

AGENDA

Warrenton Urban Renewal Agency

May 25, 2021 – 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 Meeting Minutes – 3.09.21
 - B. Warrenton Urban Renewal Advisory Committee Minutes – 3.03.21
4. BUSINESS
 - A. Consideration of Food Cart Pod – Preferred Alternative and Budget Increase
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, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES
 Warrenton Urban Renewal Agency
 March 9, 2021
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Chair Balensifer called the meeting to order at 6:42 p.m.

Commissioners Present: Chair Henry Balensifer, Tom Dyer, Mark Baldwin, Gerald Poe (via Zoom), and Rick Newton (via Zoom)

Staff Present: Executive Director Linda Engbretson, Community Development Director Scott Hess, and Secretary Dawne Shaw, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and Public Works Foreman Jason Johnson

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 2.09.21
- B. Warrenton Urban Renewal Advisory Committee Minutes – 12.02.20

Commissioner Dyer made the motion to approve the consent calendar as presented. Motion was seconded and passed unanimously.

Poe – aye; Newton – aye; Dyer – aye; Balensifer – aye; Baldwin - aye

PUBLIC HEARINGS – None

BUSINESS ITEMS

Community Development Director, Scott Hess presented three Food Cart Pod designs for review and recommendation. He discussed the feedback received from the Advisory Committee and staff on the three options, noting that Option 1 was the preferred option. Brief discussion followed. Mayor Balensifer asked Mr. Hess to state for the record who he went through for review. Mr. Hess stated it was reviewed by the Food Pod Citizen Task Force, the Warrenton Urban Renewal Advisory Committee, as well as city department heads and staff. Each commissioner stated their preferred design; Baldwin – design 2 with a tent roof; Newton – design 1; Poe – design 1 or 2; Mayor Balensifer – design 1 with a tent roof; Dyer – design 2 with a tent roof to start off. After further discussion, consensus was to go with Option 2.

Commissioner Baldwin made the motion that the Urban Renewal Agency recommend Option 2 to Greenworks PC for further refinement and development of cost estimates for construction. Motion was seconded and passed.

Poe – aye; Newton – nay; Dyer – aye; Balensifer – aye; Baldwin – aye

DISCUSSION ITEMS – None

There being no further business Chair Balensifer adjourned the agency meeting at 7:00 p.m.

APPROVED:

Henry A. Balensifer III, Chair

ATTEST:

Dawne Shaw, Secretary

MINUTES

Warrenton Urban Renewal Advisory Committee

March 3, 2021

3:30 p.m.

Warrenton City Hall – Commissioners Chambers

225 S. Main

Warrenton, OR 97146

Chair Bob Bridgens called the meeting to order at 3:31 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Chair Bob Bridgens, Brooke Terry (via Zoom), AmyLeigh Sutton, Tess Chedsey (via Zoom), Mel Jasmin (via Zoom), Dennis Faletti, and Katie Burkhart (via Zoom, arrived at 3:44 p.m.)

Staff Present: Executive Director Linda Engbretson, Community Development Director Scott Hess Public, Works Director Collin Stelzig (via Zoom), and Secretary Rebecca Sprengeler

CONSENT CALENDAR

A. Advisory Committee Meeting Minutes – 12.02.20

Dennis Faletti made the motion to approve the minutes from 12.02.20. The motion was seconded and approved with all in favor.

Bridgens - aye; Terry – aye; Sutton - aye; Chedsey - aye; Jasmin – aye; Faletti – aye; Burkhart – absent

Executive Director Linda Engbretson introduced Rebecca Sprengeler as the new Deputy City Recorder and welcomed new Warrenton Urban Renewal Advisory Committee (WURAC) members, Brooke Terry and AmyLeigh Sutton.

BUSINESS

Community Development Director Scott Hess presented an update on the Food Cart Pod project. He provided brief background on the project. Greenworks PC created three designs for WURAC to review as shown in the agenda packet. The goal is to choose a single preferred alternative design. The designs have been reviewed by the Development Review Committee and City staff. Now, Mr. Hess wants an agreement on a preferred alternative from WURAC to present to the Urban Renewal Agency (URA) at their next meeting. If URA agrees with WURAC's preference, or as it is amended, the next step will be a full cost analysis of the preferred alternative with more design information. The \$20,000 contract with Greenworks is not enough to do in-depth design and cost estimates for all three designs but will be for the single preferred alternative. Paving the lot is a URA project scheduled for this summer. Mr. Hess noted the need for parking in half of the lot for emergency responders. In an emergency situation, nine additional parking spaces are needed. This parking is also used by Arnie's customers. Mr. Hess gave an overview and weighed the differences of each design. The intention is to have everything sit on top of the paved surface,

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Warrenton Urban Renewal Advisory Committee

Regular Meeting – 03.03.21

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aside from what is decided for restrooms. Mr. Hess noted that designs one and two have the option to be mirrored in the future. Option three would have the most potential for conflict in an emergency. When discussing the roof structures, Mr. Hess noted that Public Works has concerns about structural fabrics and their viability on the north coast. The consultant was asked to create designs to represent the essence of Warrenton including logging and fishing. Different light and heating options would make the space more inviting during the wintertime. Mr. Hess reiterated his request for feedback from WURAC on their preferences that will be presented to URA.

Chair Bridgens asked about the budget for this project. Ms. Engbretson stated there is \$100,000 in the plan designated for this. There was continued discussion about the budget, cost estimates for paving, cost estimates for the designs, and utilities. Mr. Hess noted the need for consideration of desired level of permanency versus flexibility. This provides the opportunity to see if the site will be self-sustainable for a couple years. There was discussion about grey water disposal. Mr. Hess said he believes the cost estimate will include what these improvements would be. He made some comments about what making this upgrade would entail and said this might be a future project because of the cost. Ms. Engbretson noted that the Urban Renewal Agency (URA) *could* consider additional funds, but this was the original discussion.

Mr. Hess asked for a vote on the preferred alternative. After some discussion, it was decided that the preferences would be individually emailed. Ms. Sutton noted she has safety concerns with option three but likes option one and two, noting there is great exposure opportunity with Arnie's being next door. She likes the aesthetics of option two because of the covered courtyard area that is confined and easier to heat. Mr. Bridgens noted the need for a covered area because of the rain. Mr. Bridgens asked how long the food carts are intended to be on the lot. Ms. Engbretson said there is not specific timeframe.

There was brief discussion about the original purpose of the site being for Fire Department expansion. Ms. Engbretson elaborated on this, noting that this has been decided to be the best use for the lot at this time to generate income instead of leaving it empty. Mr. Hess noted that the potential income for six food carts would be \$28,800 per year from license agreement revenue, exceeding the highest grossing tax-based items that could go there and allows for flexibility.

Mr. Faletti commented on the tent-style roofs being problematic with the high wind on the coast and recommended a more permanent cover. Mr. Bridgens made some comments in agreement. Ms. Chedsey and Ms. Sutton agreed. Ms. Terry noted that she prefers option one because it allows more space for people waiting in line, whereas option two seems like it does not have as much space for waiting. Mr. Jasmin noted he feels option three is a liability but likes option one or two and asked about cost estimates. Mr. Hess said that the designs have been made to be assumed similar costs, but there will be a cost estimate range in the next round of designs. Further communication on the project will be via email as the hope is to close out the contract before WURAC's next quarterly meeting. There were no further comments.

PROJECT UPDATES –

Public Works Director, Collin Stelzig gave an update on the Main Avenue Downtown Master Plan Improvements, noting that the City Commission approved the contract for Otak to do the

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Warrenton Urban Renewal Advisory Committee

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alley survey and drone flight. The fieldwork is completed, and the plan draft completion is estimated to be in the next three weeks. The drone flight is postponed until FAA approves, possibly in May. Ms. Engbretson asked if cost estimates would be available for the next WURAC meeting. Mr. Stelzig said costs will not be available until the design stage. Ms. Engbretson asked if the designs will go all the way to 4th. Mr. Stelzig said the intent is to quickly get to 30% and then have the consultant or project manager search out more funds. Brief discussion followed about other sources of funds.

Ms. Engbretson gave an update on the Commercial Pier at the Marina. It has been designed and needs project management. The designers of the pier may also have project management outlined in their bid. There needs to be a decision whether to complete all three phases at once, which was originally estimated at about \$1 million. There is currently \$1.4 million on hand. Mr. Faletti noted the importance of the Marina, some concerns about losing money, and feels this should have been completed by now. Ms. Engbretson responded saying that the amount of money was originally split between the Marina and the downtown. The bathhouse and new marina house were the work that was approved for the Marina. The substantial amendment put in the pier and the commercial dock. There are still issues with the pier. This committee voted to fund it. Remaining funds are for downtown improvements. Ms. Engbretson made some comments and noted that all the projects need to be completed and all the money spent by the beginning of 2028.

OTHER BUSINESS

Mr. Bridgens asked when the next meeting will be. Mr. Faletti asked that future packets be printed double-sided to save paper. There was brief discussion about the next set of plans for the food pod designs. Mr. Hess once again asked that feedback on the designs be emailed to himself or Ms. Sprengeler.

There being no further business, Chair Bridges adjourned the meeting at 4:10 p.m.

Next regular meeting is scheduled for June 2, 2021, at 3:30 p.m.

Approved

Bob Bridges

Bob Bridges, Chair

Attest

D Shaw

Rebecca Sprengeler, Secretary

Dawne Shaw, City Recorder



AGENDA MEMORANDUM

TO: The Urban Renewal Agency
 FROM: Collin Stelzig, P.E., Public Works Director
 DATE: May 25th, 2021
 SUBJ: Warrenton Food Cart Pod – Preferred Alternative and Budget Increase

SUMMARY

Public Works is making the recommendation of additional items to be included with the project base cost items. These items include laying of asphalt (2" thick), the repair of concrete sidewalk and driveway access, transportation SDC from increased use (3 units), and inspecting the existing sewer laterals.

Attached is the preliminary cost estimate from Greenworks Architects that includes the base cost items and cost of alternative items, as well as the preferred alternative food pod cart design review and recommendation by former community development director Scott Hess. This was presented at the April 22nd meeting of the Warrenton Urban Renewal Advisory Committee, and they unanimously made the motion to support increasing the budget from \$100,000 to \$150,000.

RECOMMENDATION/SUGGESTED MOTION

"I move that the Urban Renewal Agency approve the Preferred Alternative and recommend increasing the total project budget to \$150,000."

ALTERNATIVE

- 1) Other action as deemed appropriate by the Urban Renewal Agency
- 2) None recommended

FISCAL IMPACT

This project has been approved in the Urban Renewal Agency 2020-2021 Fiscal Year Budget.

Approved by City Manager:

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.



Public Works Department

Memorandum

To: Scott Hess, Community Development Director
 From: Collin Stelzig, Public Works Director
 Cc:
 Date: April 22, 2021
 Re: Warrenton Food Cart Pod – Estimate of Additional Items

The preliminary cost estimate from GreenWorks architects included base cost items and a cost for alternate items. This memo is written to detail items that may need to be included in the base cost and some items that may need to be included with the cost of the alternate items.

Base Cost – Estimate

#	Description	Quantity	Unit	Unit Cost	Total
1	Asphalt (2" Thick)	160	Ton	\$150	\$24,000
2	Repair concrete sidewalk and driveway access	1	LS	\$10,000	\$10,000
3	Transportation SDC from Increased use	9	EA	\$1,628	\$14,652
4	Stormwater SDC	0	EA	0	0
5	Parks SDC	0	EA	0	0
				Subtotal	\$48,652
<i>Upsize Water Meter – May or May not be Necessary</i>					
6	1.5" Water Meter Installation	1	LS	\$3,000	\$3,000
7	Water SDC from Meter Increase	1	LS	\$5,276	\$5,276
8	Sewer SDC from Meter Increase	1	LS	\$5,276	\$5,276
				Subtotal	\$13,552
				Total	\$55,828

Additional Items - Estimate

#	Description	Quantity	Unit	Unit Cost	Total
9	TV existing sewer laterals	1	LS	\$600	\$600
				Subtotal	\$600
10	New sewer lateral	1	LS	\$20,000	\$20,000
				Subtotal	\$20,600

Recommendation

Public Works recommends that the cost shown below be added to the Base Cost of \$90,300. The total project funding should be increased to \$150,000, plus costs already accrued to this project.

#	Description	Total
1	Asphalt (2" Thick)	\$24,000
2	Repair concrete sidewalk and driveway access	\$10,000
3	Transportation SDC from Increased use (3 units)	\$4,884
9	TV existing sewer laterals	\$600
Additional Cost		\$39,484
Base Cost		\$90,300
Contingency 15%		\$19,467
Total Cost		\$149,252



P.O. BOX 250 ■ WARRENTON, OR 97146 -0250 ■ OFFICE: 503.861.2233 ■ FAX: 503.861.2351

TO: The Warrenton Urban Renewal Advisory Committee
FROM: Scott A. Hess, Community Development Director
DATE: April 22, 2021
SUBJECT: Preferred Alternative - Food Pod Cart Design Review and Recommendation

At the March 9, 2021 Warrenton Urban Renewal Agency meeting, the URA reviewed feedback from WURAC and Staff regarding the three Food Pod alternatives and improvements. The URA voted to select Option 2 as the preferred alternative. Greenworks, PC has now further developed the plan for Option 2, and has provided two levels of cost estimates for improvements. The Preferred Alternative concept as well as the Preliminary Budget are attached to this memo.

The Urban Renewal Agency authorized \$100,000 towards the paving and improvement of the parking lot project. The Food Pod alternatives assume that the asphalt paving is complete on the site prior to adding the costs outlined in the Preliminary Budget.

At this time, Staff is asking the URA Advisory Committee to review the Preferred Alternative and Preliminary Budget in order to provide feedback and a recommendation to the URA for what improvements are desired and what additional funds the URA should commit to the project. Staff's recommendation is to add, at minimum, the Base Cost of \$90,300 to the project budget from the Urban Renewal funds in order to improve the site to a level that will encourage investment and utilization of the food pod.

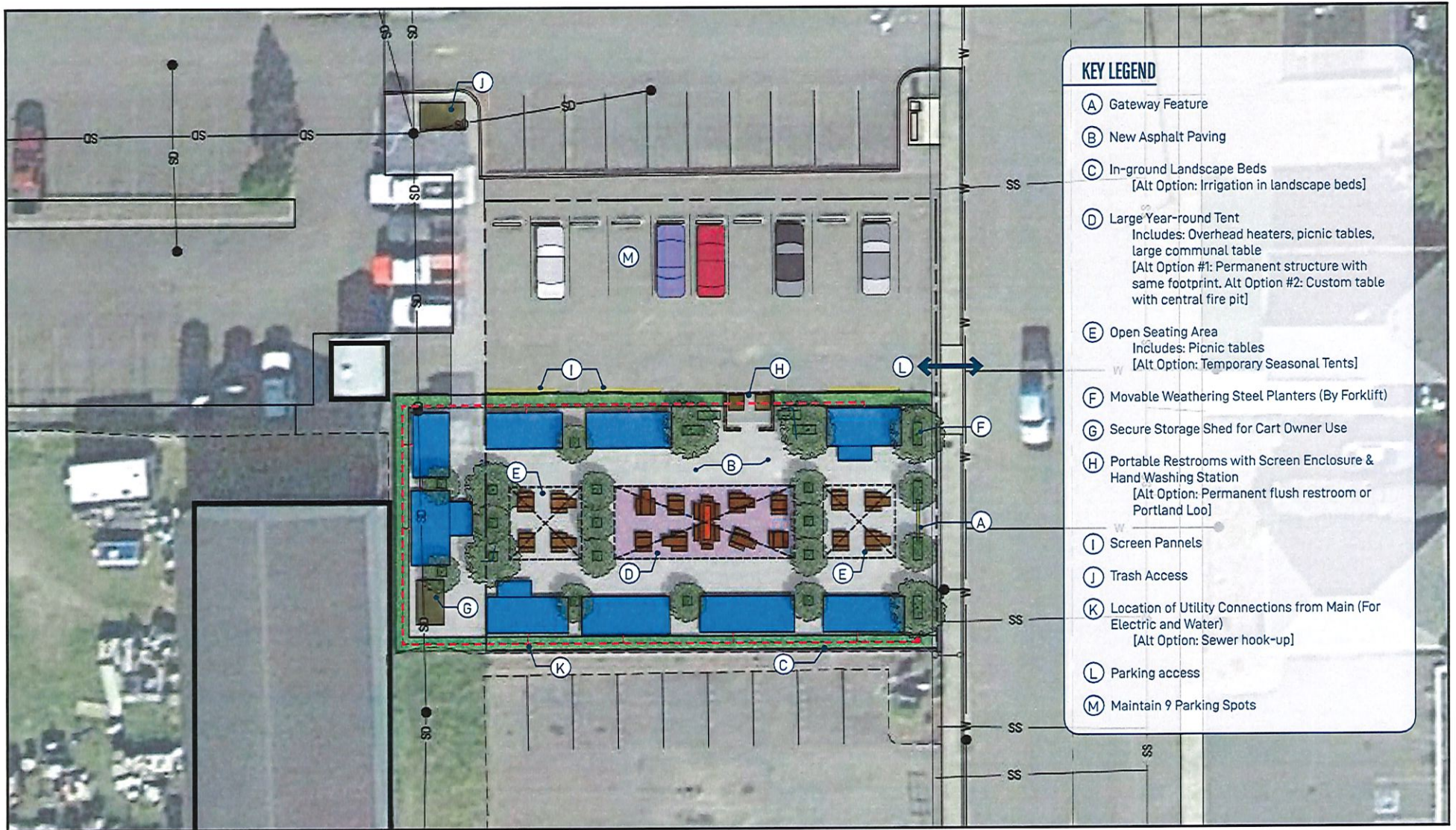
This item is for recommendation to the Urban Renewal Agency in order to move this project forward to final implementation.

RECOMMENDATION/SUGGESTED MOTION

"I move that the Urban Renewal Advisory Committee recommend approval of the Preferred Alternative, and recommend the addition of \$90,300 be allocated to the project from Urban Renewal Funds to complete the Base Cost improvements."

ATTACHMENTS

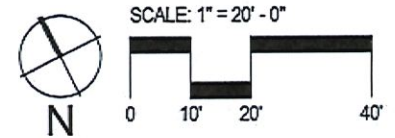
- Food Pod Preferred Alternative
- Preliminary Budget



- KEY LEGEND**
- (A) Gateway Feature
 - (B) New Asphalt Paving
 - (C) In-ground Landscape Beds
[Alt Option: Irrigation in landscape beds]
 - (D) Large Year-round Tent
Includes: Overhead heaters, picnic tables, large communal table
[Alt Option #1: Permanent structure with same footprint. Alt Option #2: Custom table with central fire pit]
 - (E) Open Seating Area
Includes: Picnic tables
[Alt Option: Temporary Seasonal Tents]
 - (F) Movable Weathering Steel Planters (By Forklift)
 - (G) Secure Storage Shed for Cart Owner Use
 - (H) Portable Restrooms with Screen Enclosure & Hand Washing Station
[Alt Option: Permanent flush restroom or Portland Loo]
 - (I) Screen Panels
 - (J) Trash Access
 - (K) Location of Utility Connections from Main (For Electric and Water)
[Alt Option: Sewer hook-up]
 - (L) Parking access
 - (M) Maintain 9 Parking Spots

WARRENTON FOOD CART PODS: PREFERRED DESIGN OPTION

APRIL 2021



Warrenton Food Cart Pod

PreLiminary Cost Estimate - Preferred Alternative
4/5/2021

BASE PROJECT					ALTERNATES		Notes:
	Unit Cost:	Unit:	Quantity:	Total:	Total:		
INFRASTRUCTURE							
				\$ 26,500.00			
Electric Utility Connection (Pacific Power)	\$ 8,500.00	LS	1.00	\$ 8,500.00			Includes connection & 8 stub-outs; confirm cost with utility; does not include SDCs, engineering costs; confirm w/ utility/Public Works
Water Service	\$ 10,000.00	LS	1.00	\$ 10,000.00			Includes connection & 8 stub-outs; confirm cost with utility; does not include SDCs, engineering costs; confirm w/ utility/Public Works
Restroom Enclosure	\$ 8,000.00	EA	1.00	\$ 8,000.00	Permanent flush restroom,	\$ 150,000.00	Base: Custom with wood slats or corten steel panels, steel posts; does not include portable toilets (assume rental cost) Alt: Not included sewer line, Portland Loo/CDX Modular Restroom as cost basis
					Sewer Service	\$ 40,000.00	Base: Assume greywater disposal by carts or other service Alt: Includes connection and stub-out to 8 locations and restroom; does not include SDCs, engineering costs; confirm assumptions with Public Works
STRUCTURES							
				\$ 20,300.00			
Gateway Feature	\$ 4,000.00	LS	1.00	\$ 4,000.00			Along Main Street, Could engage local art program, local artists.
Large Year-round Tent	\$ 8,000.00	EA	1.00	\$ 8,000.00	Large Year-round Permanent Structure	\$ 30,000.00	Assumes permanent structure is same footprint as large tent (400 sf), and \$75/sf; not including design/engineering
					Medium Temporary Tents for Seasonal Coverage	\$ 6,000.00	2 tents on side wings @ \$3000 ea. - could be rent; confirm cost/month
Secure Storage Shed (Cart Owner Use)	\$ 3,500.00	EA	1.00	\$ 3,500.00			Prefab (Tuff Shed) or equivalent
Screen Panels	\$ 1,600.00	EA	3.00	\$ 4,800.00			Wood slat or corten steel with steel posts
LANDSCAPING							
				\$ 33,500.00			
Movable Weathering Steel Planter - Large	\$ 1,000.00	EA	10.00	\$ 10,000.00			Includes soils; not including plants (refer to Landscape Beds)
Movable Weathering Steel Planter - Small	\$ 500.00	EA	17.00	\$ 8,500.00			Includes soils; not including plants (refer to Landscape Beds)
Landscape Beds	\$ 8.00	SF	1,000.00	\$ 8,000.00	Irrigation System	\$ 4,000.00	Includes at-grade beds, and soil and planting for planters; stub ups to planters reduces flexibility
Trees	\$ 350.00	EA	20.00	\$ 7,000.00			
FURNISHINGS							
				\$ 10,000.00			
Picnic Table	\$ 300.00	EA	15.00	\$ 4,500.00			
Heaters	\$ 500.00	EA	11.00	\$ 5,500.00	Custom Fire Pit with bench seating around	\$ 8,000.00	Mount in tent; stand-alone, moveable options

BASE COST: \$ 90,300.00

ALTERNATE COST: \$ 238,000.00

TOTAL COST w/ ALTS: \$ 328,300.00

Assumptions:

1. Asphalt paving not included in cost
2. Infrastructure costs assume use of existing stub outs
3. Design and engineering not included as noted