

**Port of Arlington  
AGENDA  
5:00 pm  
Tuesday, October 10, 2017  
Meeting Location:  
Port of Arlington Office  
Arlington, OR 97812**

**Regular Commission Meeting**

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
  - Approval of September 14, 2017 Commission meeting minutes
  - Approval of September 2017 payables
- 4. Chairman's Report – Thanksgiving turkeys for staff**
- 5. Commissioner's Reports -**
- 6. Economic Development –**
  - 6.1 Mesa Group Discussion
  - 6.2 EDO Report
  - 6.3 Blalock Launch Site
  - 6.4 Flex Building Update
- 7. Island Park**
  - 7.1 Crack, chip and fog seal Grant Project
- 8. Administration**
  - 8.1 Resolution 2017-139 – Funds Transfer

**Upcoming Meetings:**

**Regular Commission Meeting on Tuesday, November 14, 2017 Port Office, Arlington**

*This meeting is conducted in a handicapped accessible room*

Posted: Tuesday, October 3, 2017: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office -Condon & Arlington; Arlington City Hall; Port Office

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**September 14, 2017**  
**Port Office**  
**Arlington, Oregon**

- 1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.**

**Those Present:** President Wilson; Commissioner Fitzsimmons; Commissioner McGuire; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Will Carey; Advisory Committee Member Don Williamson

**Absent:** Commissioner Kennedy; Commissioner Hunking

**Audience:** Lynda Davis; Julius Courtney; Wade Johnson; Jeff Schott; Tyrell Proctor

- 2. Public Comment on non-agenda items-** Lynda Davis, representing Cory Lundgren, presented Mr. Lundgrens' first pay back check in the amount of \$500 for the SBAP grant he was awarded in April. Mr. Lundgren's business was not successful and he previously told the Board he is not the type of person to keep the money and would be paying the Port back.

- 3. Consent Agenda:**

- Approval of August 8, 2017 Commission Meeting Minutes
  - Approval of August 2017 Payables and Financials
- Commissioner Fitzsimmons moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 3-0.

- 4. Chairman's Report: None**

- 5. Commissioner Reports: None**

- 6. Economic Development:**

**6.1 Small Business Assistance Grant Quarterly Report**

6.1.1 Nicole Rees handed out her current profit and loss spreadsheet. Nicole is profitable and enjoying her new business. She expects sales to pick up in the fall. Social media is her primary advertising tool.

**6.2 Flex Building Progress Report; Engineering Contract for Bid Documents and Plans –** Jeff Schott submitted the Flex Building application for land use approval to the City on August 29<sup>th</sup>. It is expected that Administrative Approval will be forthcoming.

Proposal Agreement for preparation of the Bid Documents and Plans was included in Board packet. The Geotechnical suggested an 18" rock base if the site is not paved. Paving a smaller area will control costs. Commissioner Fitzsimmons moved to keep the project moving forward and approve Pillar

Consulting Group Inc. Professional Services Agreement in the amount of \$52,100. Commissioner McGuire seconded. Motion carried 3-0.

6.3 Mesa Group – Tyrell Proctor, partner of the Mesa Group, told the Board that the Mesa Group is considering a purchase of the hangar building. Attorney Carey told Mr. Proctor that the Port has a policy of not selling its property. Attorney Carey said he would look into alternative options. This item was tabled for further discussion until the October meeting.

6.4 Woolery Oktoberfest Location Request; Sponsorship Request.

Commissioner McGuire recused himself with a conflict of interest. Julius Courtney, a Board Member for the Woolery Group reviewed the request letter for holding their Oktoberfest Event on the upper portion of the Island. There will be two tents, one large and 1 small. Mr. Courtney will fill out and return the Temporary Use Permit and Insurance verification. Commissioner Fitzsimmons moved to allow the tents no charge, Insurance coverage to be a minimum of \$1,000,000. Commissioner Wilson seconded. Motion passed with 2 voting in favor and 1 abstention.

Mr. Courtney also asked for the Port to be an event sponsor. He passed out drinking glasses that could have the Port of Arlington etched into them.

Commissioner Fitzsimmons moved to grant \$500 to the Woolery Oktoberfest to be charged to the Port's advertising and marketing budget line. Commissioner Wilson seconded. Motion passed with 2 voting in favor and 1 abstention.

Break for Dinner 5:45 pm – 6:10 pm  
Meeting cont'd

6.5 IGA with Oregon Business Development Dept. – Commissioner Fitzsimmons moved to approve the IGA between Oregon Business Development Dept. and the Port of Arlington and Commissioner McGuire seconded. Motion carried 3-0.

6.5.1 Capital Facilities Plan – Must be approved by December meeting

6.5.2 Strategic Plan Update – Must be updated by the December meeting

6.6 Island Park Bathroom and Utilities Marine Board Grant Opportunities – EDO Mitchell said he has no new information yet from the Marine Board.

6.7 Wharfage Rate Discussion – Port Manager Mitchell will put together a draft pricing template and bring it back to the Board.

6.8 Zayo Fiber Project – EDO Mitchell explained the Zayo Fiber Project to the Board. The County Court is looking to install a buried fiber line from Cedar Springs (Arlington) to Condon. Connectivity along the fiber route is crucial to the ability to provide fiber quality service to rural county residence along the route. The County Court is considering using the Port as a pass through for the funds in the same manner as the Arlington TV Coop project. The project is currently under advisement of the County Court.

6.9 EDO Report – EDO Mitchell reviewed his report with the Board.

EDO Mitchell told the Board:

MCP paid its first annual Grain Elevator lease payment.

Insitu is preparing to build a huge 250,000 square foot Headquarters facility in the Gorge. EDO Mitchell attended their PR event and luncheon at their Arlington

facility.

Morrow County Grain Growers has not removed their tank from the lot they have been leasing from the Port. Their lease expired the end of June 2017 and they have not submitted payment since July 2017. Staff will contact them about the tank removal.

**7. Administration**

President Wilson told the Board Commissioner Hunking is interested in attending the SDAO drone training program in Corvallis. There is no cost for enrollment. Consensus of the Board was approval for him to go.

EDO Mitchell told the Board that the OPPA Annual Conference is October 5<sup>th</sup> and 6<sup>th</sup> in Portland. Board members are welcome to attend.

Insitu Lease Renewal Discussion – Current lease expires July 31, 2018. The Board discussed various changes they would like to see in the lease renewal. The lease renewal will be negotiated with Insitu early next year.

Meeting adjourned 6:50 pm

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President Ron Wilson

V.P. Dewey Kennedy

Port of Arlington  
Regular Monthly Commission Meeting  
Tuesday, October 10, 2017

**SEPTEMBER 2017 PAYABLES**

**Revenue:**

Deposits and Credits through 9/30/2017 (see attached detail)

**Total Deposits and Credits– All Accounts                      \$287,696.87**

**Expenses:**

Checks Written: 8477 through 8498  
Includes Direct Deposit Payroll And Electronic Fund Transfers (See attached Check Detail)

**Total Expenses and Transfers– All Accounts                      (\$41,130.68)**

**Bank Balance Information:**

Ending Balance as of 9/29/17: Bank of Eastern Oregon Checking: \$ 356,154.19  
Bank of E. Oregon Reserve Fund: \$ 30,905.65  
Bank of E. Oregon Muni Market Fund: \$ 16,430.88  
LGIP: (8/31/17) \$1,902,376.16

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Commission President Ron Wilson

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Vice President Dewey Kennedy

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GENERAL FUND RESOURCES</b>			
4000 · Carryover Balance	0.00	1,280,000.00	0.0%
4010 · Taxes-Current	214.29	100,000.00	0.2%
4011 · Taxes-Prior	1,342.18	400.00	335.5%
4020 · Interest - NOW Checking	4.07		
4021 · Interest - Best A/C	20.10		
4022 · Interest - LGIP A/C	4,676.93	10,000.00	46.8%
4030 · Land Rental	250.00	13,000.00	1.9%
4050 · Cargill Inc. Lease Pymt	100,000.00	100,000.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	16,044.81		
4114 · Unanticipated Grant Funds	23,525.00	10,000.00	235.3%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	0.00	7,250.00	0.0%
<b>Total 4110 · Grants Income</b>	<b>39,569.81</b>	<b>17,250.00</b>	<b>229.4%</b>
4210 · Marina Revenue	2,550.00	5,000.00	51.0%
4211 · RV Park Revenues			
4211-4 · RV Park Dry Camp	780.00		
4211-3 · RV Park Daily Rent	3,640.00		
4211-2 · RV Park Weekly Rent	1,375.00		
4211-1 · RV Park Monthly Rent	7,875.00		
4212 · RV Park fee Refund	-500.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
<b>Total 4211 · RV Park Revenues</b>	<b>13,170.00</b>	<b>40,000.00</b>	<b>32.9%</b>
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	4,071.46	5,000.00	81.4%
4213-1 · Diesel Sales	641.04	3,500.00	18.3%
<b>Total 4213 · Marina Fuel Revenue</b>	<b>4,712.50</b>	<b>8,500.00</b>	<b>55.4%</b>
4214 · Marina Power and Water Revenue	80.00	200.00	40.0%
4340 · Willow Creek Rock Sales	9,111.71	3,000.00	303.7%
4400 · Donations/Gifts	0.00	100.00	0.0%
4450 · Willow Creek Reimbursement	0.00	0.00	0.0%
4500 · Miscellaneous Income	60.00	100.00	60.0%
<b>Total GENERAL FUND RESOURCES</b>	<b>175,761.59</b>	<b>1,577,550.00</b>	<b>11.1%</b>
<b>5000 · ECONOMIC DEVELOP FUND RESOURCES</b>			
5005 · Carryover (cash basis)	0.00	850,000.00	0.0%
5031 · Building Lease 11-002	15,200.00	91,200.00	16.7%
5032 · Building Lease 11-004	7,250.00	27,000.00	26.9%
5113 · Grants - Gilliam County	250,000.00	250,000.00	100.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5115 · Telecom Infrastr Creation Grant	0.00	0.00	0.0%
5116 · Grants - Other	500.00	6,000.00	8.3%
5130 · SIP Funds	0.00	25,000.00	0.0%
5500 · Ag Lab Revenues	0.00	0.00	0.0%
5600 · Transfer from General Fund	0.00	200,000.00	0.0%
<b>Total 5000 · ECONOMIC DEVELOP FUND RESOUR...</b>	<b>272,950.00</b>	<b>1,450,200.00</b>	<b>18.8%</b>
<b>RESERVE FUND RESOURCES</b>			
9001 · Transfer from General Fund	0.00	10,000.00	0.0%
9002 · Interest Earned Reserve Fund	75.30	225.00	33.5%
9000 · Reserve Fund Beginning Balance	0.00	30,700.00	0.0%
<b>Total RESERVE FUND RESOURCES</b>	<b>75.30</b>	<b>40,925.00</b>	<b>0.2%</b>
<b>Total Income</b>	<b>448,786.89</b>	<b>3,068,675.00</b>	<b>14.6%</b>
<b>Expense</b>			
6560 · Payroll Expenses	0.00		

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>GENERAL FUND EXPENSES</b>			
<b>ADMINISTRATION EXPENSES</b>			
<b>6000 · Personal Services - AD</b>			
6008 · Port Manager	5,285.40	21,120.00	25.0%
6009 · Administrative Assistant	8,473.17	43,040.00	19.7%
6011 · Payroll Taxes - Staff	1,064.59	4,600.00	23.1%
6012 · Training	0.00	200.00	0.0%
6013 · Workmens Compensation	169.74	230.00	73.8%
6015 · Employee Benefits Insurance	2,944.62	14,000.00	21.0%
6016 · Employee Benefits Retirement	1,651.03	7,800.00	21.2%
<b>Total 6000 · Personal Services - AD</b>	<b>19,588.55</b>	<b>90,990.00</b>	<b>21.5%</b>
<b>6100 · Materials and Services - AD</b>			
6111 · Utilities	534.58	3,000.00	17.8%
6112 · Office Supplies and Equipment	257.65	3,000.00	8.6%
6113 · Legal Fees	1,575.00	8,000.00	19.7%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
<b>6115 · Dues, Subscriptions, Fees</b>			
6115-1 · Credit Card Fees	434.12	1,500.00	28.9%
6115 · Dues, Subscriptions, Fees - Other	354.33	2,000.00	17.7%
<b>Total 6115 · Dues, Subscriptions, Fees</b>	<b>788.45</b>	<b>3,500.00</b>	<b>22.5%</b>
6116 · Audit, Budget, Legal Notices	0.00	8,000.00	0.0%
6117 · Telephone and Internet Srv.	700.80	2,000.00	35.0%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	0.00	2,500.00	0.0%
6120 · Medi/SS for Commissioners	0.00	300.00	0.0%
6121 · Donations	325.00	1,000.00	32.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	0.00	200.00	0.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	80,260.00	0.0%
6127 · Commissioner Conference & Trave	264.29	3,000.00	8.8%
6128 · Staff Travel/Food/Lodging	0.00	500.00	0.0%
6129 · Postage	89.13	500.00	17.8%
<b>Total 6100 · Materials and Services - AD</b>	<b>4,534.90</b>	<b>120,510.00</b>	<b>3.8%</b>
6170 · Transfers Out of General Fund	0.00	210,000.00	0.0%
<b>Total ADMINISTRATION EXPENSES</b>	<b>24,123.45</b>	<b>421,500.00</b>	<b>5.7%</b>
<b>ISLAND PARK</b>			
<b>6600 · Personal Services</b>			
6610 · Maintenance Person	3,285.64	11,250.00	29.2%
6611 · Payroll Taxes	257.32	750.00	34.3%
6612 · Worker's Comp Insurance	377.45	500.00	75.5%
<b>Total 6600 · Personal Services</b>	<b>3,920.41</b>	<b>12,500.00</b>	<b>31.4%</b>
<b>6620 · Materials &amp; Services</b>			
6621 · Water Fees	477.50	1,200.00	39.8%
6622 · Sanitation	139.82	1,000.00	14.0%
6623 · Comfort Station Supplies	0.00	1,800.00	0.0%
6624 · Park Electricity	150.38	1,500.00	10.0%
6625 · Pest Control / Chem & Fert.	0.00	150.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	619.98	2,800.00	22.1%
6628 · Miscellaneous	0.00	100.00	0.0%
<b>Total 6620 · Materials &amp; Services</b>	<b>1,387.68</b>	<b>10,550.00</b>	<b>13.2%</b>

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>6630 · Capital Outlay</b>			
6635 · Grant Match Isl.Erosion Repair	0.00	10,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	100,000.00	0.0%
6632 · Engineering & Surveying	0.00	10,000.00	0.0%
<b>Total 6630 · Capital Outlay</b>	<b>0.00</b>	<b>130,000.00</b>	<b>0.0%</b>
<b>Total ISLAND PARK</b>	<b>5,308.09</b>	<b>153,050.00</b>	<b>3.5%</b>
<b>MARINA</b>			
<b>6700 · Personal Services</b>			
6710 · Maintenance Person	330.92	3,400.00	9.7%
6711 · Payroll Taxes	25.91	150.00	17.3%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
<b>Total 6700 · Personal Services</b>	<b>406.83</b>	<b>3,600.00</b>	<b>11.3%</b>
<b>6720 · Materials &amp; Services</b>			
6721 · Marina Electricity	406.53	2,500.00	16.3%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	1,682.00	2,500.00	67.3%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	2,274.24	9,000.00	25.3%
<b>Total 6727 · Marina Fuel</b>	<b>2,274.24</b>	<b>12,000.00</b>	<b>19.0%</b>
<b>Total 6720 · Materials &amp; Services</b>	<b>4,362.77</b>	<b>22,000.00</b>	<b>19.8%</b>
<b>Total MARINA</b>	<b>4,769.60</b>	<b>25,600.00</b>	<b>18.6%</b>
<b>RV PARK EXPENSES</b>			
<b>6300 · Personal Services - RV</b>			
6310 · Maintenance Person - RV	330.92	2,200.00	15.0%
6311 · Payroll Taxes, Maintenance - RV	25.91	200.00	13.0%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
<b>Total 6300 · Personal Services - RV</b>	<b>556.83</b>	<b>2,600.00</b>	<b>21.4%</b>
<b>6320 · Materials &amp; Services - RV</b>			
6321 · Water Fees - RV	950.60	4,000.00	23.8%
6322 · Sanitation - RV	252.00	1,400.00	18.0%
6323 · Electricity - RV Park	1,766.72	7,500.00	23.6%
6324 · Telephone - RV	179.80	600.00	30.0%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	0.00	1,000.00	0.0%
6327 · Insurance - RV	0.00	1,000.00	0.0%
6328 · Misc. - RV	0.00	500.00	0.0%
6329 · Sewer	1,122.24	3,500.00	32.1%
<b>Total 6320 · Materials &amp; Services - RV</b>	<b>4,271.36</b>	<b>20,000.00</b>	<b>21.4%</b>
<b>6340 · Capital Outlay - RV</b>			
6341 · RV Park Const Improv	0.00	4,800.00	0.0%
<b>Total 6340 · Capital Outlay - RV</b>	<b>0.00</b>	<b>4,800.00</b>	<b>0.0%</b>
<b>Total RV PARK EXPENSES</b>	<b>4,828.19</b>	<b>27,400.00</b>	<b>17.6%</b>



8:32 AM

09/29/17

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>WILLOW CREEK QUARRY</b>			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,115.24	1,200.00	92.9%
6524 · Travel	0.00	100.00	0.0%
<b>Total 6520 · Materials &amp; Services - WQ</b>	<b>1,115.24</b>	<b>1,300.00</b>	<b>85.8%</b>
6540 · Capital Outlay - WQ	0.00	948,700.00	0.0%
<b>Total WILLOW CREEK QUARRY</b>	<b>1,115.24</b>	<b>950,000.00</b>	<b>0.1%</b>
<b>Total GENERAL FUND EXPENSES</b>	<b>40,144.57</b>	<b>1,577,550.00</b>	<b>2.5%</b>
<b>8400 · ECON.DEVELOP.FUND EXPENSES</b>			
<b>PERSONNEL SERVICES</b>			
8410 · Officer	15,856.26	64,000.00	24.8%
8410-1 · Admin. Asst. 1/3	4,364.93	18,000.00	24.2%
8410-2 · Lab Technician	3,984.80	0.00	100.0%
8411 · Payroll Taxes	1,560.30	8,500.00	18.4%
8412 · Worker's Comp Ins.	150.00	300.00	50.0%
8413 · Employee Benefits - Insurance	5,101.98	29,000.00	17.6%
8414 · Employee Benefits - Retirement	2,426.55	12,000.00	20.2%
<b>Total PERSONNEL SERVICES</b>	<b>33,444.82</b>	<b>131,800.00</b>	<b>25.4%</b>
<b>MATERIALS AND SERVICES</b>			
8421 · Travel/Food/Lodging	1,057.06	8,000.00	13.2%
8422 · Training/Seminars/Conventions	0.00	5,000.00	0.0%
8423 · Legal Fees	0.00	1,000.00	0.0%
8424 · Office Supplies & Equipment	0.00	500.00	0.0%
8424-1 · Lab Supplies	0.00	0.00	0.0%
8424-2 · Outside Lab Services	0.00	0.00	0.0%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	130.50	1,500.00	8.7%
8426-1 · Dues & Subscriptions	350.00	500.00	70.0%
8426 · Advertising & Marketing	4,056.70	30,000.00	13.5%
8427 · Telephone & Internet Service	592.00	3,000.00	19.7%
8428 · Website Develop. & Maint.	125.00	500.00	25.0%
8429 · Building Insurance	0.00	4,500.00	0.0%
8430 · City of Arlington Insitu Lease	7,200.00	16,200.00	44.4%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	3,393.00	35,000.00	9.7%
8430-4 · Property Taxes	0.00	8,000.00	0.0%
8433 · Telecom Infrastr Creation	0.00	300,000.00	0.0%
8439 · Contingency	0.00	20,700.00	0.0%
<b>Total MATERIALS AND SERVICES</b>	<b>16,904.26</b>	<b>440,400.00</b>	<b>3.8%</b>
<b>CAPITAL OUTLAY</b>			
8431 · Land Improvements/Development	8,910.00	35,000.00	25.5%
8432 · Engineering & Surveying	6,779.05	30,856.00	22.0%
8435 · Building Construction	0.00	800,000.00	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>15,689.05</b>	<b>865,856.00</b>	<b>1.8%</b>
<b>DEBT SERVICE</b>			
8441 · Loan - Principal	2,249.94	9,068.00	24.8%
8442 · Loan - Interest	786.06	3,076.00	25.6%
<b>Total DEBT SERVICE</b>	<b>3,036.00</b>	<b>12,144.00</b>	<b>25.0%</b>
<b>Total 8400 · ECON.DEVELOP.FUND EXPENSES</b>	<b>69,074.13</b>	<b>1,450,200.00</b>	<b>4.8%</b>

8:32 AM

09/29/17

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

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	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>RESERVE FUND EXPENSES</b>			
<b>9500 - Repair, Maint., Grant Match</b>	0.00	40,925.00	0.0%
<b>Total RESERVE FUND EXPENSES</b>	0.00	40,925.00	0.0%
<b>Total Expense</b>	109,218.70	3,068,675.00	3.6%
<b>Net Ordinary Income</b>	339,568.19	0.00	100.0%
<b>Net Income</b>	<u>339,568.19</u>	<u>0.00</u>	<u>100.0%</u>

# Port of Arlington

Quarterly Report submitted to Gilliam County Court

September 2017

This quarterly report for the Port focuses on three areas, Port Marina, small business development, and industrial development. The Port is committed to economic development with expansion, attraction, or recruitment of commerce and industry in Gilliam County.

## Island Park / Marina and RV Park

Island Park – Thanks to Oregon Marine Board and MCP grants, the Port was able to Crack, chip and fog seal project to repair the worn parking areas, pot holed Island Park Way, and the cracked runways to the grain elevator. A big thank you to the Gilliam County Road Department for a job well done.



County Road Master Dewey Kennedy's watchful eye of his crew chip sealing Island Park Way.



Fog seal complete, parking lines painted

On March 6, 2017 the Port completed the river access project on the north side of Island Park. The wind and kite surfing community have been extremely excited about this new launch. The Port along with the Arlington Chamber of Commerce developed a new event to highlight the special world class wind, kite and Standup paddling site. We called the event the "A-Town Throw Down."

The Event was a resounding success in bringing attention to Arlington and the great recreation possibilities we hold in Gilliam County.



The Port hired professional sports photographer, Richard Hallman, and Videographer, Rod Parmenter (pictured right) to capture the event and produce film and video we could broadcast into social media. North Gilliam County EMTs (pictured left) heavily participated in the event increasing their marine rescue preparedness training and providing safety to all participants. The day's activities ended with a concert in Earl Snell Park.

Surfing videos for the A-Town launch site and the A-Town Throw Down event were presented to the Arlington City council. The up lifting themes of the videos were very well received by the City Council and audience. The A-Town launch site video has now been viewed 11,495 times.

Arlington Launch site Video:

<https://www.facebook.com/PortofArlington/videos/681873308663745/>

A-Town Throw Down event video:

<https://www.youtube.com/watch?v=mLMGiH92tjA>



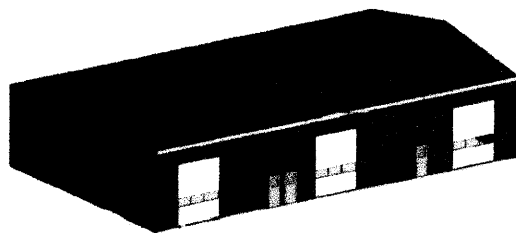
## Industrial Development

Insitu held a demonstration tour of their Arlington facility. Insitu continues to grow rapidly as commercial expansion of their UAS product takes hold. This growth has resulted in both additional site needs as well as an increased workforce. Insitu is seeking permission to build a 250,000 square foot office complex in the Gorge (Bingen) and is seeking public support for the facility. Community leaders from Bingen, Klickitat, Hood River and The Dalles had an opportunity to see a Scan Eagle launch and recovery at the Arlington UAS Airport. Jenny Taylor, Insitu's Facilities Director, said that **top needs** for their staff recruiting efforts **included affordable housing, child care and community centers with expanded cultural activities.**



## Flex building

The Port has begun work on building the flex building in the Arlington Mesa Industrial Park. The facility is designed to accommodate trucks but be flexible for any type of industrial business that deals in truck scale quantities. Currently, the plan is to build a 6,000 sq. ft. building, the largest building possible within the Port's budget. A bid package will be ready in early November according to Port's engineer Pillar consulting.



The Port has conducted six site tours and four major site submission to industrial parks prospective clients in the past two months. Additionally the Port has assisted with several advancements of projects linked to the County's Shutler Station Industrial park and the County fiber project. Port staff has also been heavily involved in developing solutions for the Gilliam County housing project. A conclusion and resolution should be forth coming to the Court soon.

Congratulations to Marla Davies and Gilliam County Transit for being awarded over \$150,000 in Oregon Transit grants. The funds will be used to improve transit, expand facilities, and acquire new vehicles. The outstanding work Marla and her many volunteer drivers are to be commended. They provide an incredibly valuable transportation service to our community.

### **Small Business Development**

The Port small business development program works to assist small business with their business planning and to provide assistance with startups or expansion. This is a very modest program that provides hands-on assistance to entrepreneurs, including business planning assistance, legal, accounting and financial guidance. In the past quarter, the Port's SBA is actively advising two new startups.

2017 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.44	3	38	\$ 130.34	\$ 2.69		0	\$ -
February-17	\$ 3.44	1	5	\$ 18.83	\$ 2.69		0	
March-17	\$ 3.44	13	168	\$ 336.75	\$ 2.69		0	
April-17	\$ 3.44	28	209	\$ 714.91	\$ 2.69	1	100	\$ 269.96
May-17	\$ 3.44	39	379	\$ 1,311.08	\$ 2.69		0	
June-17	\$ 3.95	39	408	\$ 1,480.35	\$ 2.69	4	504	\$ 1,359.18
July-17	\$ 3.95	27	267	\$ 1,056.33	\$ 2.69	3	145	\$ 391.04
August-17	\$ 3.65	47	578	\$ 2,141.55	\$ 2.69	2	93	\$ 250.00
September-17	\$ 3.65	30	239	\$ 873.58	\$ 2.69	0	0	\$ -
	\$ 3.65				\$ 2.69			
	\$ 3.65				\$ 2.69			
	\$ 3.65				\$ 2.69			
YTD Totals		227	2,292	\$ 8,063.72		10	842	\$ 2,270.18

2016 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-16	\$ 3.49	3	65	\$ 226.01	\$ 2.69			
February-16	\$ 3.49	2	22	\$ 75.80	\$ 2.69			
March-16	\$ 3.49	14	108	\$ 377.08	\$ 2.69			
April-16	\$ 3.49	27	194	\$ 679.85	\$ 2.69			
May-16	\$ 3.49	16	154	\$ 539.68	\$ 2.69			
June-16	\$ 3.45	25	360	\$ 1,255.81	\$ 2.69	4	193	\$ 521.14
July-16	\$ 3.45	22	315	\$ 1,087.80	\$ 2.69	1	182	\$ 492.02
August-16	\$ 3.45	37	464	\$ 1,604.84	\$ 2.69	8	392	\$ 1,058.09
September-16	\$ 3.45	35	318	\$ 1,099.07	\$ 2.69	1	14	\$ 36.64
October-16	\$ 3.45	21	278	\$ 963.12	\$ 2.69	2	62	\$ 166.80
November-16	\$ 3.45	13	121	\$ 287.58	\$ 2.69	0	0	\$ -
December-16	\$ 3.44	5	47	\$ 163.38	\$ 2.69	0	0	\$ -
YTD Totals		215	2,399	\$ 8,196.64		5	375	\$ 2,274.69

PORT OF ARLINGTON  
Profit & Loss Prev Year Comparison  
July 1 through September 29, 2017

Income	TOTAL															
	Jul 17	Jul 16	\$ Change	% Change	Aug 17	Aug 16	\$ Change	% Change	Sep 17	Sep 16	\$ Change	% Change	Jul - Sep 17	Jul - Sep 16	\$ Change	% Change
<b>GENERAL FUND RESOURCES</b>																
4210 - Marina Revenue	1,112.00	178.00	934.00	524.72%	1,288.00	341.73	926.27	271.05%	170.00	1,047.81	-877.81	-83.78%	2,560.00	1,567.54	982.46	62.68%
4211 - RV Park Revenues																
4211-4 - RV Park Dry Camp	286.00	472.90	-206.90	-43.75%	214.00	795.00	-581.00	-73.08%	300.00	549.00	-249.00	-45.36%	780.00	1,816.90	-1,036.90	-57.07%
4211-3 - RV Park Daily Rent	1,540.00	1,892.00	-352.00	-18.61%	1,140.00	1,970.00	-830.00	-42.13%	960.00	690.00	270.00	39.13%	3,640.00	4,552.00	-912.00	-20.04%
4211-2 - RV Park Weekly Rent	375.00	125.00	250.00	200.00%	250.00	530.00	-280.00	-52.83%	750.00	125.00	625.00	500.00%	1,375.00	780.00	595.00	76.28%
4211-1 - RV Park Monthly Rent	2,250.00	1,311.00	939.00	71.63%	3,000.00	2,775.00	225.00	8.11%	2,625.00	3,662.50	-1,037.50	-28.33%	7,875.00	7,748.50	126.50	1.63%
4212 - RV Park fee Refund	-62.50	0.00	-62.50	-100.00%	-250.00	-220.00	-30.00	-13.64%	-187.50	0.00	-187.50	-100.00%	-500.00	-220.00	-280.00	-127.27%
<b>Total 4211 - RV Park Revenues</b>	<b>4,368.50</b>	<b>3,800.90</b>	<b>567.60</b>	<b>14.93%</b>	<b>4,354.00</b>	<b>5,850.00</b>	<b>-1,496.00</b>	<b>-25.57%</b>	<b>4,447.50</b>	<b>5,028.50</b>	<b>-579.00</b>	<b>-11.52%</b>	<b>13,170.00</b>	<b>14,677.40</b>	<b>-1,507.40</b>	<b>-10.27%</b>
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	1,056.33	1,087.80	-31.47	-2.89%	2,141.55	1,804.84	536.71	33.44%	873.58	1,049.07	-175.49	-16.73%	4,071.46	3,741.71	329.75	8.81%
4213-1 - Diesel Sales	391.04	492.02	-100.98	-20.52%	250.00	1,058.09	-808.09	-76.37%	0.00	36.64	-36.64	-100.00%	641.04	1,588.75	-945.71	-59.6%
<b>Total 4213 - Marina Fuel Revenue</b>	<b>1,447.37</b>	<b>1,579.82</b>	<b>-132.45</b>	<b>-8.38%</b>	<b>2,391.55</b>	<b>2,862.93</b>	<b>-271.38</b>	<b>-10.19%</b>	<b>873.58</b>	<b>1,085.71</b>	<b>-212.13</b>	<b>-19.54%</b>	<b>4,712.50</b>	<b>5,328.46</b>	<b>-615.96</b>	<b>-11.56%</b>
4214 - Marina Power and Water Revenue	40.00	70.00	-30.00	-42.86%	40.00	150.00	-110.00	-73.33%	0.00	80.00	-80.00	-100.00%	80.00	300.00	-220.00	-73.33%
4340 - Willow Creek Rock Sales	3,351.41	0.00	3,351.41	100.00%	0.00	0.00	0.00	0.00%	5,760.30	452.05	5,308.25	1,174.26%	9,111.71	452.05	8,659.66	1,915.64%





**STAFF REPORT AND NOTICE OF DECISION**  
Site Plan Review for Port of Arlington Flex Building at Airport  
September 25, 2017

**PREPARED BY:** Nick Kraemer, City Planner

**PROCEDURE TYPE:** Administrative

**PROPERTY LOCATION:** ~~No address assigned yet.~~ <sup>SD1 Airport Rd</sup> Airport Road. The property is shown on the Gilliam County Assessor's Maps as Tax Lot 508 on Map 03N-21E.

**ZONING DISTRICT:** "M-2" Industrial - Land Intensive Zone

**REQUEST:** The proposal includes construction of 12,000 sq feet of flexible-use buildings in two phases - each phase includes a 20' pre-engineered 6,000 sq. ft. metal building that will house 1 to 3 tenants each. The proposal also includes a gravel parking areas/access and stormwater management improvements. The tenants have not been identified at this point but the development is expected to house light industrial type uses. Light industrial uses are allowed as permitted uses in the M-2 Industrial - Land Intensive Zone - subject to Site Plan Review. This application will be made as an administrative decision, unless appealed to the Planning Commission. Future tenants - depending on the proposed use - may be subject to further land use review.

**NOTIFICATION:** Notice of application and an invitation to comment has been mailed to the applicant and property owners within 100 feet.

**COMMENTS RECEIVED:** No comments have been received.

**DECISION:** **Approval** with conditions based on the following findings of fact.

**REVIEW CRITERIA:** The City of Arlington Zoning Ordinance

**Section (1.5) Land Intensive Industrial "M-2"**

*(1) Permitted Uses: Light industrial uses as defined. Subject to site plan approval.*

*(A) Definition from Section 1.3(32): Light Industrial – is defined as those activities listed above which occur totally within an enclosed structure. There is no odor, vibration, dust, or noise discernable to the human sensory perception beyond the exterior walls of the structure.*

**FINDING #1:** The proposed building development is an industrial flexible-use space for uses that take place within the building. This use appears to be consistent with the definition of Light Industrial uses. Permitted uses are subject to Site Plan Approval. Any potential future uses that take place outside the building would require a conditional use permit. **Criteria met with conditions.**

**(3) Height**

*1. Buildings, structures, or portions thereto shall not be erected to exceed a height of 2-1/2 stories or 35 feet, whichever is less.*

**FINDING #2:** The proposed building is less than 35' and height and is single story. **Criteria met.**

**(4) Area and Setback Requirements:**

*(A) A minimum lot size of ~~40~~<sup>5</sup> acres shall be required.*

*(B) No front yard setback is required.*

*(C) No buildings shall be constructed or located closer than 5 feet from the rear lot line.*

*(D) Interior side yard setback shall be 5 feet.*

*(E) No building shall be closer to a lot in a residential or agricultural zone than a distance equal to the height of the building or 50 feet, whichever is greater.*

**FINDING #3:** The proposed development is part of 30-acre lot owned wholly by the Port of Arlington. The subject property is an existing lot, surrounded by a 648 acre lot. The 40 acre lot minimum in this zone does not apply to this application as the lot is existing, adequately sized for the proposed use, and will not impede future land intensive industrial development in this area. The proposed building has a minimum 5' setback on all sides. The clearance to residential zones is greater than 50'. **Criteria met.**

**(5) Parking Regulations (from Supplementary Provisions)**

**(1) OFF-STREET PARKING REQUIREMENTS.**

*G. Industrial Storage warehouse, manufacturing establishments, rail or trucking freight terminal: 1 space/employee*

*Wholesale establishment: 1 space/employee, plus 1 space per 700 square feet of parking serving area.*

**FINDING #4:** 11 parking spaces are shown on the site plan. The specific use and actual number of employees have not been determined at the time of the application, but 11-spaces appears to be adequate for a 6,000 SF development. 22 spaces will be required for the entire 12,000 SF build-out. Additional parking spaces may need to be added - depending on future uses in the structures. **Criteria met with conditions.**

**(3) DESIGN AND IMPROVEMENT STANDARDS FOR PARKING LOTS.**

*(A) Areas used for parking for more than two (2) vehicles shall have durable and dustless surfaces adequately maintained.*

*(B) Except for parking in connection with a single-family residential dwelling, parking and loading areas adjacent to or within a residential zone or adjacent to a dwelling shall be designed to minimize disturbances to residents by the erection between the uses of a sight-obscuring fence or planted screen of not less than six feet (6') in height except where vision clearance is required.*

*(C) Parking spaces along the outer boundaries of a parking lot shall be contained by a bumper rail or by a curb which is at least four inches (4") high and which is set back a minimum of one and one-half feet (1 ½') from the property line.*

*(D) Artificial lighting which may be provided shall not shine or create glare in any residential zone or any adjacent dwelling. All exterior lighting will cast directly on the subject property. Cut-off fixtures may be required.*

*(E) Except for single-family and duplex dwellings, groups of more than two (2) parking spaces shall be so located and served by a driveway that their uses will require no backing movements or other maneuvering with a street right of way other than an alley.*

*(F) The standards set forth in the table shown in the Zoning Ordinance shall be the minimum for parking lots approved under this Ordinance:*

**FINDING #5:** The site plan shows that the ADA parking space will be concrete pavement. The rest of the parking spaces are shown as gravel on the site plan but may be converted to concrete or asphalt pavement in the future. This development is >1000 feet from residential development. No parking spaces are provided along the boundary of the development. All exterior lighting will cast directly on the subject property and cut-off fixtures may be used. Recommendation - allow for gravel parking surfaces due to the distance from residential and other development. The gravel surface shall be maintained to decrease any impacts from dust to nearby properties or the airport. **Criteria met with conditions.**

**Section 4.3 General Provisions Regarding Accessory Uses.**

*An accessory use shall comply with all requirements for a principal use, except as this Ordinance specifically allows to the contrary, and shall comply with the following limitations:*

*(2) Boats and trailers, travel trailers, pickup campers or coaches, motorized dwellings and similar recreational equipment may be stored on a lot but not used as an accessory use in any zone.*

**FINDING #6:** The applicant has indicated that the site has specifically been set up to accommodate tractor-trailer combinations. They expect that on some occasions there will be trucks or trailers parked on the site outside the building. This type of use is not defined as outside storage - which would require conditional use approval. **Criteria met.**

**Section 4.11 Earth Movement & Removal**

*A written permit approved by the Planning Commission shall be required to remove 50 cubic yards or more of earth material from any individual property within a calendar year.*

**FINDING #7:** The applicant has indicated that the site will require significant cut/fill. The applicant estimates approximately 1,500 cubic yards of cut and fill in excess of 3,000 cubic yards. Because the proposed use is being processed administratively - I recommend that a written permit from the City Public Works Staff is used to meet this requirement. Otherwise a

Planning Commission Hearing would need to be scheduled. The City Public Works Staff and City Engineer have a clear understanding of any potential offsite impacts from these large levels of cut/fill in this area. Also the remote nature of the site and lack of any potentially sensitive habitats near the site allow for Staff review of the proposed cut/fill. A stormwater erosion control plan must be submitted to the City at the building permit step. If Public Works Staff has concerns about the cut/fill - Staff can require cut/fill drawings from a professional engineer as a condition of approval. Cut/fill over one acre will also require a DEQ 1200-C Permit. **Criteria met with conditions.**

#### **Section 4.12 Signs in Commercial & Industrial Zones**

**FINDING #8:** No specific signage is shown in this application - but it is likely that multiple signs will be placed on the site - depending on future tenants. Any future tenants that locate in the flex buildings must make sign applications to the City. These sign applications must meet the standards outlined in the zoning ordinance. The size of each sign shall not exceed 100 SF and the total area of signs will not exceed 200 SF. **Criteria met with conditions.**

#### **Section 4.14 Clear-Vision Areas**

**FINDING #9:** The clear vision area for industrial zone is 50' at street intersections. There is a potential future intersection at the northwest corner of the site, and there are no obstructions in this area. **Criteria met.**

#### **Section 4.15 Projections From Buildings.**

**FINDING #10:** There are no projections from the building within clear yards. **Criteria met.**

#### **Section 4.16 Fences**

*Fences, except barbed wire and similar hazardous materials, are permitted in any zone and do not require a zoning permit for construction. Such fences shall not, however, exceed a height of six feet (6') and shall not be in violation of any vision clearance requirements set forth by Section 4.14 of this Ordinance. Fences shall be maintained in good condition at all times and shall not create an unsightly condition*

**FINDING #11:** The application shows no plans for fences, but they may be added as part of the project in the future - depending on future tenants. I would recommend that fencing or some landscaping buffer be placed between the existing RV park to discourage theft or trespassing onto the flex building site - but will not require this as a condition of approval. **Criteria met.**

#### **SECTION 4.18 - ADDITIONAL CONDITIONS TO DEVELOPMENT PROPOSALS**

#### **SECTION 4.19 - SUPPLEMENTARY PROVISIONS RELATED TO TRANSPORTATION.**

**FINDING #12:** The proposed development is not anticipated to increase the traffic load by more than 400 ADT's - therefore no traffic impact study is required at this time. No dedication of public land for streets or open space is required in this area. No off-site improvements are proposed with this development. Future development of adjacent parcels may require improvements along the frontage of the subject property. Given that all of the property in this area is owned by the Port of Arlington - it will be the responsibility of the Port to make these improvements - if the level of development in this area triggers those improvements in the future. The proposed development includes a 60' driveway access from Airport Road - which

allows adequate access to the site for light industrial uses. This is a very low traffic area.  
**Criteria met with conditions.**

**SECTION 4.20 – SITE PLAN APPROVAL.**

*(A) Where the proposed use is an outright permitted use within the zone in which the proposal is located, a site plan may be approved by the City Staff. However, at the discretion of the City Staff, such site plans may be referred to the Planning Commission in either an administrative or quasi-judicial process such as a conditional use proceeding.*

**FINDING #13:** The requested use is allowed as a permitted use in the M-2 zone - as the use falls within the definition for light industrial uses - as defined in the zoning ordinance. All permitted uses in the M-2 zone require site plan approval. City Staff review has been enacted for this application and any appeals would be heard by the Planning Commission. **Criterion Met.**

*(A) Natural Features. Where existing natural or topographic features are present, they shall be used to enhance the development; (i.e., the use of small streams in the landscaping design, rather than culvert and fill)..*

**FINDING #14:** The subject property does not contain any significant existing natural or topographic features. As discussed in previous finding - a written permit for cut/fill, erosion control plan and potentially a DEQ 1200-C permit will be required to be approved by City Public Works Staff and City Engineer. **Criterion met conditions.**

*(B) Trees. Existing trees shall be left standing except where necessary for building placement, sun exposure safety or other valid purpose. Vegetative buffers should be left along major streets or highways, or to separate adjacent uses..*

**FINDING #15:** The subject property contains very little existing vegetation or trees. The property does not directly border any major streets or highways. The property is within an area with similar light industrial uses and fits with the character of this area. **Criterion met.**

*(C) Grading. The grading and contouring of the site shall take place and on-site surface drainage and on-site storage of surface water facilities are constructed when necessary, so there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan may be required..*

**FINDING #16:** As discussed in previous finding - a written permit for cut/fill will be required to be approved by City Public Works Staff. **The site plan shows that stormwater runoff will be detained and managed on-site through the use of a conveyance ditch, stormwater detention and infiltration facility.** Any areas of disturbance that are not part of the parking area should be replanted to prevent erosion and measures should be taken to avoid impacts from dust to neighboring property owners. As discussed in previous finding - a written permit for cut/fill, erosion control plan and potentially a DEQ 1200-C permit will be required to be approved by City Public Works Staff and City Engineer. **Criterion met with conditions.**

(D) *Public Facilities.* Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel. Development of on-site and off-site public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities may be required. On-site detention or treatment of stormwater may be required.

**FINDING #17:**

**Water:** The site is served by a 6" public water line along the north and west sides of the development. Three fire hydrants are provided adjacent the development. However, the hydrant farthest south is not adjacent a developed road. This building only requires a single fire hydrant per the Fire Code, and the closest hydrant is approximately 90' north of the building. Domestic water will be fed from the public 6" water line, with a meter located on the west side of the site. We estimate that this will be a 1" or smaller meter. Demand is estimated at 20 fixture units or less which corresponds to less than 20 GPM peak demand.

**Sanitary Sewer:** There is an existing public sewer line on the west side of the site. The new sanitary sewer will connect to either an existing manhole southwest of the development or directly to the public sewer pipe west of the building. The sewer is currently shown connecting at an existing manhole, but this can be changed at the City's direction.

**Storm Sewer:** Storm water is to be detained and managed on-site. See detail in application

The proposed use does not require large amounts of water and does not produce large amounts of wastewater - so adequate capacity for public facilities exists to the site. The streets in this area do not have full improvements such as sidewalks and curbs. The size of the proposed development and number of trips/visits to the site for the proposed use does not warrant installation of these improvements. **Criterion Met.**

(E) *Traffic.* The following traffic standards shall be applicable to all proposals. When evaluating traffic issues, consideration shall be given to the proposed usage (i.e., employees, customers, freight, service) and to the potential types of traffic (i.e., vehicles, pedestrians, bicycles).

1. On-site traffic circulation shall be designed according to accepted engineering guidelines to be safe and efficient.

2. The access point(s) between the subject property and the public street shall be reasonably safe. Minimal factors to be considered in evaluating the proposed access points include the average speed of the traffic on the public street(s), the proposed usage of the access points, the distance between the existing and proposed access points, vision clearance, and the pre-existing location of the access point(s) on the subject property.

3. Access to all state highways will require a permit from ODOT. Access spacing and location shall address the states Access Management policies. Frontage improvements, such as curb and sidewalk to ADA standards, may be required by ODOT as a condition to access.

4. Traffic Impact Report – The applicant may be required to provide a traffic impact report prepared by an Oregon licensed traffic engineer. Every effort will be made to inform the applicant within 20 days of receiving a completed application whether a traffic impact report and/or a determination of the level of service will be required. Unforeseen circumstances could result in a delayed request for this information..

**FINDING #18:** As discussed in a previous finding, the proposed use will not produce over 400 trips per day. Vision clearance is not an issue in this area as well. No access to state highway is proposed with this project. No traffic report is required. If future uses exceed 400 trips per day - a traffic report may be required. **Criteria met with conditions.**

(F) **Storage.** All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.

**FINDING #19:** As discussed in previous findings - there is not significant outdoor storage proposed with this development. If large amounts of outdoor storage become part of the use of the property - the City can require sufficient screening to be installed. At this time, the proposal appears to meet the requirements of the ordinance. **Criteria met with conditions.**

(G) **Equipment Storage.** Design attention shall be given to the placement or storage of mechanical equipment so as to be screened from view and that an adequate sound buffer will be provided to meet at a minimum the requirements of Section 5-1-3 of the Municipal Code relative to noise.

**FINDING #20:** No major equipment storage is proposed with this development. No major noise nuisances are anticipated with this development. **Criterion met.**

(H) **The following criteria shall be applied to the maximum extent possible without causing significant adverse impacts on the operating efficiency of the proposed use:**

1. **Compatibility.** The height, bulk and scale of buildings shall be compatible with the site and the buildings in the vicinity. Use of materials shall promote harmony with surrounding structures and sites.

**FINDING #21:** The proposal is compatible with other development in this area. **Criteria Met**

2. **Design.** Monotony design in single or multiple projects shall be avoided. Variety of detail, form and siting shall be used to provide visual interest.

**FINDING #22:** The proposal is a suitable design that is compatible with other industrial uses in the area of the subject property. **Criteria Met**

3. **Orientation.** Buildings shall have their orientation toward the street rather than the parking area.

**FINDING #23:** The proposal is orientented in a way to serve the proposed light industrial purposes and Airport Road has very minimal traffic. **Criteria not applicable.**

4. **Parking.** Parking areas shall be located behind the buildings or on one or both sides.

**FINDING #24:** The proposed parking area is located on both sides of the building - and appears to adequately serve the proposed light industrial uses. **Criteria not applicable.**

**(4). GENERAL LANDSCAPING STANDARDS:** (C) Landscaping in parking areas shall be planted in combination along the perimeter and in the interior of the lot and shall be designed to guide traffic movement and lessen the visual dominance of the lot. (G) Minimum landscaping as a percent of gross site area shall be as follows: Industrial 15%

**FINDING #25:** Detailed landscaping & irrigation plans can be deferred until the building permit step. A minimum of 15% of the development area is to be landscaped. The location of the subject property is remote and surrounded by other industrial uses - so I recommend flexibility in implementing the landscaping standards.

From the applicant:

1. There are planter strips around the building that will be landscaped with shrubs, trees, ornamental grasses, and possibly some annuals. These will be provided with irrigation. The area of these planters is about 310SF.
2. The stormwater conveyance trench, detention pond, and areas adjacent-to- and disturbed-by-grading will be planted with an approved drought tolerant grass for ground cover and to stabilize the soil.
3. The undeveloped portion of the site will remain with the existing grasses. The actual developed area, including that portion set aside for grading in later phases, is about 3.36 acres.
  - 15% of 3.36 acres is about 21,900 SF. This is the required landscaped area.
  - The area of the planter strips and stormwater facilities is about 14,500 SF combined (about 2/3 of the minimum required area)
  - The undeveloped portion of the phase 1 area, excluding storm water facilities, is about 62,500 SF. In combination with planter strips and stormwater facilities, the total pervious area amounts to about 52% of the development area.
  - The total developed (impervious) area of phase 2 (assuming that most of the area between the phase 1 paving and the stormwater detention facility is paved about 49,000SF), will still leave about 13,500 SF of grass area in addition to the 14,500 SF of the planter and stormwater facilities. This amounts to 19% of the development area.

Therefore, the proposed development complies with the minimum landscaped area provisions of the development code. **Criteria met with conditions.**

**SECTION 4.22 - PEDESTRIAN AND BICYCLE ACCESS AND FACILITIES**

*(2) On-site facilities should be provided, where appropriate, to accommodate safe and convenient pedestrian and bicycle access.*

*(A) Pedestrian Access and Circulation*

2. Sidewalks should be required along arterials, collectors, and most local streets.
3. Pedestrian circulation should be provided in new commercial, office, and multi-family residential developments.

*(B) Bicycle Parking 1. New development should consider providing bicycle parking facilities as appropriate.*

**FINDING #26:** The proposed development is in an industrial area with no sidewalk on either street frontage. No sidewalk along Airport RD is proposed. No bicycle parking is proposed. I recommend that no bike parking and no sidewalk improvements be required given the lack bike/pedestrian access to this relatively remote location and lack of improvements in this area. **Criteria met.**



## CONDITIONS OF APPROVAL:

- 1) Any potential future uses that take place outside the building require a conditional use permit.
- 2) Additional parking spaces may need to be added - depending on future uses in the structures.
- 3) The gravel parking surface shall be maintained to decrease any impacts from dust to nearby properties or the airport.
- 4) A stormwater/erosion control plan must be submitted to the City at the building permit step. The plan must show that stormwater run-off from the site shall be maintained on-site. The Public Works Staff and City Engineer must approve the plan.
- 5) A written permit must be approved by City of Arlington Public Works Staff and City Engineer for the proposed cut/fill on the site. If Public Works Staff determines the cut/fill could potentially have offsite impacts - Staff can require cut/fill drawings from a professional engineer.
- 6) Cut/fill over one acre will also require a DEQ 1200-C Permit
- 7) No signs are proposed with this application. Any future tenants that locate in the flex buildings must make sign applications to the City.
- 8) The Port of Arlington will be responsible for making street/utility improvements - if the level of development in this area triggers those improvements in the future.
- 9) If future uses in the flex buildings exceed 400 trips per day - a traffic impact report may be required for those future uses.
- 10) Grading - any areas of site grading should be replanted to prevent erosion and measures should be taken to avoid offsite impacts from dust and gravel.
- 11) If large amounts of outdoor storage become part of the use of the property - the City can require sufficient screening to be installed.
- 12) Detailed landscaping & irrigation plans must be submitted at the building permit step.
- 13) Applicant should consult with fire district to ensure compliance with state fire codes prior to building permit step.

PORT OF ARLINGTON

Resolution No. 2017-139

Funds Transfer

WHEREAS, provision was made in the budget for the Port of Arlington for the beginning July 1, 2014 for certain transfers;

BE IT RESOLVED the following transfers are hereby made:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General Fund # 6170	Economic Develop Fund #5600	\$200,000.00
General Fund # 6170	Reserve Fund #9001	\$ 10,000.00

PASSED AND APPROVED this 10th Day of October 2017

The Port of Arlington

\_\_\_\_\_  
Ronald Wilson, Commission President

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Dewey Kennedy, Vice President