

City of Rainier
Regular City Council Meeting
February 1, 2021
6 p.m.
Rainier City Hall

Mayor Jerry Cole called the Regular Council Meeting to order at 6 p.m.

Council Present: Connie Budge, Robert duPlessis, Mike Kreger, Levi Richardson, Richard Sanders, Brenda Tschida

Council Absent: None

City Attorney Present: No

City Staff Present: Sarah Blodgett, City Recorder; Gregg Griffith, Police Chief; W. Scott Jorgensen, City Administrator; Sue Lawrence, Public Works Director

Flag Salute

Additions/Deletions from the Agenda

Mayor's Address: Mayor Jerry Cole introduced Police Chief Greg Griffith. Griffith presented a Lifesaver Award to Officer Troy Caldwell. Caldwell responded to a call in which a subject had overdosed and was turning blue. The Narcan that Caldwell administered revised the subject. Cole then introduced Columbia River Fire and Rescue (CRFR) Chief Joel Medina and Fire Marshall Tad Pedersen. Medina said that CRFR will continue to provide service with the highest standard. Councilor Connie Budge thanked Medina for CRFR's response to an incident earlier in the day.

Visitor Comments: NEXT Renewables President James Merritt introduced himself to the council and highlighted his experience working on energy projects. He said the proposed Port Westward project will only be adding a couple of rail carts to the line running through town. The project seeks to create biodiesel fuel through a clean, low emitting process. Three parties are opposed to it, but he has been meeting with them and talking to community leaders. Three major permits have been filed for the project. It's scheduled to take place from 2022 to 2024 and will have a peak of 1500 employees during its construction phase. He would like to form a steering committee to direct how Payment in Lieu of Taxes dollars will be distributed to local communities. Councilor Robert duPlessis asked how many full-time employees will work at

the facility once it's completed. Merritt said between 50 and 100. Cole said a citizen reached out to him about the new stop sign at the intersection of 11th and C streets. He was going to call the citizen during the meeting but didn't have a good phone number. Cole then read an email the citizen sent him about the stop sign. Council President Mike Kreger said he lives near that intersection and sees the traffic. The traffic and the number of speeders has increased since 2004. But since the stop sign was put up, people have been stopping, the instances of speeding have reduced and the area is safer to walk. City Administrator W. Scott Jorgensen said he received a few complaints when the signs were first put up but none recently. Councilor Brenda Tschida said she understands the complaint but that many people feel the sign has been beneficial. Neighbors should be notified prior to the installation of such signs in the future. Councilor Levi Richardson asked if the city had done any studies of ways to slow traffic through the area. Public Works Director Sue Lawrence confirmed that she reviewed documents about different options. Councilor Richard Sanders said his children and grandchildren live near the intersection. The streets are safer than they were before. Budge said she spoke with neighbors. They said the traffic has been slowed and is now going to B Street. Overall, the stop sign has had a positive impact.

Consider Approval of the Consent Agenda:

Consider Approval of the January 4, 2021 Regular Council Meeting Minutes—Kreger moved to approve the consent agenda. That motion was seconded by Richardson and adopted unanimously.

Unfinished Business

- a. Riverfront Trail Update—Lawrence said a walk through with the contractor was scheduled for the following day, with construction to commence 24 hours after that site visit.

New Business

- f. Riverfront Trail Change Order—Lawrence said the original estimate of the project was \$92,680. But adding the switchback to the design bumped it up to over \$148,000. Cole said the switchback will help the project be more handicapped accessible under the federal Americans with Disabilities Act. The City needs to do something about the erosion at the site. A grant through the Cowlitz-Wahkiakum Council of Governments could be used to fund the project's second phase, if it is awarded to the City. The project will tie the downtown area to the park. Finance Officer Debbie Dudley gave the go-ahead for using \$100,000 from the Timber Fund for the project. A City ordinance states that fund can be used for capital items. In a worst-case scenario, the City can borrow \$100,000 from the fund and pay it back at zero interest over 20 years at \$5,000 per year. A grant is also being pursued to fund the

project's third phase. Jorgensen verified that he applied for a grant through the Oregon Department of Transportation (ODOT). Sanders said that if the City receives any grant funding, it can pay the Timber Fund loan off earlier than the proposed 20-year period. Jorgensen said the deadline to apply for the COG grant is late February. He and Lawrence plan to get together to prepare and submit the application. Cole said bank stabilization will be the main component of the project's second phase. Jorgensen said he's been in touch with the owner of El Tapatio to try and obtain that easement. duPlessis asked about the cost difference between doing the project all at once versus spreading out the phases. Jorgensen said mobilization is usually a significant cost for contractors on projects. Kreger moved to approve the proposed change order and authorize the City to borrow \$100,000 from the Timber Fund, to be paid back at \$5000 per year for 20 years at zero percent interest, if needed. That motion was seconded by Councilor Jenna Weaver and adopted unanimously.

Unfinished Business

- b. Fox Creek Update
- c. Senior Housing—Budge said that every four years, the Area Agency on Aging has to submit a plan to the federal government to receive funding. The top priorities for program funding have been identified as housing, transportation and in-home care, including meals on wheels. She is asking council to authorize her to meet with Jorgensen to draft a letter of support from the city for the draft plan. Budge moved to authorize Jorgensen to draft the letter. That motion was seconded Kreger and adopted unanimously.
- d. Council Goal Setting Workshop—Jorgensen said the council chose March 10 to do its workshop but that date will coincide with a Planning Commission meeting. Cole suggested that it be held March 9 at 6 p.m. at the Masonic Lodge. Council agreed by consensus.
- e. First Reading of Ordinance 1078—Establishing Business License Regulations for Food Carts—Cole said the draft ordinance was changed from the last meeting. Budge, Kreger and Jorgensen worked on it. The draft includes input from council and the Planning Commission. Kreger said it doesn't identify a fee for the permit. Office Manager Sarah Blodgett said a resolution can be created for it and presented at the next council meeting. Resolutions are easier to change than ordinances.

New Business

- a. Resolution 20-02-01—A Resolution to Establish a Parks Committee for the City of Rainier and the Requirements for Membership—Budge moved to approve the resolution. That motion was seconded by Kreger and adopted unanimously.
- b. Payne Reforestation Contract—Kreger moved to approve the contract.

- That motion was seconded by Richardson and adopted unanimously.
- c. Budget Committee Update—Cole said the committee has many vacancies. He proposes allowing two members from outside of the city limits. There are people in that area who would be interested in serving. Budge asked if that would be consistent with state budget law and the city's charter. Staff agreed to further look into the matter.
 - d. OLCC License Renewals—Kreger moved for the City to recommend approve the renewals. That motion was seconded by Sanders and adopted unanimously.
 - e. Engineering RFP—Lawrence said the city received three RFPs that were rated and evaluated. They were sent by Keller, Lower Columbia Engineering and West Yost. She said West Yost has the most experience with water and wastewater and is currently helping the City with its Water Master Plan. Keller is based in Salem but has much of its staff in Idaho. Lower Columbia doesn't have as much experience but could still be used for projects even if the City uses another firm as its engineering firm of record. She recommends West Yost. The next step is to have whichever firm is selected come back with a contract spelling out the scope of work to be done for the City. Kreger moved for the City to select West Yost as its engineering firm of record. That motion was seconded by Weaver and adopted unanimously.

Staff Report-Lawrence said that the filter rehabilitation project at the water plan just started. The replacement of the front doors at city hall is nearly finished. The inflow and infiltration study and Water Master Plan have both been started. An issue has been identified regarding the City's meter reading. She will bring that back to council at its next meeting. There are eight wooden light posts on Neer Way that are rotting. The public utility district has disconnected power to them. She received a proposal for \$17,000 to replace the posts. Council agreed by consensus to discuss street light requests at its March meeting. Jorgensen said he was asked to represent the City on the Col-Pac board and agreed after conferring with Cole. He worked with Budge and Kreger on the food cart ordinance, put together the Parks Committee resolution and has been advertising the vacant positions on the Budget Committee. Jorgensen took a tour of the Senior Center and submitted the City's letter of intent for an ODOT grant to fund the riverfront trail's third phase. He and Lawrence met with Paul Vogel to look at possible bike hub sites, as the county is applying for a grant to fund them. The City's request for grant funds to reimburse the costs for the city hall door replacement has been accepted, and he met with a representative of KLTV about having council meetings on public access. There will be a presentation about that at the next meeting.

Council Reports-Cole said the museum representatives want to be able to have people in their space at city hall and have submitted a COVID plan to him. Kreger said the new stop sign at C and Ferncrest has worked well.

City Calendar/Announcements

Cole adjourned the meeting at 8:02 p.m.

Mayor Jerry Cole

W. Scott Jorgensen, City Administrator

DRAFT

ORDINANCE NO. 1078

**AN ORDINANCE OF THE CITY OF RAINIER
ESTABLISHING BUSINESS LICENSE REGULATIONS FOR
FOOD CARTS**

**NOW THEREFORE, BASED ON THE FOREGOING, THE CITY OF RAINIER
ORDINANCE AS FOLLOWS:**

WHEREAS, the City desires to allow the legal operation of mobile food vending;

WHEREAS, the City seeks to protect public health and safety by ensuring mobile food vendors follow clear rules and regulations that address demonstrable risks;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
RAINIER AS FOLLOWS:**

SECTION 1. DEFINITIONS

- A. “Mobile food units” are defined in OAR 333-150-0000 as “any vehicle that is self-propelled or that can be pulled or pushed down a sidewalk, street, highway or waterway, on which food is prepared, processed or converted of which is used in selling and dispensing food to the ultimate consumer.”
- B. The term “food cart” will be used interchangeably with “mobile food unit.”
- C. “Food cart pod” refers to a site containing one or more food carts and associated amenities on private property.

SECTION 2. APPLICABILITY AND EXEMPTIONS

- A. This chapter is not applicable to temporary uses which are permitted through the City’s Temporary Use Permit procedures.
- B. The provisions of this chapter apply to all food carts within the City, whether it is a single food cart, or multiple carts in a pod.
- C. Food carts are not permitted to travel to different sites throughout the City and shall be allowed through an approved permit issued in conformance with this chapter.
- D. Exemptions. The following are exempt:
 - 1. Locations where food carts are stored when not in operation are exempt from the provisions of this section; however, the storage of commercial vehicles or trailers may be subject to other requirements of the Rainier Municipal Code.

2. Food carts that are operated as allowed under a special permit for festivals, fairs and events.

SECTION 3. FOOD CART POD STANDARDS. A property containing one or more food carts shall be maintained in a clean and orderly condition. Only those things authorized by the permit and shown on the site plan may be stored on the property. The following standards apply to food cart pod sites:

- A. Zoning. Food cart pods are not permitted in special flood hazard areas or in residential zones but are permitted in zones that allow for eating and drinking establishments either outright or through conditional use approval.
- B. Accessory Items and Structures. Trash and recycling receptacles for customer use shall be maintained no more than ten feet from food carts, at a rate of one trash and one recycling receptacle for every two food carts. Portable accessory items, such as picnic tables, are permitted.
- C. Applicability with Other City Ordinances. Any food cart licensed by the City must also abide by any and all other existing sections of the Rainier Municipal Code, including but not limited to Title 18 pertaining to Zoning, Title 18.110 pertaining to Signs and Title 18.15 pertaining to Nuisances.
- D. Utilities. To the extent that utilities are desired by the applicant or required by applicable regulations, food carts shall have self-contained utilities, or in on-site utility connections are proposed, such utilities shall be installed underground, except where prohibited by the utility district or company.
- E. Sanitation Facilities. Food cart pods shall ensure the availability of a restroom with hand washing facilities meeting the provisions of OAR 33-150-0000 for employees and customers. Portable restrooms and portable handwashing facilities are not permitted, unless the portable handwashing facilities provide hot running water meeting the provisions of OAR 33-150-0000. If portable restrooms and portable handwashing facilities are provided, they shall be screened from view with fencing or a solid vegetative screen, or a combination of the two, provided that the portable facilities are not visible from neighboring properties or public rights-of-way. The restrooms must either be on-site, within one-quarter mile or within five minutes walking distance and be available during the carts' hours of operation. Applicants shall provide the City with documentation that restrooms are available via the owner's written permission for the utilization of facilities in an existing building.
- F. Sewage Disposal. Subsurface sewage disposal is prohibited.

SECTION 4. FOOD CART STANDARDS. The following standards apply to each food cart on the site:

- A. Attachments. Attachments to the food cart, such as awnings or canopies, are permitted only if they are supported entirely by the cart and do not touch the ground. Neither the food cart nor any item relating to the cart shall lean against or hang from any structure or utility pole. No structure shall be attached to the food cart.

- B. Accessory Storage. Except as specifically allowed under Section 3 (B), items relating to the food cart shall be stored in, on or under the cart in an orderly manner, or out of sight.
- C. Interior Seating or Vending. Customer seating or vending inside a food cart is prohibited.
- D. Length of Cart. Food carts shall not exceed 26 feet in length.
- E. Carts and their accessory items shall be kept in good repair and maintained in a safe and clean condition.
- F. The following health and sanitation standards shall apply:
 - 1. Applicants shall provide wastewater/graywater disposal documentation that indicates how the outputs will be stored (if applicable) and what wastewater/graywater disposal method will be used. The documentation shall indicate a proper disposal method that ensures fats, oils and grease do not enter the City's wastewater infrastructure. If the applicant intends to contract with a third party for wastewater/graywater disposal, a copy of the contract must be provided to the City within 15 days of receiving a permit.
 - 2. Non-stormwater discharges to the City's stormwater system are prohibited.
- G. Drive-Thru Service. Food carts shall not provide drive-thru service.
- H. Other Licenses/Approvals Required. Beside meeting the requirements of this chapter, the operator of a food cart must have an active City business license, must comply with the current edition of the International Fire Code for Mobile Food Carts and receive an annual Fire District inspection and approval, and must receive approval and comply with the permit requirements of Columbia County Environmental Health Department.

SECTION 5. FOOD CART POD MODIFICATION. An application for a food cart pod modification shall be required when any of the following thresholds apply:

- A. Thresholds:
 - 1. Modification to an approved food cart pod site layout or design, which does not increase the number of food carts permitted on the site.
 - 2. Additions of non-permanent amenities to an approved food cart pod, such as but not limited to: picnic tables, awnings and landscaping.

SECTION 6. SUBMITTTAL REQUIREMENTS. An application for a Food Cart pod Permit shall include the following:

- A. A completed application, including the property owners' signature, on a form provided by the City;

- B. Proof of business liability insurance;
- C. Proposed hours of operation, and
- D. A site plan of the subject property drawn to scale and including:
 - 1. The lot lines,
 - 2. The location of existing structures,
 - 3. The proposed boundaries of the food cart pod. Within the boundaries of the food cart pod, the location of all food carts, seating areas and any accessory items or structures,
 - 4. The proposed distance between the food cart pod and adjacent lot lines, as well as the proposed separation distance between individual carts and other on-site structures,
 - 5. The type and location of any proposed on-site utility connections for food carts,
 - 6. The number and location of food carts on site and individual square footage and length of each cart,
 - 7. Pictures or architectural elevations of proposed food cart (s),
 - 8. The location of existing and proposed loading areas, driveways, on-site circulation drives, parking lots aisles, parking lot lighting, bicycle and automotive parking spaces, and walkways,
 - 9. The orientation of service windows and doors on the food carts and location of customer queuing areas,
 - 10. The location of existing and proposed landscaping,
 - 11. The dimension, height and location of proposed signs,
 - 12. Proof of the availability of restroom facilities for employees and customers that meet the requirements of OAR Chapter 333-150-0000,
 - 13. The method for disposing of wastewater and gray water,
 - 14. Written verification of approval by Columbia County Health Department,
 - 15. Written verification of approval by Columbia River Fire and Rescue,
 - 16. A traffic generation memo,
 - 17. A statement indicating any source of noise to be generated on the property and the method of mitigating the noise, and
 - 18. Any additional information that may be required by the City to properly evaluate the proposed site plan.

SECTION 7. CONDITIONS OF APPROVAL. The City may impose conditions upon the approval of a Food Cart Pod permit to ensure compliance with the requirements of this chapter, and other applicable chapters of its municipal code, and to minimize adverse impacts created by the use on surrounding property and uses. These conditions may include, but are not limited to, the following:

- A. Limiting the hours, days, place and manner of operation;
- B. Requiring site and building design features which minimize environmental impacts such as noise, glare and odor;
- C. Requiring additional building setbacks;

- D. Further limiting the building area and outdoor storage used by the food cart pod and restricting the location of the use on the site in relationship to adjoining uses;
- E. Designating the size, number, location and design of vehicle access points;
- F. Requiring landscaping, buffering, and/or screening, of the food cart pod from adjoining uses and establishing standards for the continued maintenance of these improvements;
- G. Requiring storm draining improvements, and surfacing of parking and loading areas;
- H. Limiting or setting standards for the location and intensity of outdoor lighting;
- I. Requiring and designating the size, height and location of fences and other materials used for their construction;
- J. Requiring the protection and preservation of existing trees and other vegetation, watercourses, slopes, wildlife habitat areas and drainage areas;
- K. Limiting the type and number of vehicles or equipment to be parked or stored on the site;
- L. Any other limitations which the City considers to be necessary or desirable to make the use comply with this section; and
- M. Any limitations or conditions imposed by the City's service providers or Columbia River Fire and Rescue.

SECTION 8. APPROVAL PERIOD. A Food Cart Pod Permit approval is valid for one year from the date of the final written decision. At the end of the one-year period, the applicant may apply for another one-year permit by filing a new application.

SECTION 9. GROUNDS FOR REVOCATION. The City may:

- A. Revoke a Food Cart Pod Permit approval if the conditions of approval have not been or are not being complied with and the food cart pod is being conducted in a manner contrary to this chapter.
- B. The City and its staff shall approve the use as it exists, revoke the Food Cart Pod Permit or compel measures to be taken to ensure compatibility with the neighborhood and conformance with this section after reviewing any complaints. Complaints may be originated by the City or the public. Complaints from the public shall clearly state the objection to the food cart pod, such as:
 - 1. Generation of excessive traffic;
 - 2. Generation of excessive noise or litter;
 - 3. Other offensive activities not compatible with the surrounding area.

C. Waiting Period for Reapplication. When a Food Cart Pod Permit has been revoked due to violation of these standards, a minimum period of one year shall elapse before another application for a food cart pod on the subject parcel will be considered.

D. The Food Cart Pod Permit owner may appeal the City staff decision to the City Council.

BY: _____

Jerry Cole, Mayor

ATTEST:

BY: _____

Scott Jorgensen, City Administrator

City of Rainier
Planning Commission Meeting
December 16, 2020
6 p.m.
Rainier City Hall

Chair Erin O'Connell called the meeting to order at 6:10 p.m.

Commissioners Present: Erin O'Connell, Julie Kauppi, Paul Langner and Dena Nordstrom

Commissioners Absent: None

City Staff Present: City Recorder Sarah Blodgett, City Administrator W. Scott Jorgensen and Planner Keshia Owens

Visitors Present: Roberta Boursaw

Visitor Comments: There were no visitor comments at this time.

Consider Approval of the Consent Agenda:

Consider Approval of the June 5, 2019 Regular Planning Commission Meeting Minutes—Commissioner Paul Langner moved to approve the consent agenda. That motion was seconded by Commissioner Dena Nordstrom and adopted unanimously.

4. New Business:

- a. Introduction of Planner Keshia Owens—Owens introduced herself as the city's new contract planner from the Cowlitz-Wahkiakum Council of Governments (CWCOG). She's originally from Florida and attended Michigan State University. Owens worked as a planning technician for the City of Ketchum, Idaho, as a planner for the City of Portland and as an assistant planner for the City of Newberg. She's been with the CWCOG since August.

- b. New Member Recommendation—City Administrator W. Scott Jorgensen said that the council voted to change the Planning Commission's makeup from seven to five members to better enable a quorum. He advertised the remaining vacant position and Nina Phillips was the sole applicant. If the commission votes to recommend her appointment, it will go before the council. If council agrees with the recommendation, Phillips can be seated at the next commission meeting. Langner said he would support Phillips' appointment. O'Connell said she would appreciate having the perspective of a small business owner on the commission and would be happy to have Phillips join as a member. Langner moved

to recommend to council that Phillips be appointed to the commission. That motion was seconded by Nordstrom and adopted unanimously

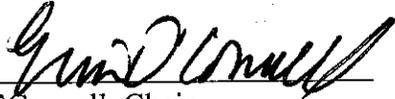
- c. Meeting Dates—O’Connell said the proposed meeting dates included in the packet call for them to be held the second Wednesday of the month. The commission doesn’t have to meet if there is nothing to discuss. O’Connell thinks the proposed schedule should work. She tends to be busy in the summer, so the commission may have to have a vice chair. Jorgensen suggested that as an agenda item for the January meeting. Commissioners agreed by consensus.
- d. City Emails—Jorgensen said that council members all have city emails and asked if the commissioners would like some as well. He’s currently using commissioners’ personal emails to send city-related information to them. Nordstrom said she would be fine with having a city email. Langner and Kauppi said they had no strong opinions either way. O’Connell said she would like a city email. Jorgensen told Langner and Kauppi that city emails could be set up for them at a later date if it becomes necessary. They agreed to have city emails set up for them.
- e. Food Cart Ordinance—Jorgensen said the issue came up at the council’s March meeting. The council wanted the commission to provide direction. But the process was stalled by the COVID outbreak. He started in September and got the commission back together. Roberta Boursaw’s attorney wrote a letter to the city stating that she could legally operate under its transient merchant ordinance. The city attorney reviewed the letter and agreed with that interpretation. The city didn’t want a free-for-all and has been getting other inquiries about food carts. Boursaw agreed to hold off until an ordinance was passed because she wants to maintain a good relationship with the city. Jorgensen said the commission can give input to staff. He can then take it to the city attorney and have an ordinance drafted for council to consider. O’Connell said the food carts should be required to be licensed. Those city licenses would be subject to annual review and renewal. The carts should have to pass health inspections. Boursaw said they should be required to be insured. O’Connell said Columbia County and its cities require food carts to be connected to services like sewer and water. Portable holding tanks can be problematic. Boursaw asked if it is different for food carts that leave their designated site every day. Jorgensen said that the City of Aurora requires food carts to have a partnership with existing brick and mortar businesses. O’Connell said that if a food cart has a hand wash sink, the water has to go somewhere. Boursaw said she has a spot at the gas station and was told she could use the porta potties there. Jorgensen asked how that’s handled in other cities in the county. O’Connell said food carts are required to be tied into services. Multnomah County had allowed food carts to have holding tanks, but it became a hazard so the requirements were changed. Nordstrom asked about set hours. Boursaw said she would operate for four hours a day, five days a week, then leave at the end of those days. Her food cart won’t be stationary and will be going home with her every night. Kauppi suggested having criteria for different scenarios. Langer said the traffic impacts of food

carts are unknown. Perhaps those can be reviewed. Jorgensen asked if that could be reviewed at the time of license renewal. He suggested that maybe there should be a general plan submitted documenting the proposed flow of traffic to and from the site. That's what was done in Aurora for a coffee stand that went in there. Boursaw said her food cart would not be a drive-through. People would park and walk up to it. Langner suggested that the police chief give input on traffic impacts as part of the annual renewal review process. Jorgensen asked what zones the food carts should be allowed in. O'Connell said she would be fine with any that would support the use, but not residential. Jorgensen said Mayor Jerry Cole had wanted input on whether to allow on them on public versus private property. Boursaw said that St. Helens and Scappoose allow them on private property only. O'Connell said that electrical power to the food carts should be inspected and approved. Blodgett asked about generators. Boursaw said she uses one for her food cart. Hooking up to the electricity of an existing business is a big expense. O'Connell suggested that if a food cart is stationary, it should be required to hook up to those services and that would have to be inspected as part of the siting.

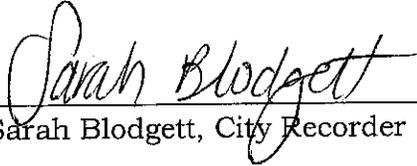
- f. Urban Growth Boundary Expansion—Jorgensen said he and Owens met with a property owner who is interested in being included in the city's UGB. Owens said the property owner's goal is to subdivide his parcel for residential and commercial uses. Nordstrom asked about the suggested use for the commercial lots. Owens said it would be for storage. O'Connell said her biggest concern was the availability of services like sewer and water. A plan should be in place to extend the city's infrastructure prior to any UGB expansion. The city's sewer line goes up to the school, so that would be the likely place for a connection. Blodgett asked who pays to extend those lines. O'Connell said the developer typically does. Langner said that area includes some usable pieces of property, but also some wetlands. Any UGB expansion should include a larger area. Extending the UGB to the school and some other areas would make more sense. Jorgensen said the commission could revisit the issue at its next meeting, with better maps included in the packet. O'Connell said that would enable the commissioners to look at it in a better context. She said the commission should consider how an expansion would set the city up for success. Owens said the applicant would have to prove that the city needs additional land. The state would require a housing needs analysis, and that would be done by the county. O'Connell said there are officials at the county who could put together those maps. She can reach out to them so the commission could have that information at its January meeting. Langner said the city did some cherry stem annexations in the 1990s. If the UGB is expanded, it has to be done right and make sense.
- g. Two-Year Plan and Long-Term Priorities—O'Connell said she supports prioritizing a flood plain ordinance. She asked about zombie houses and Jorgensen provided a definition. O'Connell said she thinks the police department needs additional tools to deal with those kinds of issues. Some of the priorities listed in the meeting materials are parts of the city's comprehensive plan and its codes. She said she would like to prioritize updating those. Langner said he would like the commission to work on a

view preservation ordinance and another that would limit light, odor and noise impacts. O'Connell said she would like to address the issue of people living in RVs. Blodgett said there's been discussion among staff about having an intergovernmental agreement with the county for enforcement of land use issues. St. Helens has one in place that can serve as a model. O'Connell agreed.

O'Connell adjourned the meeting at 7:24 p.m.



Erin O'Connell, Chair



Sarah Blodgett, City Recorder

FOOD CART POD PERMIT APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each form and in the applicable code section prior to submitting an application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE CITY RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____

Tax Lot #(s) _____

Frontage Street or Address

Nearest Cross
Street _____

Plan Designation _____ Zoning _____ Site Size _____ (acres or sq. ft.) Dimensions _____

SUMMARY OF REQUEST

Project Type/Narrative Summary: *(Provide a brief summary, including number of food carts, hours of operation, proposed accessory structures and amenities)*

NOTE: *The summary provided above must be part of a more extensive written narrative that describes the project and justifies the requested permit based on the approval criteria. For more information read Approval Criteria and Submittal Requirements attached.*

OWNERSHIP AND APPLICANT INFORMATION (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

Property Owner(s): Name(s)

BusinessName_____

Mailing
Address_____ City_____ State_____ Zip_____

Phone # _____ Fax # _____ Email Address _____

Does the owner of this site also own any adjacent property? Yes No *(If Yes, please list tax map and tax lots)*

Property Owner(s) Signature(s)_____ Date:_____

(If more than one property owner, please attach additional sheet with names and signatures.)

Applicant:

Name_____

Business
Name_____

Mailing
Address_____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature_____ Date:_____

Applicant's interest in
property_____

SUBMITTAL REQUIREMENTS CHECK LIST (FOOD CART POD PERMIT)

Application Submittal Requirements:

The following is a summary of the application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application. Incomplete applications will not be accepted.

- Application Form, (Completed, and Signed): the original completed, signed application which must include a “wet ink” signature from the property owner or owner’s authorized agent.
- Application fees: the appropriate application fee PAYABLE TO CITY OF RAINIER. Please consult the fee schedule for current fees.
- Narrative and Response to Approval Criteria: A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Rainier Development Code. The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc.
- Site development plans drawn to a standard engineering scale.
- Transportation Impact Analysis/Letter, as applicable

- Proof of the availability of restroom facilities for employees and customers that meet the requirements of OAR Chapter 333-150-0000.
- The method for disposing of wastewater and gray water.
- Written verification of food cart approval by Columbia County Health Department.
- Written verification of food cart approval by Columbia River Fire and Rescue.
- A statement indicating any source of noise to be generated on the property and the method of mitigating the noise.

- Will serve letter from Postmaster, Waste Management, CRPUD, NW Natural, and Comcast (as applicable).
- Complete Electronic Set of all application materials: a full electronic version of all application materials, including all applicable items listed on the following page, provided on CD, DVD, or thumb-drive (storage device will not be returned to the applicant). The electronic files must include a complete application packet in the order specified on the following pages and with correct file naming standards.

Site Development Plans.

Site development plans shall include the following information:

- A vicinity map showing the proposed site and surrounding properties.
- The site size and its dimensions.
- The location, dimensions, and names of all; existing and platted streets and other public ways and easements on the site and on the adjoining properties, and proposed streets and other public ways and easements on the site.
- The location and dimensions of existing and proposed; entrances and exits on the site, parking and traffic circulation areas, loading and service areas (where applicable), standard, compact, and ADA parking stalls, lighting on site, and pedestrian and bicycle facilities.
- The location, dimensions, and setback distances of all:
 - Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
 - Proposed boundaries of the food cart pod
 - Within the boundaries of the food cart pod, the proposed location of all food carts, seating areas, and any accessory items or structures,
 - The proposed distance between the food cart pod and adjacent lot lines, as well as the proposed separation distance between individual carts and between carts and other on-site structures
 - The type and location of existing utilities and any proposed on-site utility connections for food carts or accessory buildings
 - Number and location of food carts on-site and individual square footage and length of each cart
 - The orientation of service windows and doors on the food carts and location of customer queuing areas
 - The location of existing and proposed landscaping
 - The dimension, height and location of proposed signs (any additional signs on site may require a Sign Permit)

**BEFORE THE CITY COUNCIL OF
THE CITY OF RAINIER**

RESOLUTION #21-03-01

**A RESOLUTION ESTABLISHING THE FOOD CART POD PERMIT AND RENEWAL
FEES FOR THE CITY OF RAINIER**

WHEREAS, the Rainer Municipal Code authorizes the City Council to set and amend fees to be paid by applicants for permits and land use approvals by resolution; and

WHEREAS, the City recently adopted Ordinance 1078, and a fee must be established prior to accepting an application for this use; and

WHEREAS, City staff has reviewed existing fees for applications which require a similar amount of staff time to review, process and approve and has established fees for the acceptance fees for Food Cart Pod Permits to meet the needs of the City.

NOW, THEREFORE BE IT RESOLVED,

Section 1: The following fees are hereby set for Food Cart Pod Permits in the City of Rainier:

- a) Fee: \$400
- b) Renewal: \$125

Section 2: This resolution shall be effective immediately upon the enactment of Ordinance 1078.

PASSED AND ADOPTED by the City Council this ___ day of _____ 2021 and signed by the Mayor and City Administrator in authentication of its passage.

CITY OF RAINIER, OREGON

Jerry Cole, Mayor

Attest: _____
W. Scott Jorgensen, City Administrator

City Committee Recruitment Update

As of Wednesday, February 24, 2021:

11 Total Applications submitted; 8 applicants in city limits and 3 outside

Planning Commission

1 vacancy; three applicants

Timeline: Planning Commission to vote on recommendation March 10; council to appoint April 5

Budget Committee

5 vacancies; three applicants

Timeline: Application deadline is March 20; council to appoint April 5

Parks Committee

7-10 members; 2 councilors and 1 Planning Commissioner; 2 non-residents

7 applicants; 5 residents and 2 non-residents

Timeline: Application deadline is March 1; council to appoint April 5

REDCO Budget

2 vacancies

TO: Mayor
Council
City Administrator

FROM: Debbie Dudley,
Budget Officer

DATE: February 21, 2021

SUBJECT: 2021/2022 Budget Officer Appointment

As required by the Oregon Department of Revenue we must appoint a Budget Officer each year. We will need a motion by Council appointing me as the Budget Officer for the 2021/2022 budget year.

Date: February 21, 2021

To: Mayor
Council Members
City Administrator
Department Heads

From: Debbie Dudley, Budget Officer

Subject: Proposed 2021/2022 Budget Discussion

The following are suggested topics for discussion as we start the budget process. Please let me know if there are any questions or if you wish to add additional topics.

- Debt Service Requirements
- Environmental Issues
- Economic Development
- Capital Improvement/Outlay
 - Critical
 - Optional
 - Reserve
- Capital Maintenance Plan Implementation
- Property Acquisition
- Maintenance Issues
 - Critical
 - Optional
 - Maintenance Plans
- Personnel
 - Contracts
 - Staffing Requirements
 - PERS

City Administrator Report
March 1, 2021 Rainier Council Meeting

Mayor Cole and Members of the Council,

Along with Sue, Mayor Cole and the contractors, I did a site visit for the riverfront trail project February 2. Columbia County District Attorney Jeff Auxier conducted a briefing the following day for the police department regarding the ramifications of Measure 110's passage and I attended.

I obtained the easement for El Tapatio February 3 for the riverfront trail project and met with representatives of Hudson Garbage later on that day. On February 4, Sue and I completed a grant application for funding the trail's second phase.

Councilor Budge and I worked together February 5 to submit the city's letter of support for the Area Agency on Aging Area Plan for 2021-24 that is being submitted by the Community Action Team.

I've been coordinating with representatives of the museum to plan an open house event for city hall's 100-year anniversary in April.

Sue and I held a meeting in the council chambers February 9 with the condo owners by the riverfront trail to address any concerns they may have about the project. Two days later, I attended the virtual meeting of the Rainier Chamber of Commerce.

On February 18, I spoke with Col-Pac Executive Director Aryeann Columbo in preparation for my appointment to that board at its March 11 meeting.

Mayor Cole and I did a segment on KOHI radio the morning of February 19.

As of Wednesday, February 24, the city's code has been updated to reflect the passage of Ordinances 1073 to 1077.

Sincerely,

W. Scott Jorgensen, Executive MPA
City Administrator