
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

Wednesday, July 25, 2018
6:45 AM
2nd Floor Council Chambers
1095 Duane Street, Astoria OR 97103

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

- A. Individuals must state full name and address
- B. Each individual is provided 2 minutes

4. APPROVAL OF MINUTES

- A. June

5. PRESIDENT HERNANDEZ

- A. What do you hear?

6. EMPLOYEE & VOLUNTEER RECOGNITION

7. OLD BUSINESS

- A. Parks Foundation Update
- B. Implementation of the Parks and Recreation Comprehensive Master Plan
 - i. Developing Parks and Facilities Maintenance Plans
 - ii. Capital Improvement Plan

8. NEW BUSINESS

- A. Memorandum of Agreement for the Care and Maintenance of Customs House Park
- B. Memorandum of Agreement for the Care and Maintenance of Birch Field
- C. Astoria Aquatic Center Exterior Signage

9. STAFF REPORTS AND UPCOMING EVENTS (attached)

10. FUTURE MEETINGS

- A. August 22, 2018 @ 6:45 AM in City Hall, Council Chambers
- B. September 26, 2018 @ 6:45 AM in City Hall, Council Chambers

Parks Advisory Board Meeting Minutes June 27, 2018

Chairperson Norma Hernandez called meeting to Order at 6:46 am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Eric Halverson, Jim Holen, Howard Rub, and Michele Tompkins.

Staff- Angela Cosby, Terra Patterson, Cole Beeson, and Natalie Viescas.

Public comments

1. George Hague, 1 3rd Street, Astoria, said he appreciated that a month had gone by without people wanting to sell parks. He periodically goes by the 9th Street Park to pick up trash. There is a smoke house and butcher shop in the area and every once in a while, they will offer people who hang around money to do some work and clean up the area. This is a business that should be supported and thanked for helping people who want to earn money and for doing things for the park. He recommended the Board start talking to City Council about connecting projects along the Riverwalk with restrooms and other facilities. Hotels and restaurants bring additional people to the Riverwalk, and there is a need for additional facilities. Other cities charge fees for things like restrooms or keeping the area clean. He thanked all of the Board members for serving. He added that Staff had cleaned up some of the graffiti and removed the Scotch broom at the 9th Street Park, which he also appreciated.

Approval of Minutes

- A. May minutes were unanimously approved.

President Hernandez

- B. What do you hear- President Hernandez heard from a young mother that Port of Play was closed during the week. She believed a mom's club was doing a survey to see about having access to Port of Play. They were concerned that some of the moms had no other safe place to go with their children during the week and they need to get out of the house. Andrew Fick said the ice cream at the Column was really nice. He had family visiting from Washington D.C. who thought Astoria was a really nice town. Jim Holen added that the cart was moved next to the restroom, so it no longer blocks the view. He also noticed that at Shively Park, a volunteer group had cleared the weeds on the stairway. Howard Rub said he believed the Friends of the Column were trying to be more active and involved in certain things, like working to get kids up to the Column for prom pictures. Last night, they had a dinner for employees at the Column. Director Cosby announced that the Friends of the Column would present their annual report to City Council on Monday, July 2, 2018, and publish a press release detailing some of the things they have been doing. Jessica Schleif said she enjoyed the McClure Park opening, which was well attended. The group did an amazing job cleaning the park and the park has a new slide. President Hernandez appreciated the bump guards on the slide because the slide could be fast.

Employee and Volunteer Recognition

- A. Terra Patterson recognized Cole Beeson as the June employee of the month.
- B. Terra Patterson recognized Morgan Tisdale as June Volunteer of the month.

Old Business

- A. Jim Holen gave an update on the Parks Foundation's work on scholarship development, scholarships granted in the last five months, and the \$5,000 Walmart grant. Directory Cosby confirmed the Run on the River raised \$25,000. President Hernandez said the last Parks in the Dark event was not that well attended this time, likely due to the weather.
- B. Director Cosby updated the Board on Staff's efforts to implement the Parks and Recreation Master Plan. The Maintenance Plans and Capital Improvement Plans will be completed in the fall.
- C. Director Cosby provided an update on the Customs House and Birch Field adoptions. The process has taken longer than anticipated and she hoped to present the memorandums of understanding to the Board in July. She confirmed that the Lower Columbia Preservation Society (LCPS) had spoken to Staff about their historic parks tour in August.

New Business

- A. Terra Patterson introduced Natalie Viescas, the new Recreation Coordinator at the Aquatic Center, noting her personal background and professional experience.
- B. Director Cosby presented the 2018-2019 Marketing Plan, which was included in the agenda packet. The specials and giveaways in the Plan would be presented to City Council on Monday, July 2, 2018 for approval. She confirmed that social media marketing had a positive impact on revenue. President Hernandez appreciated that all of the brochures and the guide were available in Spanish. Director Cosby answered questions from the Board about the budget's impact on marketing priorities and targeted geographical areas. The Astoria Parks Board unanimously recommended that City Council adopt the 2018-2019 Parks Marketing Plan and authorize the specials and giveaways.
- C. Director Board updated the Board on Maintenance staffing. The Grounds Coordinator would be moving to Public Works, so the department would struggle a bit until the position was filled. However, this year's seasonal team was stronger than the last two years, thanks to increased pay rates for the Maintenance Division. She answered questions from the Board and audience about recruiting employees, requirements to work in Maintenance, and the open positions. Parks Staff was working with Legal and Human Resources to develop an apprentice maintenance position.

Staff Reports and Upcoming Events

The following reports were presented to the Board as part of the agenda packet:

- A. Maintenance
- B. Aquatic Center
- C. Recreation
- D. Lil Sprouts/Port of Play
- E. Communications/Marketing

Future Meetings

- July 25, 2018 at 6:45 am in City Hall, Council Chambers
- August 22, 2018 at 6:45 am in City Hall, Council Chambers

Next meeting will be held Wednesday, July 25, 2018 at 6:45am at City Hall in City Council Chambers.



CITY OF ASTORIA

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MEMORANDUM • PARKS AND RECREATION

DATE: JUNE 20, 2018

TO: PARKS AND RECREATION ADVISORY BOARD

FROM: ANGELA COSBY, PARKS AND RECREATION DIRECTOR

SUBJECT: MEMORANDUM OF AGREEMENT WITH LOWER COLUMBIA PRESERVATION SOCIETY FOR MAINTENANCE AND CARE OF US CUSTOMS HOUSE REPLICA AND PARK

DISCUSSION/ANALYSIS

The Lower Columbia Preservation Society (LCPS), after being inspired by other successfully enacted maintenance agreements with local groups and individuals, has approached the Parks and Recreation Department to take over the maintenance and care of the US Customs House replica and surrounding park grounds. LCPS feels that the site embodies the values their organization works to support and lends itself as a potential showcase of what their mission is, to promote the preservation of historic architecture and sites in the Lower Columbia River region.

LCPS has committed to carry out all maintenance of the site including:

- Replacement or repair of broken or deficient components of the replica while adhering to historic preservation standards and methods with assistance from Clatsop Community College's Historic Preservation Program
- Mowing and weed-eating of the grounds
- Care of planted beds and trees
- Removal of litter and debris from the site

The attached Memorandum of Agreement, spanning a five year period, has been reviewed by the Lower Columbia Preservation Society and is acceptable to them. City Attorney Henningsgaard has reviewed and approved the Agreement as to form.

RECOMMENDATION

It is recommended that the Parks and Recreation Advisory Board recommend approval of the attached Memorandum of Agreement with Lower Columbia Preservation Society for the maintenance and care of US Customs House Replica and Park to the Astoria City Council.

By: Angela Cosby
Angela Cosby
Director of Parks & Recreation

MEMORANDUM OF AGREEMENT
BETWEEN THE LOWER COLUMBIA PRESERVATION SOCIETY AND CITY OF ASTORIA
FOR MAINTENANCE AND BEAUTIFICATION OF CUSTOMS HOUSE PARK

This Memorandum of Agreement, hereinafter referred to as "Agreement" made and entered into this _____ day of _____, 2018 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and The Lower Columbia Preservation Society, hereinafter referred to as "LCPS."

WHEREAS, the CITY is the owner of certain real property hereinafter described and known as Customs House Park; and

WHEREAS, LCPS has Parks Department approval to maintain and improve the care of Customs House Park for the benefit of the general public with resources acquired and provided by LCPS; and

WHEREAS CITY and LCPS have reached this Agreement relative to LCPS's desire for the site to remain a public park in exchange for maintenance of the property; and

WHEREAS, the purpose of this Agreement is to describe terms for maintenance of Customs House Park and any associated future improvements; and

WHEREAS, the CITY is agreeable to such contribution of services, but nothing in this Agreement shall be construed in any way to limit the ownership rights of the CITY regarding this property;

NOW, THEREFORE, the CITY grants permission to LCPS for maintenance and improvements within Customs House Park, subject to the terms hereinafter set forth.

1. PREMISES

CITY hereby allows LCPS to maintain and improve Customs House Park, at 3455 Leif Erikson Dr. in the City of Astoria as depicted on the attached map.

2. REPRESENTATIVES

- a. CITY representative shall be Angela Cosby, Parks and Recreation Director, 1555 W Marine Drive, Astoria OR 97103, 503-298-2460, acosby@astoria.or.us.
- b. LCPS's representatives shall be Michael Sensenbach, LCPS President or Rachel Jensen, Executive Director, PO Box 1334, Astoria, OR 97103, 971-704-2016, info@lcpssociety.org.
- c. Representatives shall notify the other representative of any changes in contact information within 30 days of any change.

3. CITY RESPONSIBILITIES

Whereas, the CITY will review and approve all designs and locations prior to start of any work or installations on the site.

- a. CITY shall coordinate with LCPS on the design, methods, and materials of any improvements proposed.
- b. CITY shall inspect any completed projects for compliance with all requirements prior to acceptance of improvements.
- c. CITY shall perform monthly inspections, and provide notifications as required, to ensure all obligations of this agreement are being fulfilled

4. LCPS RESPONSIBILITIES

Whereas, LCPS will fund and fully support all maintenance and any improvements in accordance with City and Park requirements. And;

- a. In the event the LCPS wishes to install items or substantially alter the site in any way, LCPS shall submit all plans to the CITY for review and approval prior to start of any work.
- b. LCPS is responsible for all costs associated with any installation or construction project; this includes: design, construction, and project management. This also includes any costs incurred by the CITY for support, inspection, project oversight, or other costs that may occur during the course of the project or subsequent to its completion.
- c. For all installation or infrastructure projects valued at over \$5,000, a project manager must be utilized that has been vetted and approved by the CITY. The project manager must be selected based on their applicable expertise and demonstrated knowledge of the proposed project. If no project manager is selected, hired, or designated by LCPS, the CITY will provide one and LCPS will be fully responsible for any costs incurred by the use of the project manager selected.
- d. Construction of any structural improvements shall be completed by a licensed contractor. Contractor shall obtain a City Occupational Tax (business license) and shall obtain any needed grading, building, or other permits required for the project.
- e. All standard governmental rules, regulations, conditions, and requirements shall be applicable to any project beyond the scope of the maintenance obligations below and LCPS agrees to follow them. This shall include obtaining all required licenses and permits and complying with all applicable laws and standards.

- f. Prior to proceeding with any construction or implementation of projects that require additional infrastructure at the site, LCPS will provide a complete set of construction drawings, plans, and specifications to the CITY and demonstrate its ability to construct and maintain the proposed improvement, to a standard agreed upon by the Parks Director, or her/his designee.
- g. LCPS shall provide the following items for any project to install improvements or infrastructure to include; but not be limited to:
 - a. ADA compliant features and access paths for inclusive use, wherever it is deemed feasible to include such improvements.
 - b. LED lighting sufficient for all areas of use, if additional lighting for the site is utilized, or incorporated at a later date.
 - c. Runoff and drainage features that remove excess water from the site during periods of excessive precipitation.
 - d. If the design incorporates any vegetation or planted features, an irrigation system, or proposal for water delivery, must be included in the design and implementation of the project.
- h. Substantial restoration or improvement work carried out on the US Customs House replica must be authorized in advance by the Parks Director, or her/his designee, and must be approved by Clatsop Community College's Historic Preservation Program's instructors, the Historic Landmarks Commission, and the Clatsop County Historical Society. Minor repair or in-kind restoration to be completed by Clatsop Community College's Historic Preservation Program does not require prior approval from the Historic Landmarks Commission or the Clatsop County Historical Society.
- i. At the request of the CITY, LCPS shall repair or reinstall any landscaping within the Park area that is disturbed during any phase of construction or implementation projects. Any landscaping items that are removed and replaced shall be reviewed and approved by the Parks and Recreation Director prior to installation.
- j. Upon completion of any installation or infrastructure project, LCPS shall dedicate the improvements to the CITY as City-owned improvements subject to acceptance by the City Council. All work must be completed prior to acceptance by the CITY.
- k. LCPS shall maintain, repair, and replace any installed improvements or infrastructure as necessary to keep them in good order, condition, and repair throughout the entire Term of this Agreement. This includes any utility costs associated with electricity or water use; as well as costs associated with trash or debris containers that may be rented to remove increased accumulations of trash or debris from the project footprint.

- I. LCPS shall maintain the park site, and any improvements, as necessary to keep the site in good order, safe condition, and repair throughout the entire term of this Agreement. LCPS agrees to indemnify and defend the City for any claims arising out of the use/installation/maintenance of elements at the park site. LCPS's efforts will extend to both structural and nonstructural items and to all maintenance, repair, and replacement work that may occur or be required. Maintenance shall include the following:
 1. Removal and repair of any graffiti or vandalism within an acceptable and realistic timeframe, or by request of the Parks Director or her/his designee.
 2. Mowing, edging, trimming of vegetation, at least twice per month April-September, and at least once per month October - March, or by request of the Parks Director or her/his designee.
 3. Removal and disposal of all garbage, debris, or other litter on a weekly basis, or by request of the Parks Director or her/his designee.
 4. Repainting/re-staining/repair of any structures as necessary, or by request of the Parks Director or her/his designee, if such structures or features are added at a later date by mutual consent of both parties.
 5. Reduction or management of noxious/invasive species present within the park through cultural landscape practices (mowing, hand-weeding, seeding, etc.). If any herbicides are to be applied, the City's Herbicide Use Policy guidelines must be followed.
 6. Replacement of any broken or deficient materials or structures, as they occur, and mitigation of any hazardous conditions that may arise due to neglect, damage, or other circumstances.
 7. Repair/replacement of any light or fixture, flag, notice, sign, or other decorative or functional item that becomes broken, vandalized, or is otherwise rendered unusable.
 8. Removal of any insect, or other pests', nests or infestations that may present a safety hazard to the public.
 9. Any sign or notices installed shall be approved in advance by the Parks Director or her/his designee and comply with all City Code regulations regarding posting, advertising, or displaying signs.

5. CLOSURE/REMOVAL OF FACILITY.

- a. CITY shall have the right to restrict use of the site at any time, either permanently, or for a designated period, for reasons of economy, if it is determined that proper maintenance is not being performed by LCPS, if conditions exist that render use of the site a danger, if use of the site is causing a nuisance to neighboring property owners, or at any other time if the CITY deems it appropriate.
- b. CITY may remove any built improvements and dispose of them at the City's discretion, but prior to doing so will allow LCPS the option of removing any improvements identified by the CITY from the site at LCPS's own expense within 90 days of identification by the CITY. In that case, LCPS shall surrender the premises in a state of good condition and repair, free and clear of all occupancies as required by the CITY.

6. TERM

- a. The term of this Agreement shall be for five (5) years, unless terminated prior to such date by mutual agreement of both parties. This Agreement may be extended upon the written request of the LCPS and approval of the City. LCPS shall meet annually on the anniversary date of this Agreement with the Parks Director, or her/his designee, to determine if the requirements of this Agreement are being upheld and to discuss any alterations or changes, desired by either party, to the terms of the Agreement.

IN WITNESS, WHEREOF, CITY and LCPS have executed this Memorandum of Agreement as of the date and year mentioned above.

CITY: THE CITY OF ASTORIA

By:

Attest:

Arline LaMear, Mayor

Brett Estes, City Manager

Approved as to legal sufficiency

LCPS:

By:

Michael Sensenbach
 President, Lower Columbia Preservation Society

APPROVED AS TO FORM:

Blair Henningsgaard, City Attorney



CITY OF ASTORIA

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MEMORANDUM • PARKS AND RECREATION

DATE: JUNE 20, 2018

TO: PARKS AND RECREATION ADVISORY BOARD

FROM: ANGELA COSBY, PARKS AND RECREATION DIRECTOR

SUBJECT: MEMORANDUM OF AGREEMENT WITH FRIENDS OF ALDERBROOK PARKS FOR MAINTENANCE AND CARE OF BIRCH FIELD PARK

DISCUSSION/ANALYSIS

The Friends of Alderbrook Parks (FOAP) was formed after City Council considered divesting of some Parks and Recreation Department properties, including Birch Field. Residents of the Alderbrook Neighborhood joined together to vocalize and show their support for keeping the site a public park by agreeing to take on maintenance and care responsibilities. FOAP views Birch Field as an important focal point of their neighborhood and wishes to see the park site maintained at a higher level of care to provide more opportunities for recreation and use.

FOAP has committed to carry out all maintenance of the site including:

- Mowing and weed-eating of the grounds
- Care of trees and shrubs and elimination of invasive species
- Removal of litter and debris from the site
- Coordination and cooperation with the Parks Department for any added or built features that may be considered or proposed

The attached Memorandum of Agreement, a five year commitment to the responsibilities, has been reviewed by the Friends of Alderbrook Parks and is acceptable to them. City Attorney Henningsgaard has reviewed and approved the Agreement as to form.

RECOMMENDATION

It is recommended that the Parks and Recreation Advisory Board recommend approval of the attached Memorandum of Agreement with the Friends of Alderbrook Parks for the maintenance and care of Birch Field to the Astoria City Council.

By: Angela Cosby
Angela Cosby
Director of Parks & Recreation

MEMORANDUM OF AGREEMENT
BETWEEN THE FRIENDS OF ALDERBROOK PARKS AND CITY OF ASTORIA
FOR MAINTENANCE AND BEAUTIFICATION OF BIRCH FIELD PARK

This Memorandum of Agreement, hereinafter referred to as "Agreement" made and entered into this _____ day of _____, 2018 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and The Friends of Alderbrook Parks, hereinafter referred to as "FOAP."

WHEREAS, the CITY is the owner of certain real property hereinafter described and known as Birch Field Park; and

WHEREAS, FOAP has Parks Department approval to maintain and improve the care of Birch Field Park for the benefit of the general public with resources acquired and provided by FOAP; and

WHEREAS CITY and FOAP have reached this Agreement relative to FOAP's desire for the site to remain a public park in exchange for maintenance of the property; and

WHEREAS, the purpose of this Agreement is to describe terms for maintenance of Birch Field Park and any associated future improvements; and

WHEREAS, the CITY is agreeable to such contribution of services, but nothing in this Agreement shall be construed in any way to limit the ownership rights of the CITY regarding this property;

NOW, THEREFORE, the CITY grants permission to FOAP for maintenance and improvements within Birch Field Park, subject to the terms hereinafter set forth.

1. PREMISES

CITY hereby allows FOAP to maintain and improve Birch Field Park, at 4898 Birch St. in the City of Astoria as depicted on the attached map.

2. REPRESENTATIVES

- a. CITY representative shall be Angela Cosby, or any other appointed Parks and Recreation Director, 1555 W Marine Drive, Astoria OR 97103, 503-298-2460, acosby@astoria.or.us.
- b. FOAP's representatives shall be Lisa Morley, Randy Harris.
- c. Representatives for each party shall notify the other party of any changes in contact information within 30 days of any change.

3. CITY RESPONSIBILITIES

Whereas, the CITY will review and approve all designs and locations prior to start of any work or installations on the site.

- a. CITY shall coordinate with FOAP on the design and methods of any improvements proposed.
- b. CITY shall review and approve all final design, material specifications and locations prior to start of the work on the site.
- c. CITY shall inspect any infrastructure installation project at 25%, 50%, 75%, and 100% completion for compliance with all requirements prior to final acceptance of the improvements.
- d. Infrastructure is defined as buildings, sidewalks, roads or paths, built or installed structures or items, and utilities (power, water, sewer, etc.).
- e. CITY shall perform monthly inspections, and provide notifications as required, to ensure all obligations of this agreement are being fulfilled.

4. FOAP RESPONSIBILITIES

Whereas, FOAP will fund and fully support all maintenance and any improvements, in accordance with City, State, and Federal requirements and regulations, described herein, as well as any future improvements and maintenance agreed to in writing during the term of this agreement. And;

- a. In the event FOAP wishes to install substantial items or substantially alter the site in any way, FOAP shall submit all plans to the CITY for review and approval prior to start of any work. Substantial items or alterations shall be defined as: the addition or removal of infrastructure as defined in this agreement, but shall not include minor items such as the addition of or replacement of bases on the baseball field, or removal of blackberries or invasive plant species.
- b. Unless otherwise agreed to in writing by both parties, FOAP is responsible for all costs associated with any installation or construction project; this includes: design, construction, and project management. This also includes any costs incurred by the CITY for support, inspection, project oversight, or other costs that may occur during the course of the project or subsequent to its completion.
- c. For all installation or infrastructure projects valued at over \$10,000, a project manager must be utilized that has been vetted and approved by the CITY. The project manager must be selected based on their applicable expertise and demonstrated knowledge of the proposed project. If no project manager is selected, hired, or designated by FOAP, the CITY will provide one and FOAP will

be fully responsible for any costs incurred by the use of the project manager selected.

- d. Construction of any structural improvements shall be overseen or completed by a licensed contractor. Contractor shall obtain a City Occupational Tax (business license) and shall obtain any needed grading, building, or other permits required for the project.
- e. All standard governmental rules, regulations, conditions, and requirements shall be applicable to any project beyond the scope of the maintenance obligations below and FOAP agrees to follow them. This shall include obtaining all required licenses and permits and complying with all applicable laws and standards.
- f. Prior to proceeding with any construction or implementation of projects that require additional infrastructure at the site, FOAP will provide a complete set of construction drawings, plans, and specifications to the CITY and demonstrate its ability to construct and maintain the proposed improvement, to a standard agreed upon by the Parks Director, or her/his designee.
- g. FOAP shall provide the following items for any project to install improvements or infrastructure to include; but not be limited to:
 - 1) ADA compliant features and access paths for inclusive use, wherever it is deemed feasible to include such improvements.
 - 2) LED lighting sufficient for all areas of use, if additional lighting for the site is utilized, or incorporated at a later date.
 - 3) Runoff and drainage features that direct excess water away from the project site during periods of excessive precipitation.
 - 4) If the design incorporates any vegetation or planted features, an irrigation system, or proposal for water delivery including an option for watering naturally through rain water, must be included in the design and implementation of the project.
- h. At the request of the CITY, FOAP shall repair or reinstall any landscaping within the Park area that is disturbed during any phase of construction or implementation projects. Any landscaping items that are removed and replaced shall be reviewed and approved by the Parks and Recreation Director prior to installation.
- i. Upon completion of any installation or infrastructure project, FOAP shall dedicate the improvements to the CITY as City-owned improvements subject to acceptance by the City Council. All work must be completed prior to acceptance by the CITY.
- j. FOAP shall maintain, repair, replace, or remove any installed improvements or infrastructure as necessary to keep them in good order, condition, and repair throughout the entire Term of this Agreement. This includes any utility costs

associated with electricity or water use; as well as costs associated with trash or debris containers that may be rented to remove increased accumulations of trash or debris from the project footprint.

Maintenance shall include the following:

1. Removal and repair of any graffiti or vandalism within an acceptable and realistic timeframe, or by request of the Parks Director or her/his designee.
2. Pressure wash all concrete surfaces, hardscapes, and any other built items a minimum of twice per year , or by request of the Parks Director or her/his designee, in addition to regular cleaning.
3. Mowing, edging, trimming of vegetation, a minimum of twice per month April – September and as needed to provide access and use October - March, or by request of the Parks Director or her/his designee.
4. Removal and disposal of all garbage, debris, or other litter as needed, or by request of the Parks Director or her/his designee.
5. Repainting/re-staining/repair of any structures as necessary, or by request of the Parks Director or her/his designee, if such structures or features are added at a later date by mutual consent of both parties.
6. Reduction or management of noxious/invasive species present within the park through cultural landscape practices (mowing, hand-weeding, seeding, etc.). If any herbicides are to be applied, the City's Herbicide Use Policy guidelines must be followed.
7. Repair, replacement or removal of any broken or deficient materials or structures, as they occur, and mitigation of any hazardous conditions that may arise due to neglect, damage, or other circumstances.
8. Repair, replacement or removal of any light or fixture, flag, notice, sign, or other decorative or functional item that becomes broken, vandalized, or is otherwise rendered unusable.
9. Removal of any insect, or other pests', nests or infestations that may present a safety hazard to the public.
10. Any sign or notices installed shall be approved in advance by the Parks Director or her/his designee and comply with all City Code regulations regarding posting, advertising, or displaying signs.

5. CLOSURE/REMOVAL OF FACILITY.

- a. CITY shall have the right to restrict use of the site at any time, either permanently, or for a designated period, for reasons of economy, if it is determined that proper maintenance is not being performed by FOAP, if conditions exist that render use of the site a danger, if use of the site is causing a nuisance to neighboring property owners, or at any other time if the CITY deems it appropriate.
- b. CITY may remove any built improvements and dispose of them at the City's discretion, but prior to doing so will allow FOAP the option of removing any improvements identified by the CITY from the site at FOAP's own expense within 90 days of identification by the CITY. In that case, FOAP shall surrender the premises in a state of good condition and repair, free and clear of all occupancies as required by the CITY.

6. TERM

- a. The term of this Agreement shall be for five (5) years, unless terminated prior to such date by mutual agreement of both parties. This Agreement may be extended upon the written request of the FOAP and approval of the City Council. FOAP shall meet annually with the Parks Director, or her/his designee. The meeting shall take place within one month prior to, the anniversary date of this Agreement, to determine if the requirements of this Agreement are being upheld and to discuss any alterations or changes, desired by either party, to the terms of the Agreement.

IN WITNESS, WHEREOF, CITY and FOAP have executed this Memorandum of Agreement as of the date and year mentioned above.

CITY: THE CITY OF ASTORIA

By:

Attest:

Arline LaMear, Mayor

Brett Estes, City Manager

FOAP:

By:

Lisa Morley, Representative, Friends of Alderbrook Parks

49th St

Birch Field and Park

Birch

Birch

Birch St



CITY OF ASTORIA

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MEMORANDUM • PARKS AND RECREATION

DATE: JUNE 20, 2018
TO: PARKS AND RECREATION ADVISORY BOARD
FROM: ANGELA COSBY, PARKS AND RECREATION DIRECTOR
SUBJECT: ASTORIA AQUATIC CENTER EXTERIOR SIGN

DISCUSSION/ANALYSIS

When the Astoria Aquatic Center was originally built a large wooden wave was installed on the outside of the building running along the north (Marine Drive) side of the building along with a large wooden sign which read Aquatic Center. In September of 2017, staff took the wave and wooden sign down to have the building repainted. Once the sign and wave were taken down it was discovered that both had extensive rot and their condition was unusable. At this point staff began exploring other options for signage, researching what would work best to represent our facility and speaking with a local architect design expert.

After reviewing options, staff determine the best course of action for building representation and long term maintenance was to replace the wooden wave with a painted mural of a wave along the front of the building along with a painted sign over the wave reading "aquatic center". Staff then solicited quotes for the work through local artists and selected Roger McKay to paint the mural. Mr. McKay is familiar with the aquatic center and painted the original mural located inside the facility in the natatorium.

Based on City Code, this mural is considered a sign as it represents the primary function of the facility and the mural measurements are larger than allowed for standard signage on a building. For this reason, staff have applied for a sign permit variance and will be attending the planning commission meeting on July 24, 2018 to discuss the project and answer any questions the commission may have. Once staff have received approval for a variance and have a signed contract in place, local artist Roger McKay will begin working on painting the mural.

Barring any issues with weather or other unforeseen complications, the mural will be painted during the month of August and completed before the building reopens after the annual maintenance closure at the beginning of September.

RECOMMENDATION

This agenda item is for informational purposes only, no action is needed.

By: Angela Cosby
Angela Cosby
Director of Parks & Recreation

STAFF REPORT AND FINDINGS OF FACT

July 16, 2018

TO: ASTORIA PLANNING COMMISSION

FROM: ROSEMARY JOHNSON, PLANNING CONSULTANT

THROUGH: NANCY FERBER, PLANNER 

SUBJECT: VARIANCE REQUEST (V18-06) BY TERRA PATTERSON, ASTORIA AQUATICS CENTER, TO INSTALL SIGNS AT 1997 MARINE DRIVE

I. BACKGROUND SUMMARY

- A. Applicant: Terra Patterson, Aquatics Center Supervisor
Astoria Aquatics Center
1997 Marine Drive
Astoria OR 97103
- B. Owner: City of Astoria
1095 Duane Street
Astoria OR 97103
- C. Location: 1997 Marine Drive; Map T8N R9W Section 8DA, Tax Lot 800; Blocks 123 & 130, Shively, and vacated portions of 19th and Duane Streets
- D. Zone: FA, Family Activity
- E. Proposal: From the maximum 300 square feet of signage to retain existing signs and install an approximate 1,650 square foot graphic and sign on the north elevation of the existing institutional structure.

II. BACKGROUND

A. Subject Site

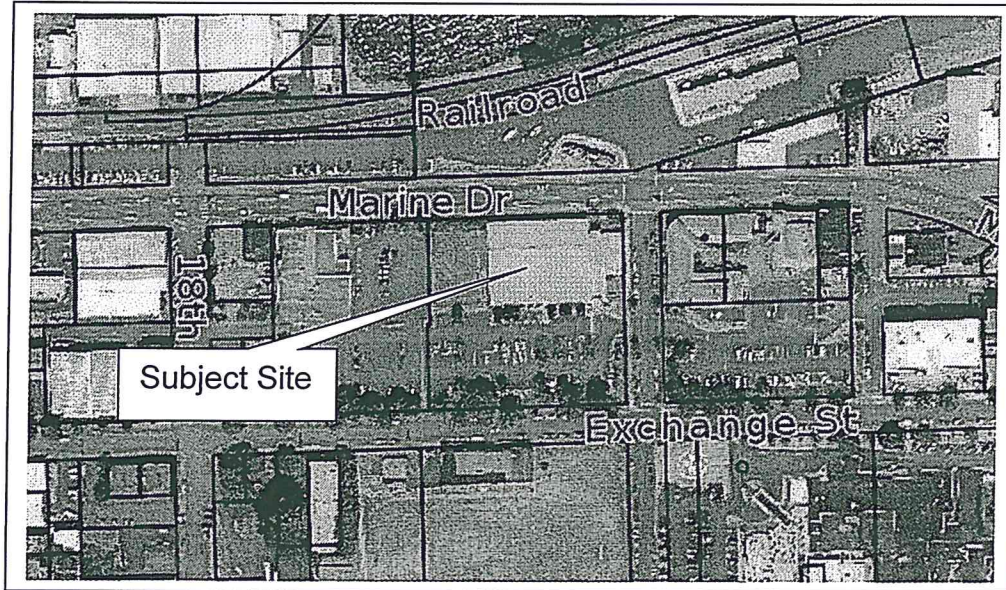
The building is located on the south side of Marine Drive at the corner of 20th Street. It is occupied by the Astoria Aquatics Center.



The building sits close to the north (Marine Drive) property line with its main entrance on the south elevation facing the parking lot on Exchange Street. The site is relatively flat slightly below grade with slopes at the north and south edges up to the rights-of-way.

B. Adjacent Neighborhood

The site is surrounded by commercial and medical facilities development. To the south is the Columbia Memorial Hospital campus; to the east is the OSU Seafood Consumer Center; to the west is the Gateway Cinema; and to the north is Columbia River Maritime Museum and former North Coast Auto.



C. Proposal

The applicant is proposing to retain and install the following signs for a total of approximately 1,702 square feet:

- 1) New wall sign on north, front elevation – 11' x 150' (1,650 sqft) - words within this sign would be 3' x 38' (114 sqft)
- 2) Retain wall sign on north, front elevation - 2' x 5' (10 sqft)
- 3) Retain wall sign on south, rear elevation - 2' x 5' (10 sqft)
- 4) Retain wall sign on south, rear elevation - 2' x 8' (16 sqft)
- 5) Retain wall sign on west, side elevation - 2' x 8' (16 sqft)

III. PUBLIC REVIEW AND COMMENT

A public notice was mailed to all property owners within 250 feet pursuant to Section 9.020 on July 2, 2018. A notice of public hearing was published in the Daily Astorian on July 17, 2018. Comments received will be made available at the Astoria Planning Commission meeting.

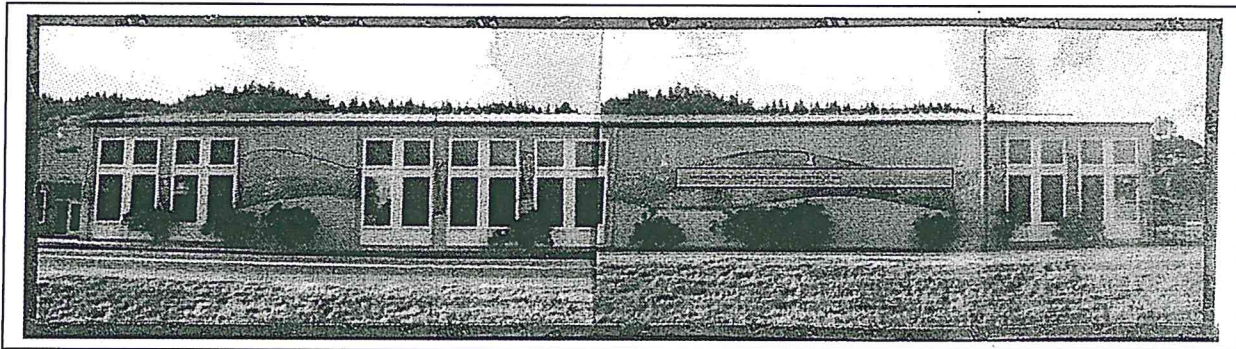
IV. APPLICABLE REVIEW CRITERIA AND FINDINGS OF FACT

A. Development Code Section 1.400 includes the following definitions:

"SIGN: Any identification, description, illustration, symbol, or device which is affixed directly or indirectly upon a building, structure, or land and which conveys a message."

"WALL GRAPHICS: Any mosaic, mural or painting or graphic art technique or combination or grouping of mosaics, murals, or paintings or graphic art techniques applied, implanted or placed directly onto a wall or fence which does not identify a business or product, or carry a commercial or non-commercial message, excluding historical signs."

Finding: The proposed sign is a graphic of a water wave of approximately 11' tall x 150' long and includes an area of 3' x 38' (114 square feet) of text. Due to the nature of the "Aquatics" Center with water, swimming, and "wave" action, the wave is considered as a sign as it conveys a message of the use of the building. It is not considered as a "wall graphic" which would be reviewed differently and is not subject to size limitations.



- B. Development Code Section 8.150.A, FA Zone Sign Regulations, Total Square Footage Permitted, states *"The total square footage of all signage associated with a business site, use, or activity shall not exceed 150 square feet, with no single sign exceeding 100 square feet."*

Development Code Section 8.150.C, FA Zone Sign Regulations, Wall, Roof Mounted, or Projecting Signs, states

- "1. Area. The total allowable area for all permanent signs attached to the building is determined as follows:*
- a. A wall, roof mounted, or projecting sign of one (1) square foot per lineal foot of building frontage is allowed.*
 - b. Individual sign face area. The maximum size of an individual sign within the total allowable area limits is 100 square feet."*

Development Code Section 8.150.D, FA Zone Sign Regulations, Number of Signs, states *"The number of signs within the total allowable area is limited to two (2) signs per building frontage."*

Development Code Section 8.070.K, General Sign Regulations, Through the Block Signage, states *"Buildings which contain frontage on two parallel arterial streets, or on an arterial street and a waterway, shall be entitled to twice the allowable total*

square footage for the zone in which it is placed. [See 8.070(E.2)]. This double allowance affects only the overall total square footage for the site. The maximum square footage of each individual sign, the square footage for the frontage, the number of signs, location, and other attributes of the sign are not affected by this allowance.”

Finding: The building is approximately 215’ wide by 130’ deep. A maximum of 150 square feet of signs would be allowed with a maximum of 100 square feet for an individual sign. The site has through the block frontage on Marine Drive and Exchange Street which allows the site twice the square footage for a total of 300 square feet. The number of signs and size of individual signs is not doubled.

There are two existing signs on the south, one on the west, and one on the north with an additional sign proposed for the north. The existing signs total 52 square feet. This meets the allowable maximums.

The method of measuring signage requires that the area is determined by the outside edges of the full content of the sign in a rectangular box. The wave undulates and is broken by the multiple windows on this elevation. There are 14 windows at 4’ wide each (x 11’ tall graphic) reducing the actual graphic by a total of 616 square feet in reality. However, the Code requires that this area be included in the dimensions for the total square footage.

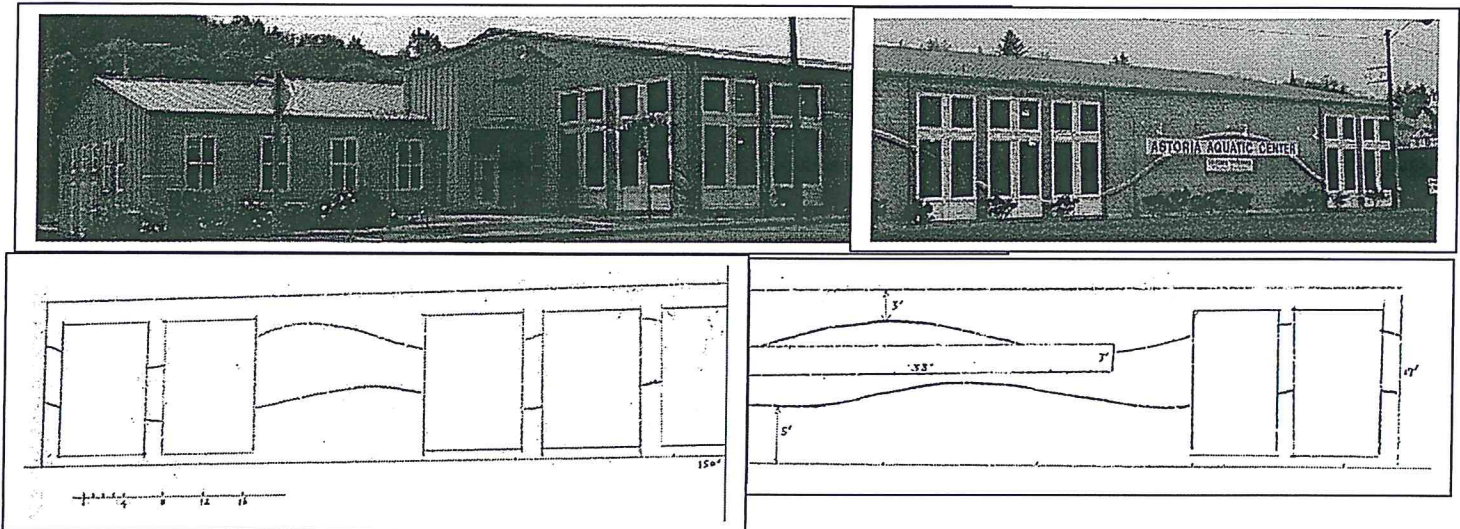
The proposed total wall signage is approximately 1,702 square feet which exceeds the maximum 300 square foot maximum for the site. The north wall sign is 1,650 square feet which exceeds the 100 square foot maximum of an individual sign. A variance is required.

C. Development Code Section 8.110.A, Variances, Astoria Planning Commission states *“Variances to the sign regulations of this Section may be approved by the Planning Commission following the procedures of Section 12.060 to 12.120 where the Planning Commission finds that the variance meets the following criteria:”*

1. Section 8.110.A.1 states *“One of the following factors exists:*
 - a. *The variance would permit the placement of a sign with an exceptional design or style.*
 - b. *The variance would permit the placement of a sign which is more consistent with the architecture, and development of the site.*
 - c. *The existence of an unusual site characteristic, such as topography, existing development, or adjacent development, which precludes an allowable sign from being effectively visible from the public roadway adjacent to the site.*

- d. *The requirement to remove a sign under Section 8.110(A) would constitute a severe or extreme economic hardship to the business or activity involved.*"

Finding: The building is 19' tall and approximately 215' wide with the subject wall at 150' wide. The long nature of the building led to the design to incorporate a wave into the signage. The previous sign was removed recently due to deterioration. It also was a wave but was just a single line to imply the design of a wave. The new sign would expand on that design with a painted graphic wave cresting at 11' high. This lineal design would be consistent with the architecture.



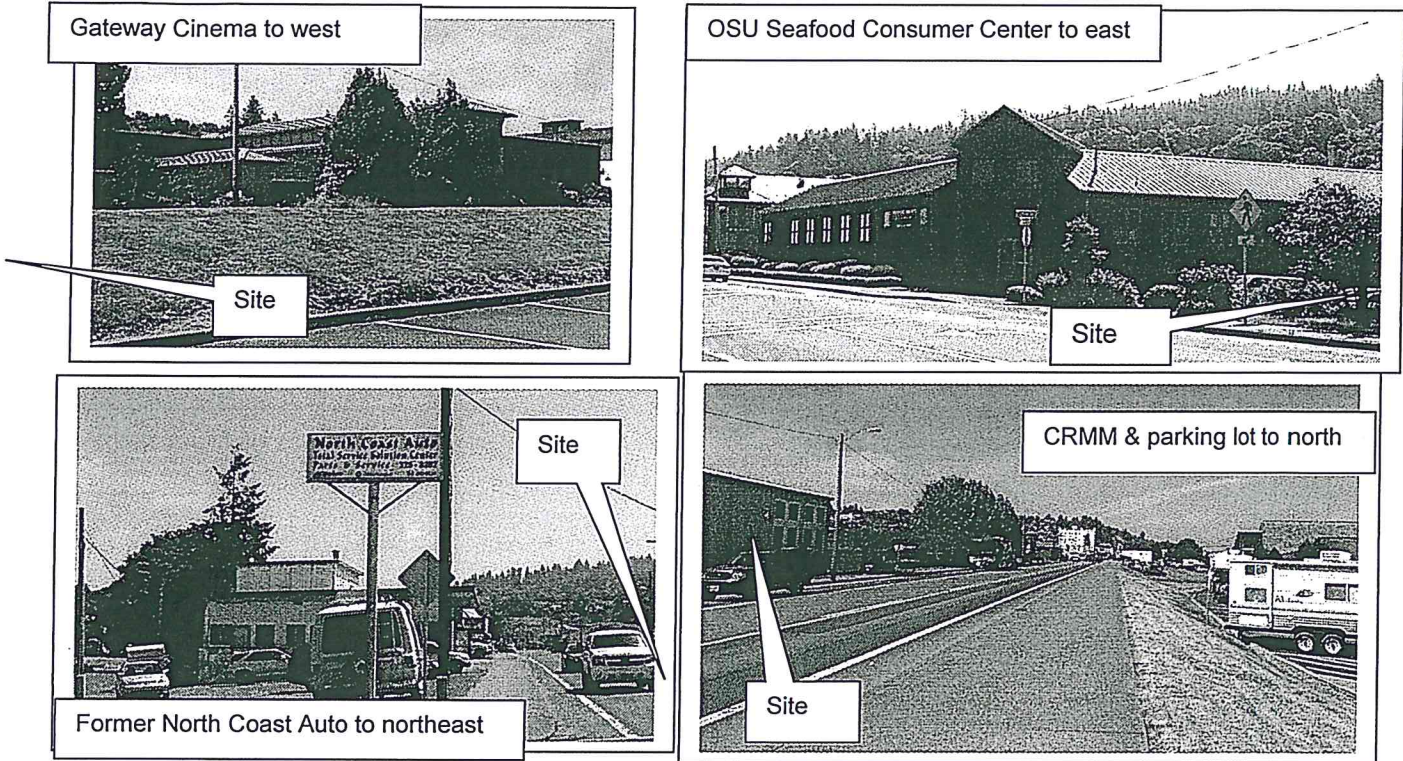
The graphic design is exceptional in that it uses paint to create motion and the idea of water in the building. The actual text portion of the sign would be similar in size to the previous lettering and would be 3' x 38' (114 square feet). The existing signs are minimal in size for a total of 52 square feet and the additional text sign would be 114 square feet for a total of 166 square feet which is well within the allowable 300 square feet for the site. The intent of this graphic design is to promote the use of the Aquatics Center to both locals and tourists who travel along Marine Drive. While larger signs are not encouraged as "advertising", the unique subtle nature of this graphic is appropriate for the building.

The variance would permit the placement of a sign that is consistent with the architecture of the structure and of an exceptional yet subtle design.

2. Section 8.110.A.2, states *"The granting of the variance would not be detrimental to abutting properties."*

Finding: There are only a few businesses, in this block of Marine Drive each occupying large areas along the roadway. The smallest site is the former North Coast Auto across the Marine Drive right-of-way which has been purchased by the Columbia River Maritime Museum as part of their

larger campus. Signage in the area is minimal and these signs would not block other signage or visibility of businesses. The signs will not be detrimental to abutting properties due to the existing development in the area.



3. Section 8.110.A.3, states *"The granting of the variance would not create a traffic or safety hazard."*

Finding: The proposed sign would be flush with the facade of the building and would not impair vehicles on Marine Drive. Granting the variance will not create a traffic or safety hazard.

4. Section 8.110.A.4 states *"Sign variances are exempt from Section 12.030 (General Variance Criteria) through 12.040 (Variance from Standards Relating to Off-street Parking and Loading Facilities)."*

Finding: The application is for a sign variance and as such is exempt from Section 12.030 through 12.040.

V. CONCLUSION AND RECOMMENDATION

The request, in balance, meets all the applicable review criteria. Staff recommends approval of the request. The applicant should be aware of the following requirements:

Significant changes or modifications to the proposed plans as described in this Staff Report shall be reviewed by the Astoria Planning Commission.

The applicant shall obtain all necessary City and building permits prior to installation of the signs.



CITY OF ASTORIA
 Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

for waiver by Brett

Fee Paid Date N/A By Y
 FEE: Administrative Permit \$300.00
 or Planning Commission \$500.00

No. V 18-06

SIGN VARIANCE APPLICATION

Property Location: Address: 1997 Marine
and located portion
 Lot of 19th & Duane Block 123 & 130 Subdivision Shively
 Map 8 DA Tax Lot 800 Zone FA Adj to Hist.

Applicant Name: Terra Patterson, Aq. Center Supervisor

Mailing Address: 1997 Marine

Phone: _____ Business Phone: 325-7027 Email: tpatterson@astoria.or.us

Property Owner's Name: City of Astoria

Mailing Address: 1095 Duane

Business Name (if applicable): Astoria Aquatic Center

Signature of Applicant: [Signature] Date: 6-12-18

Signature of Property Owner: [Signature] Date: _____

Existing/Proposed Use: Aq. Center -

What Development Code Requirement do you need the Variance from? (Describe what is required by the Code and what you are able to provide without a Variance.)

Max sqft of sign to exceed 150 sqft (300 sqft per 8,080 sq ft)

where is 11' x 150' = 1,650 (working area 3' x 38' = 114 sq ft)

Existing signs - 52 sq ft

SITE PLAN: A Site Plan depicting property lines and the location of all existing and proposed structures, parking, landscaping, and/or signs is required. The Plan must include distances to all property lines and dimensions of all structures, parking areas, and/or signs. Scaled free-hand drawings are acceptable.

For office use only:			
Application Complete:	<u>6/19/18</u>	Permit Info Into D-Base:	
Labels Prepared:		Tentative APC Meeting Date:	<u>7/24/18</u>
120 Days:	<u>10-17-18</u>		

FILING INFORMATION: Planning Commission meets on the fourth Tuesday of each month. Completed applications must be received by the 13th of the month to be on the next month's agenda. A Pre-Application meeting with the Planner is required prior to acceptance of the application as complete. Only complete applications will be scheduled on the agenda. Your attendance at the Planning Commission meeting is recommended.

Briefly address the following criteria for **SIGN RELATED VARIANCES**:

8.110. VARIANCES FROM STANDARDS RELATING TO SIGNS.

Variations to the sign regulations of this Section may be approved by the Planning Commission following the procedures of Section 12.060 to 12.120 where the Planning Commission finds that the variance meets the following criteria:

A. One of the following factors exists:

1. The variance would permit the placement of a sign with an exceptional design or style.

mural-like wave along the north wall - graphic only,
Word signage is within the allowable square footage.

2. The variance would permit the placement of a sign which is more consistent with the architecture, and development of the site.

Low @ 18' high blk that is long @ 'long,

3. The existence of an unusual site characteristic, such as topography, existing development, or adjacent development, which precludes an allowable sign from being effectively visible from the public roadway adjacent to the site.

N/A

4. The requirement to remove a sign under Section 8.100(A) would constitute a severe or extreme economic hardship to the business or activity involved.

N/A

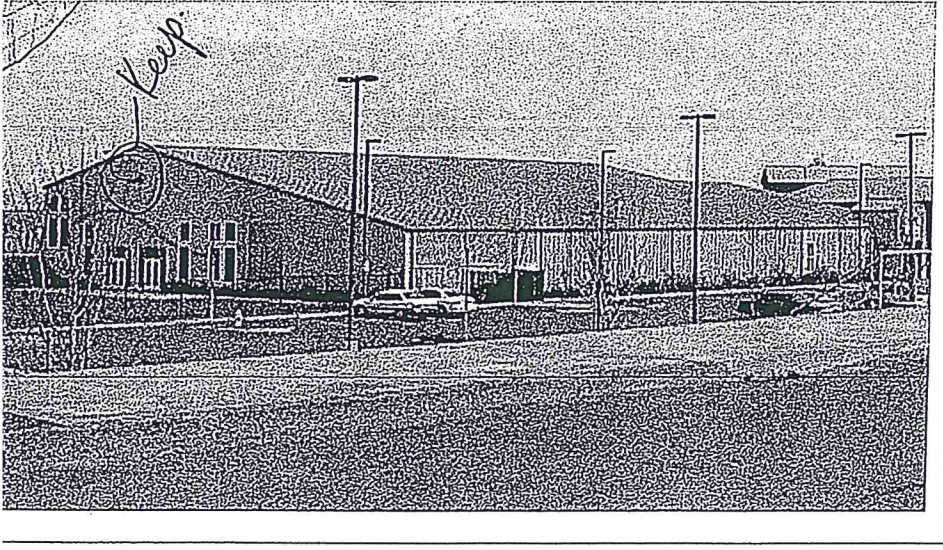
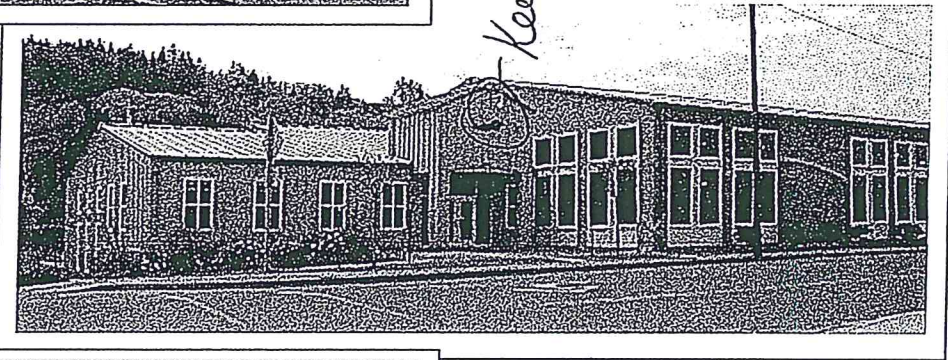
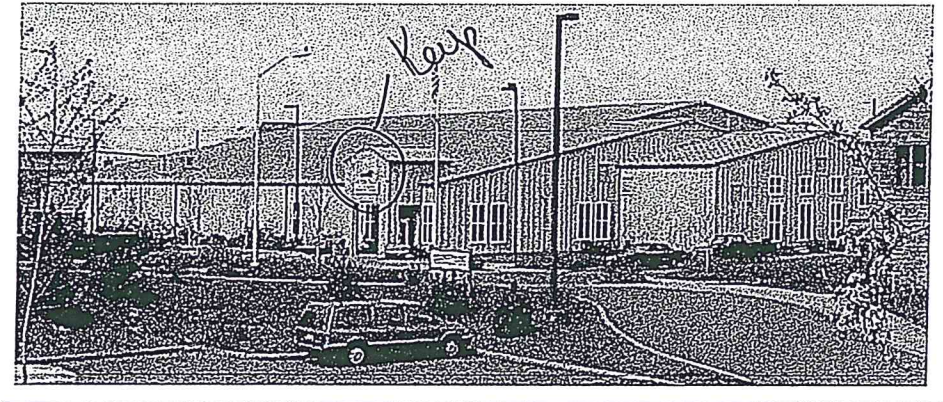
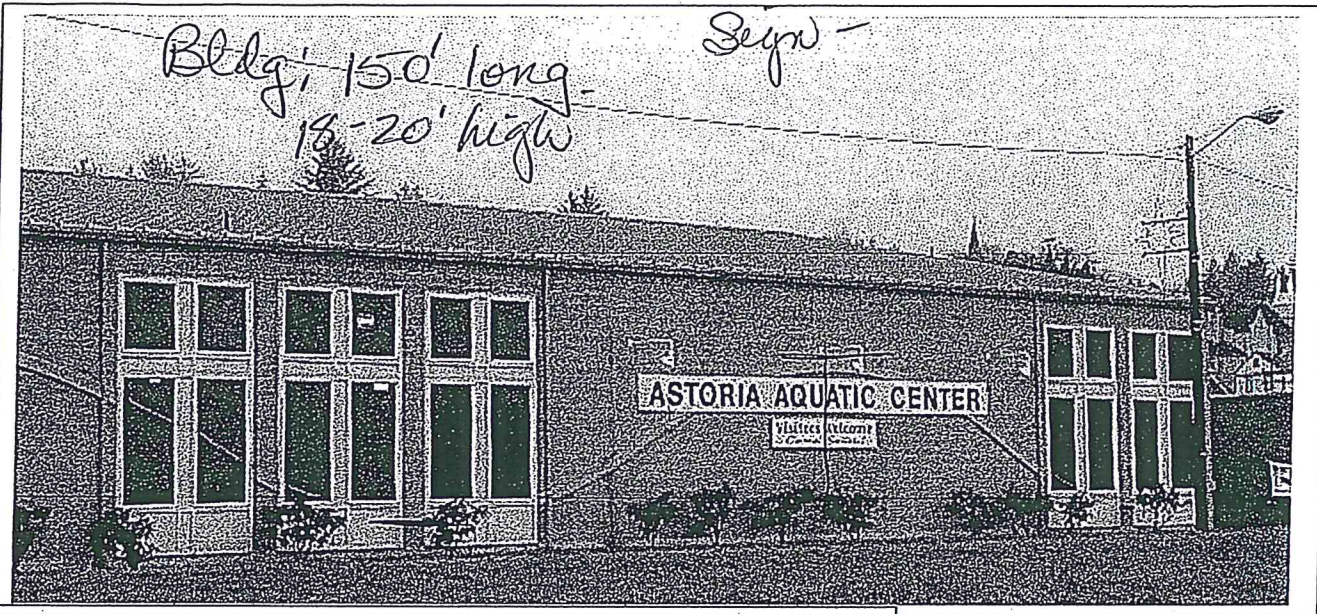
3. The granting of the variance would not be detrimental to abutting properties.

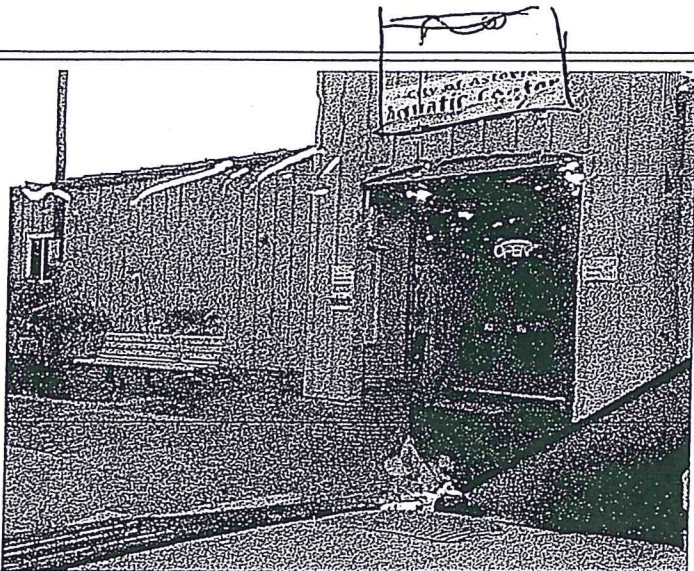
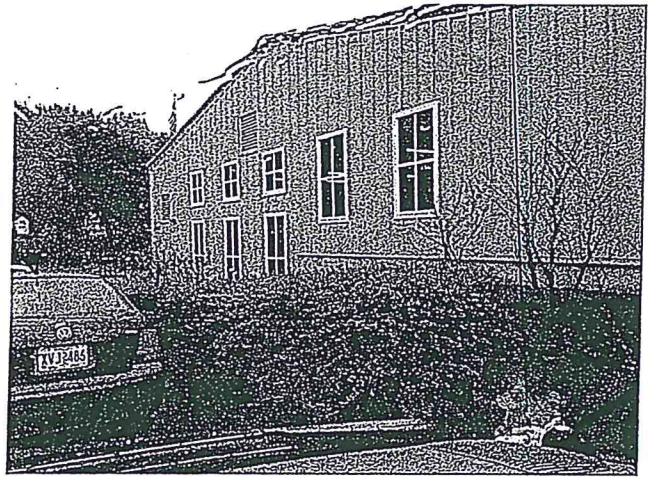
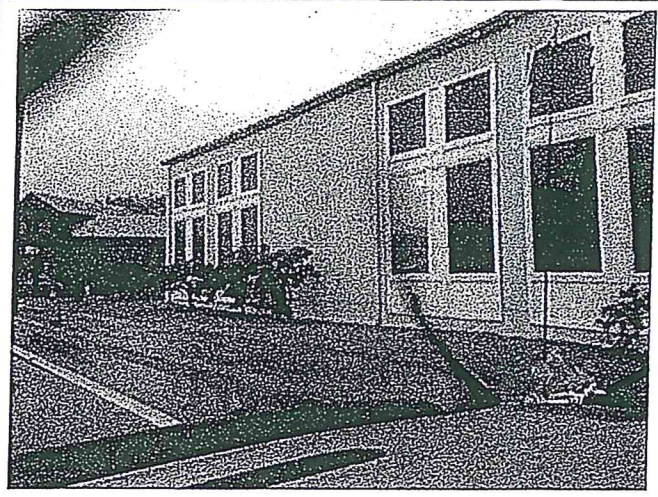
This portion of Marine Dr is not densely developed with commercial
facilities. CRMM, theater, OSU, & Auto Repair are all large lots.
No sign clutter in this area.

∴ The granting of the variance would not create a traffic or safety hazard.

No hazard with wall sign.

Sign variances are exempt from Sections 12.030 through 12.040.







CITY OF ASTORIA
 Founded 1811 • Incorporated 1856
COMMUNITY DEVELOPMENT

Fee Paid Date _____ By _____
FEE (no building permit): \$50.00

S _____

SIGN PERMIT

Property Location: 1997 Marine Zone: FA

Business Name: Astoria Aquatic Center

Applicant Name: Terra Patterson, Aq. Center Supervisor

Mailing Address: 1997 Marine Email _____

Phone: 325-7027 Business Phone: _____

Sign Installer Name: _____ Phone: _____

Sign Installer Address: _____ CCB #: _____

Sign Installer needs to have a City of Astoria Occupational Tax for the current year.

Property Owner's Name: City of Astoria

Mailing Address: 1095 Duane

I agree to erect the proposed sign according to the description, plan, and specification of this permit and in accordance with the Astoria Development Code, City Code, Building Code, and any other City codes.

Signature of Applicant: [Signature] Date: 6/12/18

Signature of Property Owner: _____ Date: _____

SITE PLAN AND SIGN DIAGRAM: *A Site Plan depicting building and/or property lines and the location of all existing and proposed signs is required. The Plan must include dimensions of signs, and distances to all property lines on projecting and freestanding signs. A sign diagram is required which must show the general appearance of the sign with dimensions noted. Signs proposed for historic structures must also include how they will be attached to the building. These plans and diagrams are not required to be in final form and may be hand drawn by the applicant.*

FILING INFORMATION: *A Pre-Application meeting with the Administrative Assistant may be required prior to acceptance of the application as complete. Only complete applications will be reviewed for approval.*

SIGNS THAT REQUIRE A BUILDING PERMIT: *Freestanding, projecting, or structural signs charged fee based on value of sign (Min fee \$72.80)*

Note: Either a Sign Permit or a Building Permit (not both) is required depending on style of sign.

APPROVED BY: _____ Date: _____

BUILDING FRONTAGE: North: _____ South: _____ East: _____ West: _____

"Building Frontage" is the lineal frontage of a building along a public street, waterway, or any other exterior building wall facing a parking lot, excluding alleys. It includes only the portion of the building that is occupied by your business or activity. [See Section 8.120(D)]

SITE FRONTAGE: _____

"Site Frontage" is the lineal frontage of a site on a public street, excluding alleyways.

NUMBER, SIZE, AND TYPES OF EXISTING SIGNS: _____

N Swimmer 2'x8' (16 sq ft); N Swimmer 2'x5' (10 sq ft); S Swimmer 2'x5' (10 sq ft);
S wall 2'x8' (16 sq ft) = 52 sq ft

PROPOSED SIGNAGE: Sign is anything visible from the outside that conveys the message of your business or activity.

SIGN NO. 1 - TYPE OF SIGN: wall on N

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: Painted wave on wall with letters attached

SIGN NO. 2 - TYPE OF SIGN: _____

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: _____

SIGN NO. 3 - TYPE OF SIGN: _____

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: _____

SIGN NO. 4 - TYPE OF SIGN: _____

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: _____

REMARKS: _____

**YOU ARE RECEIVING THIS NOTICE BECAUSE THERE IS A
PROPOSED LAND USE APPLICATION NEAR YOUR PROPERTY IN ASTORIA**

CITY OF ASTORIA
NOTICE OF PUBLIC HEARING

Mail	7/2/2018
Email	7/2/2018
Web	7/2/2018

pub: 7/16/2018

The City of Astoria Planning Commission will hold a public hearing on Tuesday, July 24, 2018 immediately following the Traffic Safety Advisory Committee meeting at 6:30pm in the Astoria City Hall, Council Chambers, 1095 Duane Street, Astoria. The purpose of the hearing is to consider the following request(s):

1. Permit Extension Request for Conditional Use (CU17-06) by Astoria Warming Center to extend the permit to September 6, 2019 to operate the Astoria Warming Center at 1076 Franklin Ave (Map T8N-R9W Section 8CC, Tax Lot(s) 2300; Lot(s) 5 & 6, Block 45, McClure's) in the R-3 High Density Residential Development Zone. Development Code Standards 2.150-2.185, 3.240, Articles 9 and 11 and Comprehensive Plan Sections CP.040-CP.045, CP.215-CP.230 are applicable to the request. *note this item is continued from 6/26/18 due to an error in mailing the public notice.
2. Variance Request (V18-08) by Bruce Jones for the Columbia River Maritime Museum from the maximum 64 square feet of allowable signage and two signs per frontage, to install 1 banner each on the west and south facade and one wall sign on the east facade, in addition to the existing 176.7 square feet of signage at the Columbia River Maritime Museum at 1792 Marine Drive (Map T8N R9W Section 8DB, Lot 301 Shively in the MH Zone (Maritime Heritage). Development Code Standards 2.904 to 2.916, 14.001 to 14.030, Articles 8, 9, & 12, Comprehensive Plan Sections CP.005 to CP.028, CP.057 to CP.058 and CP.190-CP.210 are applicable to the request.
3. Variance Request (V18-06) by Terra Patterson for the Astoria Aquatic Center from the maximum 300 square feet of allowable signage to install an 11' x 150' wave sign (1,650 square feet) which includes a 3' x 38' (114 square feet) text sign painted on the north elevation wall in addition to the existing 52 square feet of signs on the existing Astoria Aquatic Center at 1997 Marine Drive (Map T8N R9W Section 8DA, Tax Lot 800; Blocks 123 & 130, Shively, and vacated portion of 19th Street and Duane Street) in the FA (Family Activity) Zone. Development Code Standards 2.904 to 2.916, 14.001 to 14.030, Articles 8, 9, & 12, Comprehensive Plan Sections CP.005 to CP.028, CP.057 to CP.058 are applicable to the request.
4. Variance Request (V18-05) by Alexander Pappas Construction for Paul & Sally Turchetta from the maximum 6' fence height to construct an 8' fence in the rear and rear side yards of an existing single-family dwelling at 31 Skyline Avenue (Map T8N R9W Section 7DD, Tax Lot 10801; east half of Lot 8 and west portion of Lot 7, Block 6, West Hills) in the R-1 (Low Density Residential) Zone. Development Code Standards 2.015 to 2.050, 3.035, Articles 9 & 12, Comprehensive Plan Sections CP.005 to CP.028, CP.030 to CP.035 are applicable to the request.
5. Conditional Use Permit Request (CU18-04) by Sheila Dianne Forte to locate a one bedroom homestay lodging in an existing single family dwelling at 1240 Sonora Ave (Map T8N R9W Section 18AB, Tax Lot 3602, Lot 3 in the R-1 (Low Density Residential) Zone. Development Code Standards 2.015-2.050, Articles 3, 7, 9, and 11 and Comprehensive Plan Sections CP.005-CP.025, CP.030-CP.035, CP.190-CP.210, and CP.215-CP.230 are applicable to the request.
6. Conditional Use Permit Request (CU18-05) by Matt and Bree Phillips to locate a one bedroom homestay lodging in an existing commercial building at 855 Exchange St (Map T8N R9W Section 8CC, Tax Lot 3700 and 3800, Lot 3 and 4 in the C-4 (Central Commercial) Zone. Development Code Standards 2.015-2.050, Articles 7, 9, and 11 and Comprehensive Plan Sections CP.005-CP.025, CP.050-CP.055, CP.190-CP.210, and CP.215-CP.230 are applicable to the request.

A copy of the application, all documents and evidence relied upon by the applicant, the staff report, and applicable criteria are available for inspection at no cost and will be provided at reasonable cost. A copy of the staff report will be available at least seven days prior to the hearing and are available for inspection at no cost

and will be provided at reasonable cost. All such documents and information are available at the Community Development Department at 1095 Duane Street, Astoria. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Contact the City Planner at (503) 338-5183 for additional information.

The location of the hearing is accessible to the handicapped. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting the Community Development Department at (503) 338-5183 48 hours prior to the meeting.

All interested persons are invited to express their opinion for or against the request(s) at the hearing or by letter addressed to the Planning Commission, 1095 Duane St., Astoria OR 97103. Testimony and evidence must be directed toward the applicable criteria identified above or other criteria of the Comprehensive Plan or land use regulation which you believe apply to the decision. Failure to raise an issue with sufficient specificity to afford the Planning Commission and the parties an opportunity to respond to the issue precludes an appeal based on that issue.

The Planning Commission's ruling may be appealed to the City Council by the applicant, a party to the hearing, or by a party who responded in writing, by filing a Notice of Appeal within 15 days after the Planning Commission's decision is mailed. Appellants should contact the Community Development Department concerning specific procedures for filing an appeal with the City. If an appeal is not filed with the City within the 15 day period, the decision of the Planning Commission shall be final.

The public hearing, as conducted by the Planning Commission, will include a review of the application and presentation of the staff report, opportunity for presentations by the applicant and those in favor of the request, those impartial to the request, and those in opposition to the request, and deliberation and decision by the Planning Commission. The Planning Commission reserves the right to modify the proposal or to continue the hearing to another date and time. If the hearing is continued, no further public notice will be provided.

THE CITY OF ASTORIA
Tiffany Taylor
Administrative Assistant

MAIL: July 2, 2018

MAINTENANCE

Grounds

- Developing Individual Park Maintenance Plans- Plans are still in process
- Mowing at all properties
- Maintaining softball fields for Recreation program use
- Adding playground chips to playgrounds
- Installing new garbage can receptacles at all Park locations
- Clearing brush and understory at Shively Park to provide greater access for park use area

Facilities

- Continuing operational support at AAC for mechanical and chemical maintenance
- Consolidating old stored items and moving from P/W to Parks Shops for storage
- Finishing work on ARC Fitness Studio
- Developing plan to address issues in Kid Zone Craft Room

Oceanview Cemetery

- Continuing mowing grounds, primarily with one part-time temp dedicated to task
- Staff received complaints from grave owners about small items and mementos removed from graves in blocks 13 & 14; vandalism is suspected

AQUATIC CENTER

Swim Lessons:

Summer group swim lessons are running in the morning from 9:30-12:00pm and evening lessons from 4:35pm-7pm. Each lesson is 30 a minute session. The morning swim lessons are held Monday-Thursday for two week. The evening sessions are on Tuesday and Thursday for 4 weeks. Recreation Coordinator, Natalie Viescas, has created a new curriculum that places emphasis on safety and the progression of strokes for advanced swimming skills. Each lesson, the swim instructors teach the importance of floating on their backs to get air and to swim for safety as a drill. Newly developed curriculum also focuses on other safety skills such as lifejacket usage. Additionally, staff have added a new component for the final day of lessons where the students will receive 20 minutes of safety instruction and 30 minutes of play.

For private swim lessons, staff have created a schedule with block scheduled times that run Monday through Thursday 12:00pm-3:00pm and Friday 10:00am-3:00pm. Any times outside the block schedule will be accepted upon request and availability. Recreation Coordinator Viescas

has been contacting patrons who are interested in swim lesson and creating a schedule for the swim instructors. These times are set for the Summer season and are subject to change in Fall.

Schedule:

The summer facility schedule began June 13. The facility has seen a large increase in patron use with a high volume of tourists and out of town users.

The big red slide is turned on daily at 1:00 and our morning session of swim lessons is held daily Monday- Thursday from 9:30-12:00.

Staffing

The aquatics facility has ten new lifeguards on staff this summer. In addition to our lifeguards' required monthly continued training, new staff are also being provided additional training on procedure and operations.

Two new lifeguards were certified in July through a non-traditional blended lifeguard training course. This style of lifeguard certification combines a large component of online learning with hands on training for all necessary rescue skills and requires a smaller amount of classroom teaching. Both lifeguards have completed all training requirements and have begun working with our staff.

Staff continue to hold monthly trainings for swim instructors to further develop our new swim instructor's teaching skills and abilities.

Schedule:

- **July 23-8/02, 8/04-8/16, 8/20-8/30** - Next session of swim lessons begin
- **July 31-8/23** - Next session of evening swim lessons
- **Aug 4 & 5** - Aquatic Center CLOSED for NCSC's Beat the Summer Heat Meet

RECREATION CENTER

After School Camp

Summer Camp began with World Week, where we learned about different countries and cultures, and made flags from around the world. During week two, we discovered our artistic sides participating in Artful Antics Week. We learned about different artists and their styles, and we found that we have some very artistic campers, as you will see if you visit displays at the ARC! Our third week was a Bugs' Life, and we had a blast growing caterpillars and hatching butterflies. We typically have a field trip scheduled every week. We have gone to the pool, Shively Park, and we look forward to our field trip to the Clatsop County Fair. In total, we have had 350 campers this year, compared with 370 campers last year – however, considering we did not offer half day rate options, and we increased daily fees by \$5-\$15 depending on time of registration, and increased weekly fees by \$25.00, revenue has remained consistent.

Fitness

After seeing a slight dip in attendance at the end of the school year, it has been great to see our classes filled up and running at max capacity again. These classes have included our mid-morning cycling class, core, and barre classes. Instructors who contributed to the increased attendance are: Greta Cairns, Tracy Wilson, and Jillian Pigg. Our Friday evening Zumba class and mid-day bootcamp classes have stayed consistent with 4-8 attendees.

We are happy to report that we didn't receive much, if any, negative feedback for canceling the low attendance classes moving into the summer, which included early morning cycling and Pound. However, the new classes that added, Zumba Gold and Family Yoga, have seen low attendance numbers of only 1-2 people on average. In addition to the already running radio ads, we have been marketing to program participants and have been posting flyers around town. We anticipate ramping up our social media marketing for these classes and are possibly considering an additional radio ad moving into August.

The new beginner's paddle boarding classes that are hosted once a month on the weekend, have seen full attendance, and partial attendance in the intermediate section.

We have hired a new instructor, Ginger Nealon, who is certified in High Intensity Interval Training, and will be substituting for our cardio based classes like bootcamp when an instructor is unable to make it to class.

Summer Sports

Men's League Softball is wrapping up. We have 6 teams this year, which is the same number as last year. Registration has closed for Co-Ed softball and we have 16 teams, up from 9 last year. The youth softball season has finished up for the year. We ran an end of season league tournament, which was a lot of fun! We received many compliments on the overall organization of our program, in addition to the new umpires that we hired. We are in the process of sending out the first end-of-season program survey so that we have better tracking of the community's overall needs and satisfaction levels. We are preparing our fall sports programming, which include flag football, jiu jitsu, and basketball.



Upcoming Events

- **July 23-August 31**, Co-ed Softball
- **July 30-August 4**, Summer Day Camp, Farm Life
- **August 6-10**, Summer Day Camp, Regatta Week

- **August 8**, Summer Movie in the Park, A Wrinkle in Time - sponsored by Arbor Care
- **August 11**, Stand Up Paddle Board Class
- **August 13**, Jiu Jitsu begins
- **August 13-17**, Summer Day Camp, Science Explorers
- **August 21** - Women's Volleyball and Men's Basketball Registration Deadline
- **August 22**, Summer Movie in the Park, Coco - Sponsored by Recology Western Oregon
- **August 20-24**, Summer Day Camp, Ocean Fun
- **August 27-31**, Summer Day Camp, Summer Olympics

LIL' SPROUTS/PORT OF PLAY

Lil' Sprouts

Starting July 2, Lil' Sprouts has implemented a new fee structure and schedule regarding the type of care available. Overall, our rates increased by approximately 10%, and the hourly drop-in rates are no longer available. Families are now required to commit to a schedule of either M/W/F or T/Th (if they are not full time). While it has been a big adjustment for both families and staff, we are confident it will be much easier to manage, and will improve the overall quality and organization of our program.

Attendance has been a little lighter so far this summer, which is pretty typical for Lil' Sprouts. However, we've been enrolling new kiddos off the wait-list, and filling classrooms. In the past month, we have enrolled 7 new kids between our infant and toddler classrooms, and will be enrolling more for our preschool and pre-k rooms.

Parks Maintenance worked with Bogh Electric to install large fans in three of our classrooms on the Southeast side of the building. These classrooms generally receive a great deal of direct sunlight, and during the summer and warmer months, get very warm. We are very thankful for the addition of the fans, and the ability to keep these rooms cool.

While Lil' Sprouts was closed in observance of Independence Day, our kiddos still partook in some fun patriotic projects during the week! They also took some great photos with our special posters to celebrate July as Parks and Recreation month!

Port of Play:

As of June 18th, Port of Play has been closed M-F, and is currently only open Saturdays and Sundays from 10am-4pm. While we have received a little bit of negative feedback regarding this schedule change, all in all we feel it was the right move. Since the schedule change, we

are currently seeing approximately 5-10 participants a day on the weekend, with the highest attended day being July 7th, with 17 kiddos. During the month of June we had 5 birthdays scheduled, and for the month of July we currently have 1.

Also starting the month of June, we have switched to our summer schedule for Parents' Night Out, with only holding it twice each month instead of every weekend. Our highest attended evening was June 23, with 19 kids.

Community Garden:

We have received a few reports that some of the garden plots/beds are deteriorating and in need of repair, some even may be unusable. We are working with Parks Maintenance to come up with the best options to either repair or replace, and also to create a long term plan for all the plots moving forward.

Upcoming Events

- **August 11 & 25** - Parents' Night Out
- **August 30-September 3** - Port of Play CLOSED for annual cleaning and staff training

COMMUNICATIONS/MARKETING

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Parks and Recreation Month started off wonderfully with an official proclamation from Mayor LaMear at the beginning of the month. At the City Council meeting, Park Board President provided councilors with the importance of celebrating Park and Recreation Month and unveiled the winner of the Discover Astoria Parks t-shirt contest, Enoch Gray, a former Aquatic Center lifeguard. T-shirts are available at the Recreation Center and Aquatic Center, and are being sold for \$20.



We've enacted a major marketing campaign this month. We advertised on radio, and are focused on actively posting on social media. We've also included Park Board Member, Andrew Fick on Instagram. Thank you for participating! It's not too late for remaining Park Board Members to send in their videos.

We spent a little over \$150 on social media ads this month. We used ads to advertise Port of Play, Park and Recreation Month, Co-ed Softball, Summer Camp, and Family Yoga classes. Astoria Parks' main Facebook page has received 50 more likes to get the page to 3,323 likes, Astoria Aquatic Center has 1,096 likes, Astoria Recreation Center has 362 likes, and Port of Play has 945 likes.

Although Constant Contact Newsletter open rates have continued to increase, the unsubscribe rates have started to increase as well. We are switching to bi-weekly newsletters, which will hopefully keep email subscribers engaged and their keep their inboxes from being flooded. The

website received increased traffic due to our Parks and Recreation Month push. The webpage had 11,493 visitors since last month. Parks and Recreation Month, Astoria Aquatic Center, and Events were our top hits. Our popular parks this month included: Local Trails (501 visitors), Oceanview Cemetery (384 visitors), and Cathedral Tree Trail (305 visitors).

The past month there were five press releases written: Friends of the Astoria Column recognition, Parks and Recreation Month declaration, Doughboy grant award, and two summer movies.

The 2018/19 Marketing Plan has been completed and approved by City Council. The staff received a training regarding the plan and look forward to its implementation.