AGENDA
ASTORIA CITY COUNCIL

Monday, November 2, 2026
6:00 PM
2nd Floor Council Chambers
1095 Duane Street, Astoria OR

REGULAR COUNCIL MEETING

Public meetings will be conducted in the Council Chambers and video live-streamed. Go to https://www.astoria.gov/LIVE_STREAM.aspx for connection instructions.
To call into the meeting call 253-215-8782 and when prompted enter the Meeting ID number: 503 325 5821

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PRESENTATION

4.a Mayor's Award

4.b Astoria Library Reopening Anniversary and Recognition of Awards

4.c Final Report of Recent Grant Funded Public Works Projects

5. PROCLAMATION

5.a Native American Heritage Month

5.b Veterans Day & Doughboy 100th Anniversary Celebration

6. REPORTS OF COUNCILORS

7. CHANGES TO AGENDA

8. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

8.a Astoria City Council Draft Work Session Minutes - August 24, 2026

Draft meeting minutes for review and approval of Council.

8.b Astoria City Council Draft Meeting Minutes - September 8, 2026

Draft meeting minutes for review and approval of Council.

8.c Draft Parks Advisory Board Meeting Minutes - October 28, 2026

Draft minutes from the October 28 Parks Advisory Board meeting

8.d Liquor License Application from Seedborn LLC dba Masquerade located at 1020 Commercial Street, as a LIMITED ON-PREMISES SALES LICENSE (FINANCE) - New Location

9. REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

9.a Public Hearing & First Reading of an Ordinance Amending Chapter 1 of the Astoria City Code

The Astoria City Council will hold a public hearing and consider a first reading of an ordinance to amend chapter 1 of the Astoria City Code.

9.b Public Hearing and First Reading of an Ordinance Making Liquor License Review Recommendations to Oregon Liquor and Cannabis Commission an Administrative Decision.

The Astoria City Council will hold a public hearing and consider a first reading of an ordinance making liquor license review recommendations to Oregon Liquor and Cannabis Commission an administrative decision.

10. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING THE CITY MANAGER'S OFFICE, 503-325-5824.

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **MAYOR'S AWARD**

DISCUSSION / ANALYSIS:

RECOMMENDATION:

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:

CITY OF ASTORIA
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MEMORANDUM

DATE: NOVEMBER 2, 2026

TO: MAYOR AND CITY COUNCIL

FROM: SCOTT SPENCE, CITY MANAGER

SUBJECT: ASTORIA LIBRARY REOPENING ANNIVERSARY AND RECOGNITION OF AWARDS

DISCUSSION / ANALYSIS:

RECOMMENDATION:

BY: SUZANNE HAROLD, LIBRARY DIRECTOR

ATTACHMENTS:

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **FINAL REPORT OF RECENT GRANT FUNDED PUBLIC WORKS PROJECTS**

DISCUSSION / ANALYSIS:

RECOMMENDATION:

BY: JEFF HARRINGTON, PUBLIC WORKS DIRECTOR

ATTACHMENTS:

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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **NATIVE AMERICAN HERITAGE MONTH**

DISCUSSION / ANALYSIS:

RECOMMENDATION:

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
Native American Heritage Month.pdf

P R O C L A M A T I O N

WHEREAS, Native American Heritage Month is observed by acknowledging the contributions of Native Americans long before the formation of the United States, which we recognize as inextricably woven into the history of this country; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by President George H.W. Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, all indigenous people are respected and celebrated as part of Astoria's community and history,

WHEREAS, in celebrating the traditions, cultures, and accomplishments of Native Americans, we also acknowledge our nation's history of colonialism that has inflicted discrimination, deprivation, and genocide upon indigenous people; and

WHEREAS, we are aware of the historical importance of local and national tribes and the way Native Americans continue to enrich our heritage and add to all aspects of our society by sharing their customs and traditions; and

WHEREAS, we honor our native people, their ancestral homes, their religion, and recognize their contributions historically, today, and in the future of our community.

NOW, THEREFORE, the Astoria City Council, do hereby proclaim the month of November in the City of Astoria, a time to celebrate the rich cultures of indigenous people, honor their sacrifices, acknowledge the unique challenges Native Americans face, historically and present, and recognize their continued significance in our community.

Native American Heritage Month

in the City of Astoria, a time to celebrate the rich cultures of indigenous people, honor their sacrifices, acknowledge the unique challenges Native Americans face, historically and present, and recognize their continued significance in our community.

_____

Mayor, City of Astoria

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **VETERANS DAY & DOUGHBOY 100TH ANNIVERSARY CELEBRATION**

DISCUSSION / ANALYSIS:

RECOMMENDATION:

BY: JONAH DART-MCLEAN, DIRECTOR OF PARKS AND RECREATION

ATTACHMENTS:
Proclamation for Veterans Day & Doughboy 100th Anniversary Celebration.pdf

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P R O C L A M A T I O N

WHEREAS, November 11 marks Veterans Day, a day set aside to honor the service, sacrifice, and commitment of the millions of Americans who have served in the United States Armed Forces; and

WHEREAS, November 11 was originally observed as Armistice Day, commemorating the end of fighting in World War I at the eleventh hour of the eleventh day of the eleventh month in 1918; and

WHEREAS, the people of Astoria and Clatsop County answered the call to service during World War I, joining their fellow Americans who served the country at home and abroad, including those who made the ultimate sacrifice; and

WHEREAS, in 1926, the people of Astoria dedicated the Doughboy Monument to honor the local men and women who served during World War I and to preserve the memory of their service and sacrifice for future generations; and

WHEREAS, for one hundred years, the Doughboy Monument has stood as a lasting community memorial and a place for Astorians to gather in remembrance of those who served; and

WHEREAS, the centennial of the Doughboy Monument provides an opportunity to reflect not only upon the generation commemorated by its dedication, but upon all veterans whose service has contributed to the freedoms and communities we enjoy today; and

WHEREAS, the ringing of bells at 11:11 a.m. on November 11 continues the Bells of Peace tradition, marking the moment the guns fell silent in 1918 and offering a solemn expression of remembrance, gratitude, and hope for peace;

NOW THEREFORE, the City Council of the City of Astoria, Oregon does hereby proclaim Wednesday, November 11, 2026, as a day commemorating the

100TH ANNIVERSARY OF THE ASTORIA DOUGHBOY MONUMENT AND VETERANS DAY

in the City of Astoria, and urge all residents to join in honoring our nation's veterans, remembering those who gave their lives in service, recognizing the century-long legacy of Astoria's Doughboy Monument, and observing the Bells of Peace at 11:11 a.m.

_____

Mayor, City of Astoria

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **ASTORIA CITY COUNCIL DRAFT WORK SESSION MINUTES - AUGUST 24, 2026**

DISCUSSION / ANALYSIS:

RECOMMENDATION:

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
ACC 8-24-2026 Draft.pdf

MINUTES

Monday August 24, 2026
6:00 PM

LINK TO FULL TRANSCRIPT: ACC 8-24-2026

Public meetings will be conducted in the Council Chambers and video live-streamed. Go to https://www.astoria.or.us/LIVE_STREAM.aspx for connection instructions.

1. CALL TO ORDER

- Called to order at 6:00 PM

2. ROLL CALL

- **City Council Present**: Mayor Sean Fitzpatrick, Councilor Andy Davis, Councilor Andrea Mazzarella, Councilor Elisabeth Adams, Councilor Joshua Conklin

- **City Staff Present:** City Manager Scott Spence, Community Development Director John Roberts, City Planner Tiffany Taylor, Associate City Planner Samuel Peterson, Police Chief Stacy Kelly, Assistant to the City Manager Ryan Quigley,

3. REGULAR AGENDA ITEMS

3.a Agenda Setting

The Astoria City Council will engage in Council's routine Agenda Setting discussion.

Summary

- City Manager Scott Spence reviewed plans for the August 25 Conversations with Council event at the Fort George Lovell Showroom. The event would include an informal meet-and-greet, a presentation on the Council's housing work, and a public question-and-answer period.
    - Questions would alternate between people speaking at the microphone and written submissions. Staff recommended approximately three minutes per discussion to provide everyone an opportunity to participate.
    - Councilor Davis disclosed that he had filed to run for Mayor and questioned whether it would be appropriate for him to deliver the housing presentation.
    - Mayor Fitzpatrick recommended that a candidate not serve as the primary presenter and agreed to deliver the presentation.

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    - Department directors would attend to assist with technical questions.
- City Manager Spence reviewed potential future work, including:
    - Transportation-network-company regulations
    - A parking master plan
    - Municipal Code revisions
    - Development of a City Council handbook
- Councilors Adams and Davis agreed to assist with the Council handbook.
- Councilors Mazzarella and Conklin agreed to assist with the Municipal Code review. Mayor Fitzpatrick offered to assist with the code review if necessary.
- Mayor Fitzpatrick asked whether the Design Review Committee and Historic Landmarks Commission should participate in the upcoming joint meeting with the Planning Commission.
    - City Manager Spence recommended limiting the meeting to the Council and Planning Commission
- Councilor Adams recommended adding the Council's forthcoming legislative priorities to the criteria used when evaluating potential agenda items. City Manager Spence agreed to revise the agenda-setting guidance document.

No formal action was taken.

3.b Home Stay Lodging and Vacation Rental Licensing Program Review and Policy Refinement.

During the Agenda Setting portion of the June 22 Work Session, City Council agreed to a future Work Session for the purpose of reviewing and discussing both the Astoria Home Stay Lodging (HSL) and Vacation Rental (VR) programs.

<u>Summary</u>

City Manager Spence introduced a review of the City's Homestay Lodging and Vacation Rental programs. Community Development Director John Roberts, City Planner Tiffany Taylor, and Associate Planner Sam Peterson presented the existing regulations, implementation challenges, and potential amendments.

Staff Presentation

- Background Information
    - Homestay Lodging was adopted in 2019
        - Required owner occupied short-term rentals for 1-2 bedrooms.
        - Goal of the program was to:
            - keep homes in neighborhoods,
            - encourage responsible hosting
            - limit impact to housing supply.
    - Vacation Rental was adopted in 2025
        - Was for non-owner occupied short-term rentals (30 days or less)
        - Allowed limited rentals in commercial zones.
        - Ensures safety and code compliance
        - Provide clear licensing and enforcement.

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- Program Overview
    - Staff reported that Astoria currently had approximately:
        - 21 licensed or pending homestay lodgings
        - 23 licensed or pending vacation rentals, including 14 issued licenses and nine pending applications
        - 31 estimated short-term rentals operating without a license
        - The vacation-rental program retained a cap of 50 licenses, with no current waiting list. Combined homestay lodgings and vacation rentals represented approximately one percent of Astoria's housing stock, making Astoria one of the more restrictive coastal communities reviewed.
        - Staff estimated that administration and enforcement could require approximately one-half of a full-time employee. RentalScape software was expected to improve identification, monitoring, and enforcement of unlicensed rentals.
        - Staff also reported that short-term rentals had generated approximately $450,000 in transient-lodging taxes through early August. The City's overall transient-lodging-tax budget was approximately $3.4 million.
- Staff Recommendations
    - Immediate Focus
        - Unify Vacation Rental and Homestay Licensing Program into a single short-term rental framework
        - Simplify application, kitchen and residency standards.
        - Continue with launch of Rentalscape for data, registration and enforcement backbone to support staff.
    - Strategic Code Revisions – 2026+
        - Reevaluate 2019 vacation rental cutoff.
        - Modify building code requirements.
        - Clarify sprinkler requirements by providing clear, right-sized approach for commercial buildings.
        - Clarify "unit" definitions and how that interacts with the Building Code.
        - Consider flexibility for historic/mixed-use buildings with clear safety guardrails.

Council Questions and Discussion

- Councilor Davis asked why the number of vacation-rental applications was lower than the earlier inventory.
    - Staff explained that some properties did not meet the City's definitions, some owners ceased operating, some transitioned to long-term rentals, and others were denied but continued operating without licenses.
- Councilor Davis asked whether the proposed changes would bring currently unlicensed operators into compliance.
    - Staff said removing the 2019 cutoff and clarifying sprinkler requirements would help many, but not all, properties qualify.
- Councilors Davis and Mazzarella asked how consolidating the programs would affect owner-occupancy requirements and the vacation-rental cap.

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    - Staff explained that the two programs would remain separate classes within one short-term-rental framework. Owner occupancy would remain required for homestay lodging, and the 50-unit cap would continue to apply only to vacation rentals.
- Councilor Mazzarella asked about kitchen requirements.
    - Staff explained that the earlier rules required detailed review of appliances such as toaster ovens, hot plates, and air fryers. The definition had been revised to better distinguish basic guest amenities from a complete second kitchen, which could create a separate dwelling unit.
- Councilor Adams asked how Astoria's staffing needs compared with other coastal cities.
    - Staff explained that developing and implementing a new program required substantial staff time and that mature programs in Cannon Beach and Seaside also used significant planning and code-compliance resources.
- Councilor Adams asked whether rented parking spaces for vans or recreational vehicles could be incorporated into the short-term-rental program.
    - Director Roberts recommended addressing that issue separately through a safe-parking program.
- Councilor Adams emphasized that the licensing program should protect housing while also providing businesses with a clear operating framework and ensuring guest safety.
- Staff explained that homestay lodgings generally require one additional off-street parking space for each rented bedroom, in addition to the parking required for the residence. Vacation rentals generally require one space per licensed unit.
- Mayor Fitzpatrick asked whether nearby or shared parking could satisfy the requirement.
    - Staff said current regulations generally require parking on the same property, although a variance or limited off-site arrangement may be possible.
- Director Roberts recommended considering shared-use agreements within the neighborhood.
    - Associate Planner Peterson recommended clarifying when on-street parking could be considered and creating greater consistency with residential parking standards.
- Planner Taylor supported retaining meaningful parking requirements, noting that the homestay parking standards had generally worked during the program's eight-year history.
- Council discussed whether sprinkler requirements originated in local regulations or state building codes.
    - Staff explained that requirements depend on the building's occupancy classification, construction, and combination of commercial and residential uses.
- Staff recommended replacing language requiring compliance with "all" fire and life-safety requirements with language referring to applicable requirements as determined by the Building Official. This would allow case-by-case consideration of existing construction, occupancy classifications, fire separations, historic conditions, and alternative means of compliance.
- Councilor Mazzarella asked whether alternatives to sprinkler systems could be approved.

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    - Staff said alternative methods, such as fire-rated separations, were possible but could be equally or more expensive.
- Councilor Adams asked whether the proposed changes would allow all historic properties to qualify.
    - Staff said some properties would remain unsuitable because new sleeping areas must meet current safety standards. However, clearer provisions could provide greater flexibility for existing rooms and unusual conditions, including buildings over water.
- Mayor Fitzpatrick requested that future proposals include examples of actual properties and input from existing operators to help the Council understand potential consequences.
- Planner Taylor reported that several homestay operators had remained in the program since its beginning. The program had helped some owners remain in their homes and fund major repairs such as foundations and roofs.
- Staff noted, however, that inspection practices had recently changed. Three recent renewals identified compliance issues, and approximately 18 additional renewals would require inspection by the Building Official. Staff anticipated that many would require some level of corrective work.
- Councilor Conklin asked whether operators had received advance notice of potential changes.
    - Staff stated that applicants were being informed about the ongoing review but that the City must continue applying the regulations currently in effect until amendments are adopted.

Council Direction

The Council generally supported:

- Developing one streamlined short-term-rental licensing framework while retaining separate homestay and vacation-rental classifications
- Retaining the vacation-rental cap
- Beginning Development Code and City Code amendments during 2026
- Reviewing the 2019 eligibility requirement
- Clarifying parking, kitchen, sprinkler, and fire-safety standards
- Considering flexibility for older and nonconforming properties
- Preparing property-specific examples and additional data
- Obtaining input from current operators
- Preserving neighborhood character and preventing parking, noise, and nuisance impacts

Councilor Davis stated that he was open to greater flexibility for older properties but wanted specific examples before endorsing particular standards. He also indicated that the 2019 cutoff appeared unnecessary if the 50-unit cap remained in place.

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Based on Council feedback Staff continue reviewing and will return to Council to get final direction on how to develop options for Planning Commission work sessions and the required public-hearing process before returning proposed amendments to the Council.

No formal action was taken.

4. ADJOURNMENT

- Meeting adjourned at 8:07 p.m.

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CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **ASTORIA CITY COUNCIL DRAFT MEETING MINUTES - SEPTEMBER 8, 2026**

DISCUSSION / ANALYSIS:

Draft meeting minutes for review and approval of Council.

RECOMMENDATION:

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
ACC 9-8-2026 Draft.pdf

MINUTES

Tuesday September 08, 2026
6:00 PM

LINK TO FULL TRANSCRIPT: ACC 09-08-2026

Public meetings will be conducted in the Council Chambers and video live-streamed. Go to https://www.astoria.gov/LIVE_STREAM.aspx for connection instructions.

To call into the meeting call 253-215-8782 and when prompted enter the Meeting ID number: 503 325 5821

1. CALL TO ORDER

- Meeting called to order at 6:00 PM

2. PLEDGE OF ALLEGIANCE

- City Manager Scott Spence led the pledge of allegiance.

3. ROLL CALL

- **City Council Present**: Mayor Sean Fitzpatrick, Councilor Andy Davis, Councilor Andrea Mazzarella, Councilor Elisabeth Adams, Councilor Joshua Conklin

- **City Staff Present:** City Manager Scott Spence, Community Development Director John Roberts, Library Director Suzanne Harold, Finance & Administrative Services Director Hilary Norton, Police Chief Stacy Kelly, Assistant to the City Manager Ryan Quigley, City Attorney Blair Henningsgaard

4. PRESENTATION

4.a Mayor's Awards

Mayor Fitzpatrick presented Mayor's Awards to:

- Bringing Joy to Astoria: Celeste and Estelle, the "Tango Twins," recognizing their contributions to Astoria's arts community and their work bringing joy and social connection to the community through Argentine tango, music, dance, and visual art.
- Creating Community in Astoria: Peg Johnson, recognizing her work creating community, including organizing weekly coffee gatherings for veterans at the Astoria Elks Lodge and contributing to Astoria's arts community as a ceramicist.

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4.b Update from Oregon Department of Transportation (ODOT) on Highway 30 - Columbia/Bond Street Merger

- ODOT Area Manager Bill Jablonski provided an update on the Highway 30 pilot project and recent modifications to the eastbound merge near Columbia Avenue. He explained that safety concerns with the original 170-foot merge area led ODOT to create approximately 350 feet of merging space before the intersection, add two right-turn-only lanes, and install additional signs, pavement markings, and striping.
- Councilor Davis and Mayor Fitzpatrick requested clearer or larger advance signage and supported exploring a directional sign at Hume Avenue for drivers who inadvertently enter the Bond Street turn lane.
- Councilor Mazzarella described continuing instances of motorists traveling straight from the right-turn-only lane and asked ODOT to monitor the intersection more closely. Mr. Jablonski agreed to meet on site and consider additional signage. Councilor Adams asked about the future of the pilot project; Mr. Jablonski stated there was no identified funding to extend or permanently construct the project and that its future would depend largely on City direction.
- Mr. Jablonski also summarized the Northwest Area Commission on Transportation's role in recommending regional transportation priorities. He reported that Astoria's proposed signal project at 33rd Street was not selected for the 2031-2037 funding cycle but agreed to work with City staff to identify other funding opportunities.

5. PROCLAMATION

5.a Latin American Heritage Month

- Mayor Fitzpatrick and the City Council proclaimed September 15 through October 15, 2026, as Latin American Heritage Month in Astoria.
- Norma Hernandez and Jenny Pool Radway accepted the proclamation. Ms. Pool Radway thanked the City for recognizing and celebrating the local Latin American community.

6. REPORTS OF COUNCILORS

Councilor Andy Davis
Councilor Davis thanked residents who attended Conversations with Councilors and discussed public correspondence regarding the proposed vacancy tax, downtown parking, housing, and the proposed Shively Park disc golf course. He commended Parks Director Jonah Dart-McLean for responding to community concerns.

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Councilor Andrea Mazzarella
Councilor Mazzarella reported touring the proposed Shively Park disc golf course with Parks staff and residents. She also discussed the Council's tour of Helping Hands and operational changes made following implementation of the Shelter First Policy.

Councilor Elisabeth Adams
Councilor Adams reminded motorists to drive carefully as school resumed, encouraged continued advocacy for fisheries funding, and recognized the life and community contributions of Jim Bergeron. She also reported on upcoming community events and regional meetings.

Councilor Joshua Conklin
Councilor Conklin reported attending the Owens-Adair II grand opening and the Rigs and Reggae event at Pier 39. He also met with constituents regarding land movement and utility concerns near 27th Street.

Mayor Sean Fitzpatrick
Mayor Fitzpatrick stated that, because he had presented the Mayor's Awards earlier in the meeting, most of what he would have reported had already been covered. He added that any matters requiring future attention would be addressed later. He provided no additional report.

7. CHANGES TO AGENDA

- No changes to the agenda.

8. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

8.a Astoria City Council Draft Meeting Minutes - March 16, 2026
Draft meeting minutes for review and approval of Council.

8.b Astoria City Council Draft Meeting Minutes - June 15, 2026
Draft meeting minutes for review and approval of Council.

8.c Astoria City Council Draft Meeting Minutes June 22, 2026
Draft meeting minutes for review and approval of Council.

8.d Astoria City Council Draft Meeting Minutes - July 6, 2026
Draft meeting minutes for review and approval of Council.

8.e Astoria City Council Draft Meeting Minutes - July 20, 2026
Draft meeting minutes for review and approval of Council.

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8.f Resolution Revising Procedures Relative to the Astoria Public Library
Staff recommends that Council consider the proposed revision to procedures relative to the Astoria Public Library.

8.g A Resolution to Amend the Budget to Accept and Appropriate Grant Funds for Installing Cameras at the Public Safety Building and at Fire Station 2 Council is asked to review and approve the attached Resolution, accepting a $25,000 grant from the Oregon Department of Emergency Management for replacement of two cameras at the public safety building and additional cameras at Fire Station 2.

City Manager Spence clarified that the $25,000 grant for security cameras at the Public Safety Building and Fire Station 2 should be appropriated to the Capital Improvement Fund rather than the General Fund. No Councilor requested removal of an item, and no member of the public had requested that an item be removed.

8.h Authorization to Apply for Regional Infrastructure Fund Grant – Customs House Workforce Housing Planning, Research & Design
Move to adopt the attached Resolution authorizing the City to submit an application to Business Oregon's 2026 Regional Infrastructure Fund for up to $250,000 to support planning, due diligence, design, and site-readiness activities associated with the Customs House Workforce Housing project.

Moved by Andy Davis; seconded by Andrea Mazzarella to Approve I move to accept the Consent Calendar as presented..
Motion Approved : 5 - 0
Voting For: Sean Fitzpatrick, Elisabeth Adams, Andy Davis, Andrea Mazzarella, Joshua Conklin
Voting Against: None

9. REGULAR AGENDA ITEMS *All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.*

9.a Public Hearing and First Reading of an Ordinance to Amend the Building Inspection Program Operational Plan and Article 9 of the Astoria City Code
Conduct the first reading of Ordinance No. 26-08, amending Article 9 (Building) of the Astoria City Code to modernize building code administration and enforcement.

Summary
City Manager Spence and Community Development Director John Roberts presented proposed updates to the Building Inspection Program Operational Plan and Article 9 of the Astoria City Code. Staff explained that the amendments would modernize the code, remove

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duplicative language, update references to state specialty codes, clarify procedures for unsafe and dangerous buildings, and reflect current practices such as electronic permitting

Director Roberts identified three additional corrections:

- Remove the requirement that the operational plan be adopted by ordinance.
- Correct a reference in Section 9.075 to specify the Building Division.
- Change an appeal period incorrectly listed as 30 days to 10 days.

Council Questions

- Councilor Adams asked why the operational plan no longer needed to be adopted by ordinance;
    - Staff explained that the state no longer requires that process.
- Councilor Davis asked about conflicts with state specialty codes, consistency of terminology, penalties, building-number requirements, and the effect on pending permits.
    - Staff clarified that state codes cannot be superseded, enforcement provisions preserve staff discretion, new building-number standards would not apply retroactively, and the ordinance would generally take effect 30 days after its second reading without affecting permits already in process.
- Councilor Conklin asked whether the changes would help address unsafe or derelict buildings.
    - Staff said the amendments would improve documentation and enforcement procedures, although demolition remains costly and administratively difficult. Councilors Davis and Mazzarella thanked staff for the thorough and clearly annotated materials.

- No Council Discussion
- No Public Comment.

9.a Moved by Andy Davis; seconded by Elisabeth Adams to Approve I would like to move that the Astoria City Council hold the first reading of Ordinance Number 26-08, an ordinance amending Article Nine, Building, of the Astoria City Code, to modernize building code administration and enforcement, and advance the ordinance for second reading and adoption..
Motion Approved : 5 - 0
Voting For: Sean Fitzpatrick, Elisabeth Adams, Andy Davis, Andrea Mazzarella, Joshua Conklin
Voting Against: None

9.a Moved by Andy Davis; seconded by Elisabeth Adams to Approve as Amended I would move to amend the prior motion to include the amendments suggested by Director Roberts in his presentation..
Motion Approved : 5 - 0
Voting For: Sean Fitzpatrick, Elisabeth Adams, Andy Davis, Andrea Mazzarella, Joshua Conklin
Voting Against: None

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9.b Cooperative Library Intergovernmental Agreement
Staff are requesting City Council to review and formally authorize the updated Intergovernmental Agreement (IGA) between the cities of Astoria, Seaside and Warrenton, which outlines the cooperative relationship among the libraries of these three cities.

Summary
City Manager Spence and Library Director Suzanne Harold presented the updated intergovernmental agreement among Astoria, Seaside, and Warrenton. The agreement allows cardholders to access collections and services at all three libraries.

Council Questions and Discussion

- Councilor Conklin asked about delivery times and notifications for requested materials.
    - Director Harold explained that courier service operates Tuesdays and Thursdays, requests generally take one to two weeks, and patrons receive automatic email notifications.
- Councilor Davis asked about library access for adults living outside participating jurisdictions.
    - Staff explained that nonresidents may purchase library cards and expressed interest in exploring a future countywide service model.
- Councilor Mazzarella confirmed with staff that Astoria cardholders may visit Seaside or Warrenton and check out available materials directly.

- No Public Comment

9.b Moved by Andrea Mazzarella; seconded by Elisabeth Adams to Authorize I move that the Astoria City Council authorize the City Manager to execute the Intergovernmental Agreement for Cooperative Library Services. .
Motion Authorized: 5 - 0
Voting For: Sean Fitzpatrick, Elisabeth Adams, Andy Davis, Andrea Mazzarella, Joshua Conklin
Voting Against: None

9.c Consideration to Adopt the Collective Bargaining Agreement between the City of Astoria and Teamsters Local 58, Representing the Public Works Department bargaining unit and Associated Salary Resolution Establishing Basic Compensation
The City management and Teamsters Local 58 bargaining teams, with Teamsters Local 58 representing the Public Works Department bargaining unit, have reached a tentative agreement for a contract renewal for the period of July 1, 2026–June 30, 2029.

Summary
City Manager Spence presented the three-year collective bargaining agreement for the Public Works Department bargaining unit. The agreement includes a 3.5% cost-of-living adjustment

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in the first year and 3% adjustments in years two and three, market adjustments, increased on-call pay, additional personal leave for employees with at least three years of service, and City-provided protective clothing and uniforms.

Council Questions

- Councilor Mazzarella asked about the timing of negotiations relative to the budget cycle.
    - Human Resources Director Ashley Diets explained that negotiations generally begin early enough to conclude during the budget process, but union scheduling and representative availability delayed this agreement. Wage adjustments would be retroactive to July 1, 2026.
- Councilor Davis asked about unused personal leave.
    - Director Diets explained that personal leave is use-it-or-lose-it and is replaced with a new allocation each fiscal year.

- No Council Discussion
- No Public Comment

9.c Moved by Elisabeth Adams; seconded by Joshua Conklin to Approve I move that the Astoria City Council adopt the collective bargaining agreement between the City of Astoria and the Teamsters Local 58 for the Public Works Department bargaining unit for the contract period of July 1, 2026 - June 30, 2029, retroactively effective to July 1, 2026, as presented.
Motion Adopt: 5 - 0
Voting For: Sean Fitzpatrick, Elisabeth Adams, Andy Davis, Andrea Mazzarella, Joshua Conklin
Voting Against: None

9.c Moved by Elisabeth Adams; seconded by Joshua Conklin to Approve I move that the Astoria City Council adopt the attached Salary Resolution as presented..
Motion Adopt: 5 - 0
Voting For: Sean Fitzpatrick, Elisabeth Adams, Andy Davis, Andrea Mazzarella, Joshua Conklin
Voting Against: None

10. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

New Business

- City Manager Spence reported that:
    - The Astoria Riverfront Trolley remained out of service while its diesel generator was being replaced.
    - ODOT paving on Highway 30 was scheduled to begin September 17.

DRAFT

- A joint City Council and Planning Commission meeting was scheduled for September 28 to discuss state planning mandates, the Housing Capacity Analysis, Community Development priorities, and the 2027-2028 work plan.
    - Councilor Adams requested detailed advance materials regarding the Housing Capacity Analysis and potential code amendments.

Public Comment

- Jan Mitchell – address not stated: Urged the City to prioritize preparations for a Cascadia Subduction Zone earthquake and tsunami, including evacuation signage, public education, and training for downtown businesses.
- Tiffany Baker – Roseburg; works at Columbia Memorial Hospital: Described difficulty finding local housing while working as a specialized radiation therapist at CMH. She requested that the City consider overnight parking permits for hospital employees living in vans or recreational vehicles.
- Mary Eng – P.O. Box 12: Raised concerns about an alleged use-of-force incident involving a person experiencing homelessness and requested review of body-camera footage. She encouraged expanded crisis-response methods and wellness support for law enforcement and social-service personnel.
- Matthew Miller – address not stated: Also commented on the alleged use-of-force incident and expressed concern regarding the actions of the responding officer.

- The meeting adjourned at 7:48 p.m.

DRAFT

CITY OF ASTORIA
Founded 1811 • Incorporated 1856

MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **DRAFT PARKS ADVISORY BOARD MEETING MINUTES - OCTOBER 28, 2026**

DISCUSSION / ANALYSIS:

Draft minutes from the October 28 Parks Advisory Board meeting

RECOMMENDATION:

BY: JONAH DART-MCLEAN, DIRECTOR OF PARKS AND RECREATION

ATTACHMENTS:
Parks Board DRAFT Minutes October 28 2026.pdf

PARKS ADVISORY BOARD MINUTES

Wednesday October 28, 2026
6:45 AM

Present: Norma Hernandez, Britta Herwig, Rachel Pearson, Nathan Pinkstaff, Lou Marconeri, Howard Rub, Sergio Carrera, Taylor Bay, Kevin Staples, Erin Moore
Absent: None
Staff: Jonah Dart-Mclean, David Hoth

1. **CALL TO ORDER**
   President Hernandez called the meeting to order at 6:46 AM.
2. **ROLL CALL**
3. **PUBLIC COMMENT**
   Craig Diamond shared a proposal to donate up to $20,000 toward the purchase and installation of a sauna at the Astoria Aquatic Center. The proposal identified several possible locations on or near the pool deck and an outdoor sauna-garden concept, and noted that additional community donations or in-kind support could potentially supplement the project. Mr. Robinson indicated a willingness to consider ongoing financial support toward operating costs.
4. **APPROVAL OF MINUTES**
   The Board approved the July 22, 2026 meeting minutes unanimously; Ms. Herwig made the motion and Mr. Pinkstaff seconded. The Board then approved the September 23, 2026 meeting minutes unanimously; Mr. Pinkstaff made the motion and Mr. Staples seconded.
5. **PRESIDENT HERNANDEZ – WHAT DO YOU HEAR?**
   Mr. Staples reported that recent social media feedback regarding installation of the pilot disc golf course appeared substantially more positive than earlier discussion, with fewer negative comments. Mr. Rub shared community feedback supporting the idea of a dog park while expressing concern about the proposed location.
6. **EMPLOYEE RECOGNITION**
   Staff recognized Victoria “Tori” Smith as Employee of the Month. Ms. Smith was recognized for her long-standing work as a lifeguard and experienced swim instructor, her leadership as the primary coach for the department’s swim league, and her continued commitment to helping young swimmers build skills and confidence.
7. **ACF UPDATES**
   Ms. Herwig reported that the Astoria Community Foundation did not hold a regular meeting during the previous month. The Foundation conducted an online vote, but no additional update was available.
8. **OLD BUSINESS**
   8.a Updates on Pilot Disc Golf Course
   Mr. Dart-Mclean and Grounds Coordinator David Hoth provided an update on installation of the pilot disc golf course adjacent to Evergreen Fields and Shively Park. Staff reported that the pilot was expanded from six to seven holes so users would have a more continuous route as they started at Evergreen. The first three holes were largely roughed in, and staff had improved the connecting trail, installed a course information kiosk, constructed turf tee pads using low-cost used material and donated lumber, and added sound-dampening devices to baskets near areas where noise could be a concern. Staff emphasized that the layout continues to avoid throws toward the Shively loop road and maintains existing vegetation where possible.
   Staff anticipated that all seven pilot holes could be playable by the end of November. Board members expressed support for the progress, suggested considering a bicycle rack at Evergreen, and complimented the “Weinhard Loop” name and the natural character of the course. Staff noted that promotional discs may be used as an incentive for players to provide feedback on the pilot.
9. **NEW BUSINESS**

9.a Volunteer Boards and Commissions Roles and Responsibilities

Mr. Dart-Mclean reviewed information from the City's Volunteer Boards and Commissions Handbook and a simplified Robert's Rules of Order reference. Discussion covered meeting procedure, making and amending motions, decorum, and Oregon public meetings requirements. Staff emphasized that board business involving a quorum must occur in a properly noticed public meeting and that members should avoid group communications or other discussions that could constitute deliberation outside a public meeting. Board members noted that the quick reference for motions would be useful during future meetings.

10. STAFF REPORTS AND UPCOMING EVENTS

Staff reviewed the July–September quarterly report and discussed changing participation patterns in recreation programs. Youth basketball participation among older elementary-age players has declined locally and in neighboring communities, requiring staff to work with partner communities on age groupings and scheduling. Staff highlighted strong participation in the Little Crabbers basketball program, which enrolled 51 children ages three to five, and described plans to continue introductory sports opportunities for younger children.

Aquatic Center attendance remained strong overall compared with the previous three years, although August showed an unexplained decline before attendance increased again in September.

11. FUTURE MEETINGS

December 16, 2026

January 27, 2027

Meeting adjourned at 7:17 AM.

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **LIQUOR LICENSE APPLICATION FROM SEEDBORN LLC DBA MASQUERADE LOCATED AT 1020 COMMERCIAL STREET, AS A LIMITED ON-PREMISES SALES LICENSE (FINANCE) - NEW LOCATION**

DISCUSSION / ANALYSIS:

A liquor license application has been filed by Seedborn LLC dba Masquerade. This application is a Limited On-Premises Sales License. The organization has had an active license but recently changed location.

The Limited On-Premses Sales license allows the following:

- May sell and serve malt beverages, wine, and cider for consumption on the licensed
- May sell malt beverages in a container holding seven or more gallons ("keg") directly to consumers for consumption off the licensed premises. A "keg" is defined in ORS 471.478(4). If sell kegs must follow OAR 845-006-0441 (keg tag).
- May sell malt beverages, wine, and cider to individuals in a securely covered container ("growler") for consumption off the licensed premises (the container may not hold more than 2 gallons).
- Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity).
- Eligible to apply for a "special event" license

The site is located at 1020 Commercial Street, Astoria. The application will be considered at the November 2, 2026 meeting. A copy of the application is attached.

The appropriate Departments have reviewed the application. The Astoria Police Department has prepared the attached memorandum for Council's review. No objections to approval were noted.

RECOMMENDATION:

It is recommended that City Council consider this application.

BY: HILARY NORTON, FINANCE DIRECTOR

ATTACHMENTS:
Council Packet LL Masquerade.pdf

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Seedborn LLC

Proposed Trade Name: Masquerade

Premises Address: 1020 Commercial Street Unit:

City: Astoria, Oregon County: Clatsop Zip: 97103

Application Type: ○ New License Application ○ Change of Ownership ◉ Change of Location

License Type: Limited On-Premises Sales ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: Justin Rush Phone: (503) 881-6706

Mailing Address: 1077 16th Street

City: Astoria State: OR Zip: 97103

Email Address: justinrush09@yahoo.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption ☐ Outdoor Consumption

☒ Proposing to Allow Minors

Section 1 continued on next page

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Seedborn LLC

Proposed Trade Name: Masquerade

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed ***by the local government*** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Astoria. OR Optional Date Received Stamp

Date Application Received: 9.16.24

Received by: Carol Canham

Section 3 – Recommendation - To be completed by Local Government:

- ○ **Recommend this license be granted**
- ○ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308)
- ○ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

* Top Floor for business only. No customers in basement.

OREGON LIQUOR & CANNABIS COMMISSION

BUSINESS INFORMATION – LIQUOR LICENSE

Applicant Name	Seedborn LLC
Trade Name	Masquerade
Premises Street Address	1020 Commercial Street, Astoria OR 97103
License Type	Limited On-premesis

Business Contact	Justin Rush
Mailing Address	1020 Commercial Street, Astoria OR 97103
Phone Number	(503) 881-6706
Email Address	masqueradeastoria@gmail.com

Operating Hours

Day of Week	Open Time	Closed Time	Seasonal Variation	Explanation
Monday	Closed	Closed	Yes ☐	
Tuesday	Noon	9:00pm		
Wednesday	Noon	9:00pm		
Thursday	Noon	9:00pm		
Friday	Noon	9:00pm		
Saturday	Noon	9:00pm		
Sunday	Noon	9:00pm		

☐ Not open to the public or by appointment only

Seating

Restaurant Seating: 15 Outdoor Seating: 0 Other Seating: 0

☐ No On-Premises Consumption

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☒ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Karaoke
- ☐ Coin-operated Games
- ☒ Social Gaming
- ☐ Pool Tables
- ☐ Video Lottery Machines
- ☐ Nude Dancing
- ☐ Live Entertainment
- ☐ Minor Entertainers
- ☐ Minor Entertainers in an Area Prohibited to Minors
  **Need prior OLCC approval
- ☐ Other:

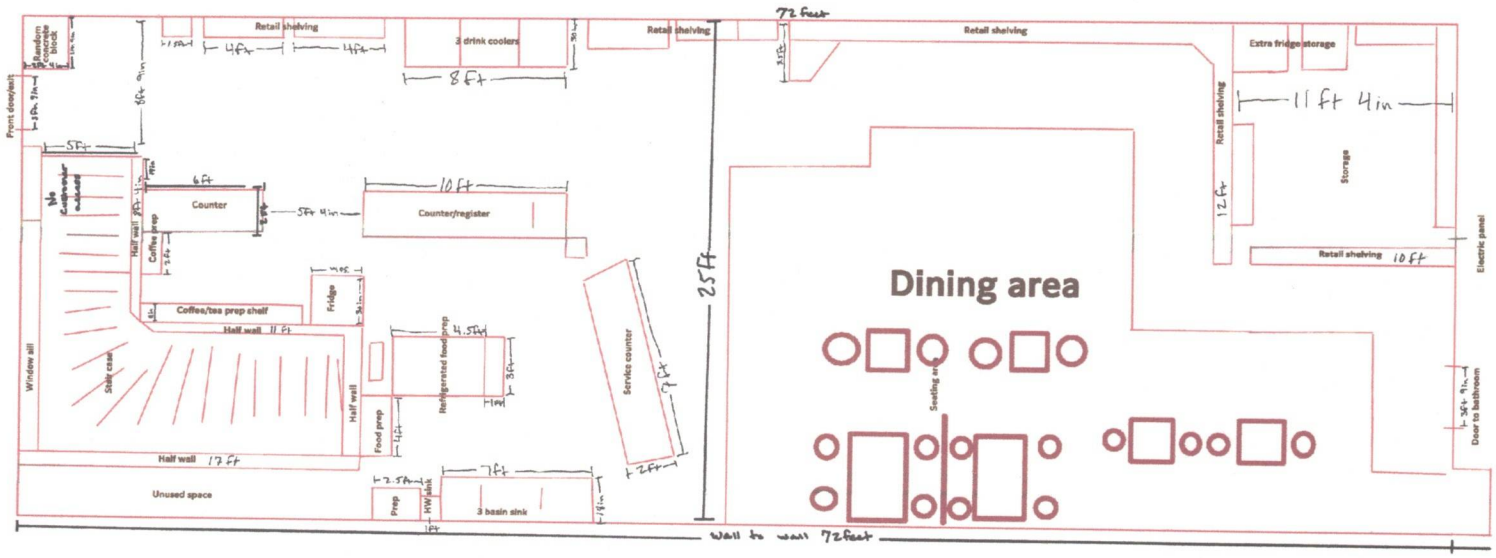
OREGON LIQUOR & CANNABIS COMMISSION

FLOOR PLAN FORM

Your floor plan must be submitted on this form

Seedborn LLC.
Applicant Name

Masquerade
Trade Name (dba)



No outside seating
No patio
No lottery

○ — **Seats**

□ — **Tables**

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ **Initials:** _____

(rev. 03/22)

CITY OF ASTORIA
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MEMORANDUM • POLICE DEPARTMENT

DATE: **10/07/2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **LICENSE RECOMMENDATION SEEDBORN LLC, TRADE NAME MASQUERADE, LIMITED ON PREMISES SALES LICENSE.**

DISCUSSION/ANALYSIS

On September 16, 2026 Seedborn LLC, trade name Masquerade, applied for a Limited On Premises Sales License for property located at 1020 Commercial Street, Astoria.

Limited on Premises sales license

On-premises. May sell and serve by the drink at retail to consumers for consumption on your licensed premises: * Malt beverages (beer), wine, and cider.

• Off-Premises: May sell at retail to consumers for consumption off your licensed premises: * Malt beverages, wine, and cider in factory-sealed containers. There is no minimum or maximum container size or volume limit to sell, but there are delivery limits (see the delivery rules). * Malt beverages, wine, and cider in a securely covered container (growler). The container may not hold more than two gallons; however, there is no minimum container size limit. There are delivery limits (see the delivery rules).

• May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption off your licensed premises; however, must follow the delivery rules at OAR 845-006-0392 and 845-006-0396. • Food service is not a requirement of this license; however, offering legitimate food service will likely allow minor customers (people age 20 and under) on the premises.

• Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity).

• Eligible to apply for a "special event" license: Temporary Use of an Annual License (TUAL).

Days and Hours of Operation

Masquerade's hours of operation are Tuesday – Sunday from Noon-9:00 PM.

APPLICANT

The applicant for this license is Seedborn LLC. No derogatory Information was located regarding the applicant.

NEIGHBORHOOD SURVEY

A neighborhood survey was conducted there were no objections to the issuance of the license.

RECOMMENDATION

Given the listed information, staff has no objection to the granting of the Limited On Premises Sales License.



Eric Halverson, Deputy Chief

✓ 6/16/26
✓ 7/1/26

Astoria Preliminary Liquor License Application Review

New location

Type of Liquor License (see OLCC application): Limited on prem. sales

Applicant: Seedborn LLC

dba Trade Name: Masquerade

Business Address: 1020 Commercial St.

Contact Name & Phone #: Justin Rush 503.881.6706

Contact eMail: justinrush09@yahoo.com

Please submit this form at the 1st floor of City Hall for review. Once returned to you, it should be submitted to the Finance Dept. at City Hall (3rd floor), along with your OLCC application, OLCC Business Information form, floor plan, and any other forms that you or the OLCC deem necessary. Application fee(s) will be due at that time. Please call 503.298.2431 with any questions.

For City Hall:

Public Works	Approved By: 6/16/26	Denied By:	Conditional Approval By: Comments*:
Community Development	Approved By: 6/22/2026 Eating & drinking establishment ADC 2.430.E	Denied By:	Conditional Approval By: Comments*: Change of use – was retail at 1020 Commercial (Market) ADC 2.430.Q floorplan?
Building Inspector	Approved By:	Denied By:	Conditional Approval By: 6.23.26 Comments*: Change of use permit approval req. prior to occupancy

*Additional comments can be included on the back of this sheet.

finaled 10/1 (±)

ComDev: Before returning to applicant, please send copy to ccanham@astoria.gov.

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **PUBLIC HEARING & FIRST READING OF AN ORDINANCE AMENDING CHAPTER 1 OF THE ASTORIA CITY CODE**

DISCUSSION / ANALYSIS:

During the October 26, 2026, City Council Work Session, the Astoria City Council reviewed amendments to modernize the Astoria Municipal Code. Proposed amendments included eliminating outdated code language, corrections to reflect current state law, and changes to improve efficiencies in the administration of City operations. In total, ten code amendments were reviewed by City Council during this Work Session. At the meeting, City Council directed staff to bring forward the proposed code amendments in Chapter 1:

Chapter 1 | Section 1.962 - Authority

Proposed Action: Increase department head spending authority from $7,500 to $10,000.

Rationale:

- Enhanced approval process for smaller purchases
- Reflects the increase in cost of goods and services.
- Improved administrative efficiencies overall.

Background:
Currently any city department purchases made above $7,500 require City Manager approval. Proposal grants purchasing authority up to $10,000 for Department Heads.

Currently, the City Manager may approve purchases up to $50,000. Purchases above $50,000, require authorization of City Council or separate budget approval.

Number of Purchases between $7,500 - $10,000

- FY 26/27 (so far): 59
- FY 25/26: 61
- FY 24/25: 42

Disclaimer: These figures are estimates based on the City's accounts payable check registers and reflect the number of unique vendors receiving payments between $7,500 and $10,000. Individual payments may represent portions of larger contracts, recurring vendor may have received payments for multiple independent purchases. As such, these figures should be considered an approximation of purchasing activity rather than a verified count of individual procurements.

Chapter 1 | Section 1.965 - Source Selection Methods For Goods, Or Services, Other than Personal Or Professional Services.

Proposed action: Revise small and intermediate procurement provisions to reference Oregon Revised Statutes so City procurement practices follow state standards.

Rationale: Align small procurement requirements with current state standards.

Background:
Small procurements include, but are not limited to, tools, supplies, materials, or service contracts. Flexibility to acquire routine goods and services is reflected in the frequency and cost. The State of Oregon has revised its upper limit of what is considered a small procurement to $25,000 or less. The proposal amends the Astoria Municipal Code to be in alignment with state law.

Number of Procurements between $10,000 - $25,000

- FY 26/27 (so far): 76
- FY 25/26: 74
- FY 24/25: 66

Disclaimer: Figures are estimates based on unique vendors receiving payments between $10,000 and $25,000 during each fiscal year. Payments may be associated with larger contracts, recurring obligations, different procurement types or multiple purchases and do not necessarily represent individual goods procurements. Conversely, a single vendor may have received payments for multiple independent purchases. As such, these figures should be considered an approximation of procurement activity rather than a verified count of individual procurements.

The City Attorney has reviewed the proposed ordinance changes for City Council's consideration.

RECOMMENDATION:

After introducing the proposed ordinance changes to Chapter 1 of the Astoria Municipal Code, City staff recommends City Council make the following motion:

I move that the Astoria City Council hold a first reading of Ordinance 26-09.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
Ordinance 26-09.pdf
LEGISLATIVE FORMAT - CHAPTER 1 AMENDMENTS.pdf

ORD 26-09

AN ORDINANCE AMENDING CHAPTER 1 OF THE ASTORIA CITY CODE

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1 **Amend Sections in the Astoria City Code** Amend the Astoria Purchasing Code § 1.962D.3.e. to provide:

e. Purchases of any goods or services in excess of $10,000 by City employees require authorization of the City manager.

and amend Astoria Code §1.965 as provided on Exhibit A.

Section 4. **Effective Date.** This ordinance shall be in full force and effect on the 30th day after its adoption as per Section 8.3 of the City of Astoria Charter.

ADOPTED BY THE CITY COUNCIL THIS ___ DAY OF NOVEMBER 2026.

APPROVED BY THE MAYOR THIS ____ DAY OF NOVEMBER 2026.

_____
SEAN FITZPATRICK, Mayor

ATTEST:

_____
City Manager

ROLL CALL ON ADOPTION		YEA	NAY	ABSENT
Councilor	Davis			
	Mazzarella			
	Adams			
	Conklin			
Mayor	Fitzpatrick			

EXHIBIT A

1.965 Source Selection Methods For Goods Or Services, Other Than Personal Or Professional Services

1. Small Procurements. Contracts for or purchases of goods or services with a contract price that do not exceed the small procurement threshold established under ORS 279B.065 shall be considered small procurements.
    1. The City Manager may use any procurement method the City Manager deems practical or convenient, including direct negotiation or award, for small procurements of goods or services.
    2. Amendments. Small procurement contracts may be amended if the cumulative amendments do not increase the total contract price to more than twenty-five percent (25%) of the original contract price.
    3. Public notice. No public notice of small procurements is required.
2. Intermediate Procurements. Contracts for goods or services with a contract price that exceeds the small procurement threshold established by ORS 279B.065, and less than or equal to $150,000 are intermediate procurements.
    1. Intermediate procurements shall be by informal written solicitation.
    2. Negotiations. The City Manager may negotiate with an offeror to clarify an informal written solicitation, or to make modifications that will make the quote, proposal or solicitation acceptable or more advantageous to the City.
    3. Award. If a contract is awarded, the award shall be made to the offeror whose competitive verbal quote or proposal or informal written solicitation the City Manager determines will best serve the interests of the City, taking into account price or any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery and contractor responsibility.
    4. Amendments. Intermediate procurement contracts may be amended if the cumulative amendments do not increase the total contract price by more than twenty-five percent (25%) of the original contract price.
    5. Public notice. Public notice is not required for intermediate procurements.
3. Large Procurements. Contracts for goods or services with a contract price greater than $150,000 are large procurements.

1. The City Manager may use competitive sealed bidding as set forth in ORS 279B.055, or competitive sealed proposals as set forth in ORS 279B.060.
2. When using either competitive sealed bidding or competitive sealed proposals, the City Manager shall follow the applicable procedures set out in the Oregon Attorney General's Model Rules.
3. The City shall apply the applicable procedure set out in the Oregon Attorney General's Model Rules for processing protests of large procurements.

LEGISLATIVE FORMAT

Section 1.962- Authority (D)

D. Authority of City Manager. For contracts and purchases covered by this APC, the City Manager is authorized to:

1. Award contracts and amendments without specific authorization by the City Council whenever the contract amount is $50,000 or less and the proposed expenditure is included in the current fiscal year budget.
2. Execute contracts and amendments with specific authorization by the City Council whenever the contract or amendment amount is greater than $50,000 and the proposed expenditure is included in the current fiscal year budget.
3. As the purchasing agent for the City, the City Manager is authorized to:
    a. Advertise for bids or proposals without specific authorization from the City Council, when the proposed purchase is included within the current fiscal year budget.
    b. Advertise for bids or proposals when the proposed purchase is not included within the current fiscal year budget after the City Council approves the proposed budget transfer.
    c. Purchase goods, services and/or property without specific authorization by the City Council whenever the amount is $50,000 or less and the proposed expenditures are included in the current fiscal year budget.
    d. Purchase goods, services and/or property with specific authorization by the City Council whenever the amount is greater than $50,000 and the proposed expenditure is included in the current fiscal year budget.
    e. Purchases of any goods or services in excess of $10,000 ~~$7,500~~ from City employees require authorization of the City manager.
    f. Departments shall communicate purchase requirements to the City Manager and plan sufficiently in advance so that orders can be placed in economical quantities.

Section 1.965 – Source Selection Methods

1. Small Procurements. Contracts for or purchases of goods or services with a contract price that do not exceed the small procurement threshold established under ORS 279B.065 shall be considered small procurements. ~~of $10,000 or less are small procurements.~~

    1. The City Manager may use any procurement method the City Manager deems practical or convenient, including direct negotiation or award, for small procurements of goods or services.

    2. Amendments. Small procurement contracts may be amended if the cumulative amendments do not increase the total contract price to more than twenty-five percent (25%) of the original contract price.

    3. Public notice. No public notice of small procurements is required.

2. Intermediate Procurements. Contracts for goods or services with a contract price that exceeds the small procurement threshold established by ORS 279B.065, ~~greater than $10,000~~ and less than or equal to $150,000 are intermediate procurements.

    1. Intermediate procurements shall be by informal written solicitation.

    2. Negotiations. The City Manager may negotiate with an offeror to clarify an informal written solicitation, or to make modifications that will make the quote, proposal or solicitation acceptable or more advantageous to the City.

    3. Award. If a contract is awarded, the award shall be made to the offeror whose competitive verbal quote or proposal or informal written solicitation the City Manager determines will best serve the interests of the City, taking into account price or any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery and contractor responsibility.

    4. Amendments. Intermediate procurement contracts may be amended if the cumulative amendments do not increase the total contract price by more than twenty-five percent (25%) of the original contract price.

    5. Public notice. Public notice is not required for intermediate procurements.

3. Large Procurements. Contracts for goods or services with a contract price greater than $150,000 are large procurements.

    1. The City Manager may use competitive sealed bidding as set forth in ORS 279B.055, or competitive sealed proposals as set forth in ORS 279B.060.

2. When using either competitive sealed bidding or competitive sealed proposals, the City Manager shall follow the applicable procedures set out in the Model Rules.
3. The City shall apply the applicable procedure set out in the Model Rules for processing protests of large procurements.

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 2, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **PUBLIC HEARING AND FIRST READING OF AN ORDINANCE MAKING LIQUOR LICENSE REVIEW RECOMMENDATIONS TO OREGON LIQUOR AND CANNABIS COMMISSION AN ADMINISTRATIVE DECISION.**

DISCUSSION / ANALYSIS:

During the October 26, 2026, City Council Work Session, the Astoria City Council reviewed amendments to modernize the Astoria Municipal Code. Proposed amendments included eliminating outdated code language, corrections to reflect current state law, and changes to improve efficiencies in the administration of City operations. In total, ten code amendments were reviewed by City Council during this Work Session.

One of the code amendments that City Council reviewed and directed staff to move forward on is adding code language that would make the City's recommendation to the Oregon Liquor and Cannabis Commission (OLCC) an administrative procedure. This would be only for new applications, or applications that are a change in business name or license type. This would not include special event permits or renewals, which are handled by OLCC.

Currently, new liquor license applications, or a change in business name of existing liquor licenses, are reviewed by several city departments. Upon review by city staff, the application is scheduled for a regular City Council meeting with a recommendation to either approve or deny license. By City Council delegating the liquor license recommendation to an administrative process, improvements in processing time for the license will be reduced by not having to schedule an additional meeting before City Council.

Background:

- Over the last 3 years (2024 - Present) the City of Astoria has processed 34 liquor license applications.
    - 30 of them were approved. The other 4 applications expired.
- Process: Finance accepts applications & coordinates review of applications with Community Development, Police Department, Fire Department & Public Works Department.
- Fee Schedule:
    - $150.00 for a new outlet application.

        - Note: OLCC has updated the fee amount to be $100. The City will need to consider a Resolution to update the fee amount listed in Astoria's fee schedule to be in alignment with OLCC.
    - $100.00 for a change to current liquor license application.

The City Attorney has reviewed the proposed ordinance for City Council's consideration.

RECOMMENDATION:

After introducing the proposed ordinance amending Chapter 5 of the Astoria Municipal Code, City staff recommends City Council make the following motion:

I move that the Astoria City Council hold a first reading of the Ordinance 26-10.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
Ordinance 26-10.pdf

ORD 26-10

AN ORDINANCE AMENDING THE ASTORIA CITY CODE TO MAKE LIQUOR LICENSE REVIEW RECOMMENDATIONS TO THE OREGON LIQUOR AND CANNABISE COMMISSION AN ADMINISTRATIVE DECISION.

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1 **Adoption of New Section in the Astoria City Code** Adoption of Exhibit A as section 5.396 in the Astoria City Code

Section 2. **Severability.** The provisions of this ordinance are severable, and it is the intention of the council to confer the whole or any part of the powers herein provided for. If any clause, section, or provision of this ordinance is declared unconstitutional or invalid for any reason, the remaining portion of this ordinance shall remain in full force and effect and be valid as if such invalid portion had not been incorporated into the ordinance. It is hereby declared that the council intends that this ordinance would have been adopted had such an unconstitutional provision not been included.

Section 3. **Classification.** The city council hereby determines that any fee, rates, or charges imposed by this ordinance are not a tax subject to the property tax limitations of Article XI, section 11 (b), of the Oregon Constitution.

Section 4. **Effective Date.** This ordinance shall be in full force and effect on the 30th day after its adoption as per Section 8.3 of the City of Astoria Charter.

ADOPTED BY THE CITY COUNCIL THIS ___ DAY OF _____ 2026.
APPROVED BY THE MAYOR THIS _____ DAY OF _____2026.

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Davis			
Mazzarella			
Adams			
Conklin			
Mayor Fitzpatrick			

EXHIBIT A

5.396 Liquor License Application Recommendation

1. The City Manager or designee is authorized to exercise the authority granted local government in ORS Chapter 471, and OAR 845-005-0304(3). When making the recommendation to the Oregon Liquor Control Commission, the city manager or designee shall review the application for compliance with the provisions of this code and ORS Chapters 471

2. Whenever the City Manager or designee recommends denial of an application or, if the request is received before a recommendation is made, upon written request of an interested person, the City Manager or designee shall state the reasons for his or her recommendation and cause written notice of the decision to be sent to the applicant and the requestor. The written notice shall be hand delivered or sent by certified mail and shall also advise the recipient of the provisions of subsection (3) of this section.

3. An applicant receiving an unfavorable recommendation may submit additional information or a written request for reconsideration to the City Manager or designee within 15 days of receiving notice, provided that such request does not extend any deadline established by state law. The City Manager or designee may affirm, modify, or withdraw the City's recommendation based on the information received. Nothing in this section shall limit the authority of OLCC to independently review and act upon a liquor license application.

4. The City Manager may establish administrative rules and procedures necessary to implement this section, consistent with applicable state law.