellence in Government, Executive Supervisory Skills Seminar, Senior Leaders Program, NAEI Capital Hill Workshop, Contract Management, Product & Quality Management, Counseling with Counsels, Software Acquisition Management, Six Sigma Lean Green Belt certification training.

Please complete other side →

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

I desire to give back to the community by using my talents and work experience, I have done this on the Clatsop County BoPTA for 3 yrs as vice chair. I have a general interest in the development and maintaining of the community in which I live and the county as a whole while honoring property rights. I can quickly analyze and understand complex information provided and work with other members of the Comp Plan advisory committee towards a consensus on the issues being considered.

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



Clatsop County Committees and Councils

Statement of Roles and Responsibilities

Your council or committee is appointed by and serving at the pleasure of the Board of Clatsop County Commissioners ("Board").

All members shall:

- Assist the Board of Commissioners and staff in preparing and implementing the annual planning work plan, in order to enhance and augment the goals of the Board as identified in the adopted strategic plan.
- Carry out any and all lawful duties assigned to them by the Board of Clatsop County Commissioners.
- Familiarize themselves with the applicable state laws, local ordinances and your Committee's Bylaws.
- Timely attend all meetings, except in such cases of illness or when the Chair has approved a request to be absent prior to the meeting.
- Prepare for meetings by fully reviewing agenda packages, staff reports and materials provided by staff.
- Consider input from any and all social, economic and demographic groups within Clatsop County and promote balanced and factual discussion.
- Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- Conduct meetings, work sessions and deliberations in a professional, focused, efficient, courteous and value-neutral manner.
- Interact with elected officials, members of the public and staff with civility, respect and dignity.
- Participate in new member orientation and other related training sessions.

The undersigned acknowledges receipt and commitment to fulfil the roles and responsibilities.

Francis A. Mansfield
Signature

19 May 2023
Date

Francis A. Mansfield
Printed Name

Gail Henrikson

Subject: FW: Webform submission from: Committee Vacancies

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

Sent: Thursday, May 11, 2023 11:13 AM

To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>

Subject: Webform submission from: Committee Vacancies

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 Thu, 05/11/2023 - 11:13 AM

Submitted values are:

Date

Thu, 05/11/2023 - 00:00

Applicant Information

Andrew Richards

3560 Grand Ave

3560 Grand Ave

Astoria. 97103

a.richar@gmail.com

5037568354

Current Occupation

Program Manager

Past Occupation (if currently retired)

NA

Years Resident of County

1

In which Commissioner District do you reside?

3

Committee, Board or Commission Applied For

Planning Commission

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

BS in Manufacturing Engineering, Western Washington University '01

- Transition Program Manager at Nike (March '15 - Current)

• Implementing and scaling new methods of make and capabilities on projects ranging from \$50K to \$10Mil USD

• Facilitating and influencing strategies across internal and external teams with competing priorities, budgets, and stakeholders

• Lead point of contact and subject matter expert on new technologies as they proliferate beyond introduction to scale

- Certified Project Management Professional (Jan 2023)

- Homeowner and landlord in Astoria (June '15 - Dec '20)

- Homeowner and landlord in Portland (2009-2023)

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

First and foremost, I'd like to serve community in which my wife and I live. Being a past homeowner, landlord, and now renter in Astoria, I feel I have a strong connection to the needs and opportunities that Clatsop county has facing it.

Affordable housing, zoning, tourism, are just a few of the areas I feel I can contribute perspective to. In addition, as an avid outdoors person who uses the beaches and ocean for recreation, protecting the natural resources that help make Clatsop county special is top of mind.

As a professional project and program manager for the majority of my career, I have extensive experience taking multi-month to multi-year initiatives from ideation, to planning, to successful implementation.

Although we are fairly new full-time residents of Clatsop county, we have many connections to the area over our 20+ years of living in Oregon. My wife and I were married in Astoria in 2014, purchased a home in 2015 only to have our employment take us away. We now have returned in hopes of settling for the long term and contributing to making the community the best it can be.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/3925

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/3925?view_mode=html

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 5/3/23

Michael Skehan
Name

PO Box 1040
Mailing Address

Cannon Beach, OR 97110
City

Street Address: 644 S. Spruce Street Email: michaelskehan1@gmail.

Home Telephone: 406-281-2476 Other Telephone: _____
 work cell phone

Current Occupation Guest Response Specialist, Escape Lodging

Past Occupation (if retired) Hospital Executive

Years Resident of County: 1

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 Commission
2. _____
3. _____

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

1. Home owner in Cannon Beach since 2019
2. Full-time resident in Cannon Beach since August 2022
3. Employed by locally owned company
4. Bachelors and Masters degrees
5. Active volunteer with Adopt-a-Highway Program (Highway 101, Mile Markers 25-28)
6. Successful health care executive with 30+ years experience

Please complete other side →

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

Now that I am "semi-retired," I am interested in supporting the community through volunteer work and offering my knowledge and skills to roles such as the Planning Commission.

For the majority of my career, I have been working diligently to protect the health and safety of the communities in which I've lived and I would now like to take my knowledge and energy to support the success of the Clatsop County Planning Commission. I am passionate about issues related to natural resources, transportation, housing, economic development and stewarding our resources as effectively as possible.

I am highly collaborative and enjoy working with others to reach the stated goals. I am detail-oriented, organized and try and conduct extensive research on specific topics so that I have a solid framework to understand the issues and opportunities. I am also a solid listener and believe we can all learn from each other through active listening and using inquiry to obtain a better understanding of different perspectives.

Michael Skehan

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

Michael Skehan
644 S. Spruce Street, Cannon Beach, OR
(406) 281-2476
michaelskehan1@gmail.com

SUMMARY

- Home owner in Cannon Beach, OR since 2019
- Full-time resident in Cannon Beach, OR since August 2022
- Employed by locally owned company
- Volunteer with ODOT Adopt-a-Highway Program (2.5 mile stretch of Highway 101 from Seaside to Cannon Beach)
- Successful health care executive with over 35 years of experience
- Semi-retired and now working in hospitality
- Detail-oriented with extensive planning experience with large construction projects
- Bachelor's & Master's degrees
- Passionate about issues related to natural resources, transportation, housing, economic development and stewarding our resources as effectively as possible.

EXPERIENCE

Escape Lodging

October 2022 – Current

Guest Response Specialist

Escape Lodging owns and operates hotels, branded and managed hospitality projects and restaurants in Oregon & Washington

SCL Health (Now Intermountain Healthcare)

December 2014 – August 2022

Chief Operating Officer, Saint Joseph's Hospital – Denver, CO (October 2021 – Present)

Saint Joseph Hospital is a busy, complex hospital with 410 staffed inpatient beds, 18,000 annual admissions, 11,500 surgeries, 49,000 ED visits, 3,700 births with total operating budget of \$636 million. Direct responsibility for all surgical and procedural services, cancer service line, cardiovascular service line, respiratory service line, all ancillary and support services and busy surgical practice.

Interim President – Montana Region (April 2021 – October 2021)

Successfully provided interim executive leadership to SCL Health Montana hospitals: St. Vincent Healthcare (Billings), St. James Healthcare (Butte) and Holy Rosary Hospital (Miles City).

Chief Operating Officer – Montana Region (December 2014 – April 2021)

Provided operational leadership to SCL Health Montana hospitals: St. Vincent Healthcare (Billings), St. James Healthcare (Butte) and Holy Rosary Hospital (Miles City) with net revenues of \$732 million.

UCSF Medical Center (San Francisco, CA)

April 2012 – December 2014

Executive Director, Clinical Services – UCSF is an academic medical center consistently ranked as one of the nation's top ten hospitals according to the annual survey by *U.S. News & World Report*. Average daily inpatient census of 520 and over 775,000 ambulatory care visits annually. Reporting to the system's COO and responsible for system-wide strategic and operational leadership of imaging, radiation oncology, clinical laboratory, pathology, heart and vascular service line, rehabilitation, neuro service line, sleep lab, pulmonary function, performance excellence (Lean), food/nutrition services with accountability for over 1,250 FTE's and operating budget of over \$260 million.

Honor Health - John C. Lincoln North Mountain Hospital (Phoenix, AZ)

November 2010 – March 2012

Vice President – Clinical & Support Services – Responsible for strategic and operational leadership of Level I trauma, surgical services (inpatient and outpatient surgery center), diagnostic imaging, cardiac cath, laboratory, pharmacy, respiratory therapy, rehabilitation services, environmental services and food/nutrition services. Also had system-wide leadership responsibility for orthopedic and neuroscience service lines and emergency preparedness. Total budget of \$195 million.

Santa Clara Valley Medical Center (San Jose, CA)

September 2007 – January 2010

Executive Director – Responsible for operational leadership of large, academic medical center with average daily census of 365 patients with 3,400 FTE's. Key services include emergency, trauma, rehabilitation, critical care, pediatrics and burn

Legacy Health System (Portland, OR)

February 2001 – August 2007

Chief Administrative Officer, Legacy Good Samaritan Medical Center - Responsible for operational leadership of teaching hospital with average daily census of 185 patients, 1,800 FTE's and total operating budget of \$260 million. Key services include surgery, cardiology, cancer, rehabilitation, transplant, bariatrics and hospice. Also had system-wide responsibility for Emergency & Trauma Services across all five hospitals.

Director, Employment Services & HRIS (February 2001 – November 2003) - Accountable for all physician and staff recruitment activities, affirmative action planning/compliance, the human resources information system, three child care centers, two fitness facilities and a credit union for this five hospital health system (*Promoted to Vice President then Chief Administrative Officer*).

EMPLOYMENT PRIOR TO 2000

Center for Physical Medicine & Pain Management (Alexandria, VA)

Aug. 1997 - Jan. 2000

Administrator – Responsible for all operational, financial, human resources and business development activities for medical practice (including physical therapy, lab and x-ray) with five offices, 28 providers and budget of \$5 million. Led an extensive operational and financial turn-around of practice that had been hampered by high overhead, inefficient flow/systems and inadequate financial tools

Inova Alexandria Hospital (Alexandria, VA)

Aug. 1993 - Aug. 1997

Administrator, MSO Services – Originally hired as Director, Physician Services, Recruitment & Referral and promoted to administrator role. Developed a full-service practice management service organization.

Saint Joseph's Regional Medical Center & Holy Cross Hospital (South Bend/Plymouth, IN)

Jan. 1990 – Aug. 1993

Director, Physician & Staff Recruitment – Hired as Professional Recruiter. Promoted to Supervisor in 1990. Promoted to Director in 1992

EDUCATION

University of San Francisco

Master's in Public Administration

Wabash College
Bachelors of Arts

ADDITIONAL

- Lean Leader Certified
- Strong presentation and meeting facilitation skills
- Monthly guest on local radio station (2018 – 2021)
- Presenter at Becker’s Healthcare Conference (2018 & 2019)

RECENT BOARD & COMMUNITY ACTIVITIES

- Board Member of Uptown Community Health Center (2022)
- Board Member of SCL Health Research Institute (2020 – 2022)
- Board Member of Yellowstone Surgery Center (2017 – 2021)
- Board Member of Missions United (2016- 2018, 2021)
- Board Member of Big Sky Senior Services (2017-2021)
- Board Member of St. Vincent de Paul – Billings (2019 – 2021)
- Board Member and Past Chair of Rehabilitation Hospital of Montana (2018 – 2021)