

# AGENDA

Warrenton Urban Renewal Agency

December 12, 2017 – 6:00 p.m.

Warrenton City Hall – Commission Chambers  
225 S. Main Ave.  
Warrenton, Or 97146

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT CALENDAR
  - A. Urban Renewal Agency Minutes – 6.27.17
  - B. Urban Renewal Advisory Committee Joint Meeting Minutes – 9.06.17
  - C. Urban Renewal Agency Work Session Minutes – 10.10.17
4. BUSINESS
  - A. Downtown Landscape Professional Services Contract Amendment – Project Management
  - B. Committee Applications/Appointments
5. ADJOURN

**Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.**

3-A

MINUTES

Warrenton Urban Renewal Agency

June 27, 2017

Warrenton City Hall - Commission Chambers

225 S. Main

Warrenton, Or 97146

Chair Henry Balensifer convened the Urban Renewal Agency meeting at 7:27 p.m.

Commissioners Present: Chair Henry Balensifer, Tom Dyer, Rick Newton and Mark Baldwin

Excused: Pam Ackley

Agency Staff Present: Executive Director Linda Engbretson, Finance Officer April Clark, Public Works Director Jim Dunn, Public Works Operations Manager Kyle Sharpsteen and Deputy City Recorder Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Minutes – 5.23.17

**Commissioner Baldwin made the motion to approve the Consent Calendar as presented. Motion was seconded and passed unanimously.**

**Dyer – aye; Balensifer – aye; Baldwin – aye; Newton – aye**

Chair Balensifer opened the Public Hearing on Resolution No. 17.02; Adoption of the Warrenton Urban Renewal Agency FY 2017-2018 Budget. Formalities followed and no ex-parte or conflicts of interest were reported. Executive Director Linda Engbretson stated this budget for the fiscal year commencing July 1, 2017 and ending June 30, 2018, was approved by the Warrenton Urban Renewal Agency Budget Committee. She explained the various funds as outlined in the agenda packet. Chair Balensifer asked for public comment, and no one spoke in favor or opposition. There being no public comment, Chair Balensifer closed the public hearing.

**Commissioner Newton made the motion to adopt the Warrenton Urban Renewal Agency FY 2017-2018 Budget, as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 17-02. Motion was seconded and passed unanimously.**

**Balensifer – aye; Dyer – aye; Newton – aye; Baldwin – aye**

Executive Director Engbretson presented a request from Mr. Ken Yuill regarding the possible use of Urban Renewal Funds to assist with a zone change and infrastructure needs in the Spur 104 area, behind Home Depot, (approximately 15.96 acres). She noted the letter Mr. Yuill's

MINUTES

Warrenton Urban Renewal Agency

6.27.17 Meeting

Page: 1

letter in the agenda packet and stated the request fits the Urban Renewal plan. Mr. Yuill presented his request to the advisory committee and they recommended the use of URA funds for the zone change, from R10 General Commercial to Mixed Use. Mr. Yuill gave a brief presentation on his proposal, and noted the area is ripe for potential development. Discussion followed on the zone change excluding industrial and concerns were noted about the Crab Pot. Mr. Yuill also discussed the lack of fire hydrants in the area, but noted the first step is the zone change. Chair Balensifer asked for clarification if URA funds would pay for the zone change and fire hydrants. Ms. Engbretson noted the advisory committee suggests paying for the zone change, but not the infrastructure yet. Mr. Yuill noted future commercial developments could possibly pay for the hydrants.

**Commissioner Baldwin made the motion to approve the use of Urban Renewal Funds and direct staff move forward with rezoning the Spur 104 neighborhood as presented to Mixed-Use Commercial. Motion was seconded and passed unanimously.**

**Balensifer – aye; Dyer – aye; Newton – aye; Baldwin – aye**

There being no further business Chair Balensifer adjourned the URA meeting at 7:42 p.m.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Chair

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

3-B

MINUTES  
JOINT MEETING  
Warrenton Urban Renewal Advisory Committee  
Warrenton Urban Renewal Agency

September 6, 2017  
3:30 p.m.  
Warrenton City Hall – Commissioners Room  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 3:33 p.m. and noted the reason for the joint meeting, is that the City Commission wants to meet with all advisory boards each year to make sure everyone is on the same page.

Roll call followed:

Urban Renewal Advisory Committee Members Present: Frida Fraunfelder, Dan Jackson, Tess Chedsey, Bob Bridgens and Dennis Faletti  
Absent: Gerald Poe

Commissioners Present: Mayor Henry Balensifer, Pam Ackley, Mark Baldwin, Tom Dyer, Rick Newton and Mark Baldwin

Staff Present: Executive Director Linda Engbretson, Harbor Master Jane Sweet, Finance Officer April Clark, Secretary Dawne Shaw; Community Development Director Skip Urling and Fire Chief Tim Demers

**CONSENT CALENDAR**

A. Advisory Committee Meeting Minutes – June 7, 2017

Secretary Dawne Shaw noted corrections to the minutes, to add Frida Fraunfelder’s votes.

**Tess Chedsey made the motion to approve the minutes from 6/07/17, with corrections. The motion was seconded and approved with all in favor.**

**Jackson – aye; Chedsey – aye; Fraunfelder - aye; Bridgens - aye; Faletti – aye**

**BUSINESS**

Advisory Committee Chair Frida Fraunfelder welcomed the City Commission and noted she was excited for the joint meeting. Introductions followed.

Landscape Designer Beth Holland gave an update/review of the landscape designs for the proposed areas downtown. She presented slides and brief details on each of the areas; the 4 corners at the 4-way intersection at Main/Harbor, including Lighthouse Park and the Veteran’s Memorial/flag pole park; and the corner of S. Main and Hwy 104 spur near the high school. Discussion followed on the irrigation and maintenance of the landscaping, and drainage around

the bulb outs. Ms. Holland noted she worked diligently to make it very low maintenance, and said she would talk to 3D Landscaping and see if/how much it would take to maintain. Discussion continued on maintenance of the landscaping and suggestions included an “Adopt a Park” program, possible WBA funding &/or community involvement.

Agency Executive Director Engbretson explained the agenda item for infrastructure upgrades is similar to Mr. Yuill’s request for assistance for a zoning change/neighborhood updates. She noted as a result of a development review process, Fire Chief Demers found the SE 15<sup>th</sup>/Anchor area does not have adequate fire protection. Ms. Engbretson stated this could be an opportunity to partner with the developer to provide fire protection for the new development as well as the existing homes. Fire Chief Demers stated there is currently a 2 inch line and no fire hydrant within 900 feet of the existing homes; and there are no turn arounds for fire trucks. He explained what can be done to correct the situation, and noted there are no funds set aside for this. Ms. Engbretson noted the Urban Renewal plan identifies underserved areas as a possible use of Urban Renewal funds, and stated she is looking for a recommendation from advisory committee.

**Dan Jackson made the motion to discuss the recommendation. The motion was seconded.**

The discussion continued on the cost and liability. Chair Fraunfelder noted the need to vote on the motion and move forward until there are more answers, and make a recommendation. Mayor Balensifer noted a Point of Order, the motion was to discuss; the discussion was on the motion to discuss and you need to dispose of the motion and then make another recommendation for action on the infrastructure. Discussion followed on the cost and the possibility of the developer partnering with URA to cover the cost of the infrastructure improvement. Agency Executive Director Engbretson asked if the advisory committee would be willing to make the recommendation, and the Agency will take the cost under consideration. The advisory committee was in consensus.

**Dan Jackson made the motion to rescind his previous motion. The motion was seconded and approved with all in favor.**

**Jackson – aye; Chedsey – aye; Fraunfelder - aye; Bridgens - aye; Faletti – aye**

**Bob Bridgens made the motion to approve the recommendation to the Urban Renewal Agency. The motion was seconded and approved with all in favor.**

**Jackson – aye; Chedsey – aye; Fraunfelder - aye; Bridgens - aye; Faletti – aye**

Mayor Balensifer stated there are ten years left on the Urban Renewal plan and noted there are different phases that we may not get to. He noted the need to revisit/revise the plan going forward, as the city has changed since the original plan was made ten years ago. Executive Director Engbretson noted the city had reached out to Astoria City Manager, Brett Estes to discuss/clarify the funding, and how it works. She stated after the discussion with Mr. Estes, she recommends hiring a consultant to look at the plan and help us through the next ten years. Mr. Faletti stated he would like to use a local consultant. Ms. Engbretson noted it is best to have an expert that specializes in Urban Renewal, due to specific laws and rules. Discussion followed on the need to revisit the plan. There was consensus within the advisory committee for a redux of the plan with a new consultant, and staff will move forward with solicitation to find a

consultant. Mayor Balensifer asked what are the goals or visions of the group. He noted one of his goals involves the Peterson property, which he would like to see part of it dedicated to a dog park, and some it could be developed. He also noted other goals would be increased livability; sidewalks on Main Ave.; more outreach for façade improvements; the possible use of URA funds for nuisance abatements, and funding a part time position to deal with them. Discussion continued on the various nuisances, and staff noted they are currently working on several. Further discussion followed on the need for low income housing and the Peterson property; it was noted that the sale of the property has to be taken to the voters, since it is appraised at \$300,000. There was consensus within advisory committee and the Commission to put forth a ballot measure next May, to sell the Peterson property for the purpose of low income housing with a green space or dog park requirement. Mayor Balensifer reviewed the projects in the original Urban Renewal plan, and brief discussion followed. Mr. Faletti asked what is being done about the marina bathhouse/restrooms. He noted the concrete work is cracking and falling off the face of the building. Discussion followed on the block design and how to fix it. Harbormaster Jane Sweet noted the cracks are superficial, not structural and the Assistant Harbormaster can fix it, and staff will report back.

**Dennis Faletti made the motion to authorize staff to assess the damage, make repairs and come back with an update. The motion was seconded and approved with all in favor.**

**Jackson – aye; Chedsey – aye; Fraunfelder - aye; Bridgens - aye; Faletti – aye**

A flashing crosswalk sign at the corner of 9<sup>th</sup> and Main was discussed and Mayor Balensifer stated it will be brought up in discussions with ODOT. Further discussion continued on maintenance of city buildings, or lack thereof, and whether URA funds can be used for maintenance/façade improvements. Ms. Engbretson stated staff will look into it.

Harbormaster Jane Sweet gave a brief update on the Marina.

**There being no further business, Chair Fraunfelder adjourned the meeting at 5:25 p.m.**

Next regular meeting is scheduled for December 6, 2017, at 3:30 p.m.

Approved

Approved

\_\_\_\_\_  
Henry Balensifer, Agency Chair

\_\_\_\_\_  
Frida Fraunfelder, Advisory Committee  
Chair

Attest

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

3-C

MINUTES

Warrenton Urban Renewal Agency  
WORK SESSION – October 10, 2017  
5:15 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, Or 97146

Commissioner Newton called the meeting to order at 5:22 p.m.

Commissioners Present: Tom Dyer, Pam Ackley, Rick Newton and Mark Baldwin  
Absent: Pam Ackley and Henry Balensifer

Staff Present: Executive Director Linda Engbretson, Community Development Director Skip Urling, Fire Chief Tim Demers, Police Chief Mathew Workman, Interim Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and Deputy City Recorder Dawne Shaw

Executive Director Engbretson introduced Landscape Designer Beth Holland. Ms. Holland gave an update on the Urban Renewal downtown landscaping project. She presented slides showing the areas considered for the proposed updates and improvements, noting the project was identified and forwarded from the Advisory committee. Discussion followed on the bulb outs and concerns were noted on the design and the possibility of water getting underneath the asphalt. Ms. Holland stated ODOT and Jim Dunn discussed the plans; and ODOT approved the plans to cut away the asphalt for plantings and with leaving a 6” curb on all sides. She noted they will need watering support, as irrigation is not an option. Discussion continued on the plans for the landscaping around Lighthouse Park, the Hwy 104 intersection, and the Veteran’s Memorial plaza. Concerns were noted about taking parking away from Dairy Maid’s drive thru area, and City Manager Engbretson stated they would talk to the owners. Brief discussion followed on the maintenance of the landscaping. Executive Director Engbretson noted the visual impact on the downtown core area, and stated that is what Urban Renewal funds are for.

There being no further business Commissioner Newton adjourned the work session 5:58 p.m.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

4-A

WARRENTON URBAN RENEWAL AGENCY  
PO BOX 250/225 S. MAIN  
WARRENTON, OR 97146

## AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency

FROM: Linda Engbretson, URA Executive Director

DATE: December 12, 2017

SUBJ: DOWNTOWN LANDSCAPE PROFESSIONAL SERVICES CONTRACT  
AMENDMENT – PROJECT MANAGEMENT

### SUMMARY

The Agency entered into a contract with Beth Holland – Holland Morgan, Inc., - in April of this year to work with the Oregon Department of Transportation (ODOT) and Pacific Power to develop landscape design parameters for the existing bulb out areas surrounding utility poles as well as parameters and standards for the intersection of Hwy 104 Spur, and the southwest, northwest, and northeast quadrants of the intersection of S. Main Avenue, N. Main Avenue and E. Harbor Street. Ms. Holland prepared preliminary landscape designs featuring tree, shrub and herbaceous plant species for approval by these agencies and the Urban Renewal Advisory Committee. In addition, she worked with Burt Little to coordinate the design at Memorial Park (in front of Post Office) to enhance the proposed VFW War Memorial statue.



Ms. Holland has submitted a proposal to finalize the project and provide project management services. The original contract was a not-to-exceed amount of \$20,000. An additional not-to-exceed \$20,000 exceeds my contract signing authority. City Ordinance 1076-A, Establishing Public Contracting Requirements, states: *Contracts of not more than \$150,000 for the continuation of work by a contractor who performed preliminary studies, analysis or planning for the work under a prior contract may be awarded without competition if the prior contract was awarded under a competitive process and the City Commission determines that use of the original contractor will significantly reduce the costs of, or risks associated with the work.* The original contract was awarded under a competitive process. It makes sense to continue working with Ms. Holland to complete the project.

#### RECOMMENDATION/SUGGESTED MOTION

Staff recommends continuing with Ms. Holland to oversee the project.

"I move to authorize the Urban Renewal Agency Chair to sign an amendment to the contract with Beth Holland for an amount not-to-exceed \$20,000, for Project Management of the Downtown Landscape Project."

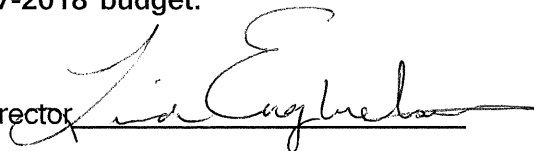
#### ALTERNATIVE

None recommended.

#### FISCAL IMPACT

The cost of Professional Services for this project was budgeted in the Urban Renewal Agency FY 2017-2018 budget.

Approved by Executive Director

A handwritten signature in black ink, appearing to read "Lia Engel", is written over a horizontal line. The signature is fluid and cursive.

## Linda Engbretson

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**From:** mike morgan <hminc@pacifier.com>  
**Sent:** Wednesday, November 22, 2017 4:53 PM  
**To:** Linda Engbretson  
**Subject:** Beth's contract renewal  
**Attachments:** holland landscape design contract 032117.docx

Linda,

Here is a scope of work proposal for Landscape Design and Project Management.

I will prepare a list of upcoming tasks for your review at the beginning of each billing cycle.

Prepare drawings and photographs for Public and Urban Renewal Committee Presentation on December 6<sup>th</sup>.

Prepare final landscape design documents for review.

Prepare bid documents along with city staff for all phases of the project.

Set time lines for completion.

Build Community support

Oversee landscape improvements to completion

I understand the extension of my contract is with a budget of not to exceed \$20,000

I am attaching a copy of my current contract,

Warm regards.

Beth Holland

4-B

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**CITY OF WARRENTON**

**AGENDA MEMORANDUM**

TO: The Warrenton Urban Renewal Agency

FROM: Dawne Shaw, Deputy City Recorder

DATE: December 12, 2017

SUBJ: Urban Renewal Advisory Board Applications/Appointments

**SUMMARY**

There are 4 positions with terms ending on December 31, 2017; Position 4 - Ms. Tess Chedsey; Position 6 - Mr. Dennis Faletti; and Position 7 - Mr. Dan Jackson. All have applied for reappointment. Position No. 5 is vacant; and we have received applications from Mr. Mel Jasmin and Ms. Victoria Hayteas.

**RECOMMENDATION/SUGGESTED MOTION**

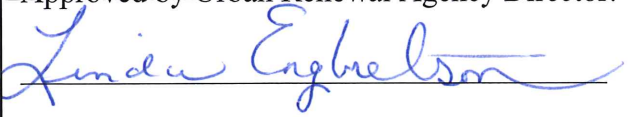
I move to appoint Tess Chedsey to Position No. 4; \_\_\_\_\_ to Position No. 5; Dennis Faletti to Position No. 6; and Dan Jackson to Position No. 7 on the Warrenton Urban Renewal Advisory Board.

**ALTERNATIVE**

Other action as deemed appropriate by the City Commission

**FISCAL IMPACT**

N/A

Approved by Urban Renewal Agency Director:  


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CITY OF WARRENTON

Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**

I, Tess Chedsey, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I have served on this board for 8 years  
and have witnessed much progress in the  
attractiveness and well functioning of the city  
I wish to continue the success with my fellow board  
members

What experience or qualifications do you have for this position?

8 years of service where I feel I  
have been a successful part of  
this board

How much time could you give to serving on this committee?

Weekly  Monthly  Quarterly 10-20 HOURS

Tess Chedsey 11-03-2017  
Full Name (please print) / " " Date

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FINANCE DEPT.

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Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, Dennis Faletti, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I'm proud of what we have accomplished and see good things happening in the future

What experience or qualifications do you have for this position?

I've been on the urban renewal advisory board since it started.

How much time could you give to serving on this committee?

Weekly  Monthly  Quarterly

Dennis Faletti

11/6/17

Full Name (please print)

Date

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CITY OF WARRENTON

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, DAN JACKSON, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I'VE LIVED IN WARRENTON MY ENTIRE LIFE AND I CARE ABOUT WARRENTON

What experience or qualifications do you have for this position?

WARRENTON SCHOOL BOARD, SCHOOL BOARD BUDGET COMMITTEE, BOARD MEMBER BETHANY LUTHERAN CHURCH  
WARRENTON URBAN RENEWAL ADVISORY BOARD, FACILITIES MANAGER PLANNING & BUDGETING

How much time could you give to serving on this committee?

Weekly  Monthly  Quarterly

DAN JACKSON

11-4-17

Full Name (please print)

Date

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CITY OF WARRENTON

Application for Committee Appointment

CITY OF WARRENTON  
FINANCE DEPT

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To: Warrenton City Commission and Warrenton City Manager

I, Melvin (Mel) Jasmin, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

~~Interest in the continued growth of our community  
and the goals of improving on the comprehensive plan of  
urban renewal adopted by the Warrenton Commission.~~

What experience or qualifications do you have for this position?

Have some experience as a past member of the Clatsop  
County Housing Authority and a present member of the North West  
Oregon Housing Authority.

How much time could you give to serving on this committee?

Weekly  Monthly  Quarterly

Melvin Jasmin  
Full Name (please print)

4 November 2017  
Date

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CITY OF WARRENTON

Application for Committee Appointment

CITY OF WARRENTON  
FINANCE DEPT

NOV 27 2017

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WARRENTON, OR 97146

To: **Warrenton City Commission and Warrenton City Manager**

I, Victoria Hayteas, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

Please see note

What experience or qualifications do you have for this position?

Please see note

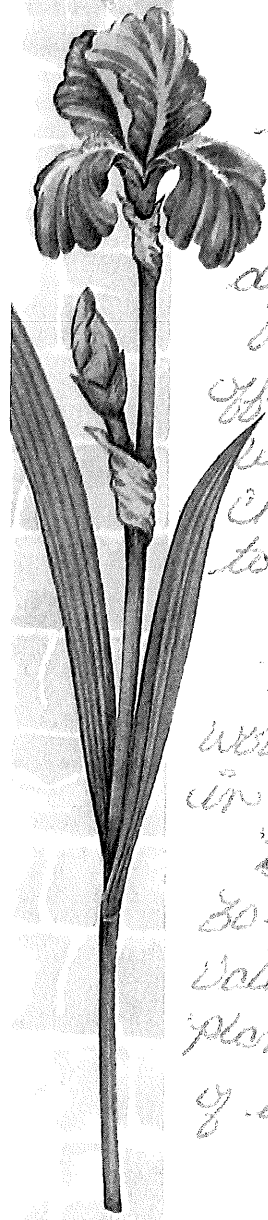
How much time could you give to serving on this committee?

Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ whatever is required

Victoria Hayteas  
Full Name (please print)

November 20, 2017  
Date





I am sincerely interested  
in the future of the city  
of Warrenton, and the  
direction it will grow.

With all Warrenton has to  
offer for those who live and  
work here, vacation here, and  
choose to retire here, I want  
to help in its growth.

Together with the Mayor I  
worked as a business coordinator  
in Douglas County.

But it was living in Portland  
30 years that taught me the  
value of being involved in urban  
planning and the importance  
of it.