



AGENDA

WARRENTON URBAN RENEWAL ADVISORY COMMITTEE
REGULAR MEETING

December 6, 2023 – 3:30 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. CALL TO ORDER

2. CONSENT CALENDAR

A. Urban Renewal Advisory Committee Minutes 9.6.2023

3. PUBLIC COMMENT

4. BUSINESS ITEMS

- A. Executive Directors Report; Update on the Peterson Property, Food Cart Parking Lot, and the Food Cart Leases
- B. 1665 S Main Ave Façade Improvements Grant Application
- C. 426 S Main Façade Improvements Grant Application
- D. Election of 2024 Chair and Vice Chair

5. DISCUSSION ITEMS:

A. Working with Local Nonprofits

6. OTHER BUSINESS

7. ADJOURNMENT

Next Meeting: March 6th at 3:30pm

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 Advisory Committee
 September 6, 2023 - 3:00 p.m.
 Warrenton City Hall – Commissioners Chambers
 225 S. Main
 Warrenton, OR 97146

Chair Chedsey called the meeting to order at 3:28 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Karin Hopper, Amy Leigh Sutton, Tess Chedsey, Christie Coulombe, Cynthia O'Reilly and Dennis Faletti

Staff Present: Executive Director Esther Moberg, Finance Director April Clark, Planning Director Jay Blake and Secretary Hanna Bentley

CONSENT CALENDAR

- A. Urban Renewal Advisory Committee Minutes 3.01.23
- B. Urban Renewal Advisory Committee Work Session Minutes 4.12.23

Committee Member Hopper made the motion to approve the consent calendar as presented. Motion was seconded and passed unanimously.

Hopper – aye; Sutton - aye; Chedsey - aye; Faletti – aye; O'Reilly – aye; Coulombe - aye

PUBLIC COMMENT - None

BUSINESS ITEMS

Executive Director Esther Moberg gave an update on the 1st and Main building business proposal and grant request that was submitted to the Urban Renewal Agency. Ms. Moberg noted the Urban Renewal Agency received the business proposal well, but they want the seller to show he is an actual seller and would like more information provided by the seller. Once more details are available and the seller is showing they want to sell the building the Agency is willing to have a special meeting. She discussed the agency is considering doing a block grant for the purchase and a grant for renovations that would have a special agreement in it. She did receive an update from the Sollaccio's; they have put in another offer and haven't heard back yet. Ms. Chedsey noted that she hopes it goes forward. Ms. Hopper noted her concerns with the seller not wanting to sell, safety of the building as well as the building remaining an empty store front. Discussion continued on the state of the building and the empty store front.

Ms. Moberg discussed significant downtown buildings. She recommends that the committee select five key significant underutilized businesses in the Urban Renewal District that should be focused on in the next 3 years. She recommended selecting other buildings. The original top 3 were the Fenton building, Skipanon Marine, and the Old Gas Station. Ms. Hopper and Ms. Sutton passed out exhibit a, a list of ten possible buildings and land they believe could work. 1

MINUTES

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tax lot 81021AD00300, 2 tax lot 81021AD00400, 3 tax lot 81021AD00500, 4 tax lot 81021AD00301, 5 tax lot 81022BD04200-4900, 6 tax lot 81021AD00301, 7 tax lot 81021AD05200, 8 tax lot 81021DB04400, 9 tax lot 81021DB0500 and 10 tax lot 81021DB00200/100. Ms. Sutton and Ms. Hopper discussed the buildings they have been looking into. They discussed vacant lots 1 and 3 on Heron and whether they would be able to build on the property. Ms. Moberg discussed additional buildings, Dairy Maid, Post Office, Century Link Building, the Mexican Restaurant, and the former Builders Supply. Mr. Faletti discussed building number 4 and stated he would like a coffee shop there. He stated he would also like to see building number 2; discussion continued on the state of the building. Ms. Hopper discussed the properties and possible work needed. Ms. Hopper asked what a conflict of interest would be; Ms. Moberg responded. Ms. Coulombe stated the Century Link building, and the seafood buildings would be a good opportunity. Ms. Chedsey asked what the state of the old fish market building was; Ms. Hopper stated that the building is no longer in use. Ms. Moberg clarified their current choices. Ms. Sutton asked if they could make an offer on the post office building to encourage them to move; Ms. Moberg stated that the post office is currently leasing the building. Ms. Coulombe stated that the building is for sale, and the post office lease is mentioned, the lease runs until October 2024 with the option to renew. Ms. Chedsey asked about the struggles with family trusts; Ms. Moberg stated it's difficult to purchase from a trust, she mentioned the former gas station is in a trust because the family has fond memories of the gas station. Ms. Hopper stated that she heard a rumor about number 10 becoming a nuisance property; Planning Director Jay Blake stated he has not received any nuisance complaints. Discussion continued. Ms. Hopper stated she thinks going with 5 properties to prioritize and see if they are feasible. She discussed her choices 2, 4, 10, Dairy Maid and the Post Office. Ms. Moberg asked if 2 and 4 would be considered one building. Discussion continued on possible buildings and property. Ms. Chedsey stated her number one priority is the Bornstein properties. Ms. Coulombe stated she would like to see Dairy Maid, Post Office, Mexican Restaurant and Century Link Building. Ms. O'Reilly and Ms. Sutton second her choices. Ms. Chedsey asked about the old Trina and Rons property; Ms. Moberg gave a brief update on the property.

Committee Member Coulombe made the motion to accept the prioritized list; the Bornstein's Buildings, Post Office, Dairymaid, 94 SE 3rd, and the Mexican Restaurant. Motion was seconded and passed unanimously.

Hopper – aye; Sutton - aye; Chedsey - aye; Faletti – aye; Coulombe – aye; O'Reilly – aye

Ms. Sutton asked if the Agency has additional buildings they are thinking about; Ms. Moberg stated that they could have other buildings in mind but she is unaware at this time.

Ms. Moberg gave an update on the food cart parking lot. She stated the parking lot has been designed by the engineer. She discussed the changes that will be made to the parking lot as well as adding an ADA porta potty and parking spots. She discussed that there will be two entrances into the parking lot as well as adding parking spots. There is a broken sidewalk that will need to be repaired as well as light paving. The parking lot design has been sent to ODOT for approval. She stated that the pergola could not be put in due cost and need for wind resistance. She discussed that they have received complaints from neighboring businesses about parking and trash. Mr. Faletti asked if there will be only one ADA parking spot; Ms. Moberg confirmed.

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Warrenton Urban Renewal Advisory Committee

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OTHER BUSINESS

Ms. Moberg gave an update on the roofing of the Skipanon building. She stated that siding will need to be done before the roof can be put on. They are currently out to bid for the siding and the sealed bids will be opened this week.

There being no further business, Chair Chedsey adjourned the meeting at 4:15 p.m.

Next regular meeting: December 6th, 2023, at 3:30 p.m.

APPROVED:

Tess Chedsey, Chair

ATTEST:

Hanna Bentley, Secretary



AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Advisory Board
FROM: Esther Moberg, Executive Director
DATE: December 6, 2023
SUBJ: Executive Director's Report

SUMMARY

Director's Report:

- The IGA was approved for Peterson Property. Next spring (at earliest) will start the process of designing/feasibility study for the property as budget allows. May be delayed to the next fiscal year.
- AKS engineering is in the process of putting the parking lot design out for bid. The Executive Board has approved budget for the parking lot work to be done.
- Food Cart licenses were sent out for annual renewal. New prices will take effect July 1, 2024 at \$600/month per space including utilities.

**CITY OF WARRENTON
 FACADE IMPROVEMENT GRANT PROGRAM
 APPLICATION FORM**

RECEIVED 4.B

SEP 25 2023

CITY OF WARRENTON
 CITY RECORDERS OFFICE

Project Address:	1665 S Main Ave.		
Applicant Name:	Royce Cone		
Phone:	Fax:	Email:	

Property Owner Name: <small>(if different)</small>			
Phone:	Fax:	Email:	

Estimated Project Start Date:	11 / 2023
Estimated Project Completion Date:	11 / 2023

URA Grant Amount Requested <small>(no more than \$10,000)</small>	\$ 5,900.00
Applicant Matching Funds	\$ 900.00
Total Project Costs	\$ 6,800.00

The statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. Applicant understands that the City will retain this application and any other information the City receives, whether or not this loan request is approved. Applicant understands this loan application can become public information; however financial statements, tax returns, project forms and business information documents will be kept confidential. Applicant agrees to enter into an agreement with the City and to work cooperatively with the City and State officials on this project, if funded.

Applicant: Royce Cone Royce Cone
(Printed Name) (Signature)

Owner (if different): _____
(Printed Name) (Signature)

Submit to Warrenton Residential
 Improvement Program
 PO Box 250
 Warrenton, Oregon 97146
 Email:
 cityrecorder@ci.warrenton.or.us

PROJECT COST ESTIMATE FORM

Below is a list of activities that may be eligible for funding. Please enter cost estimates in the spaces below to generate a total cost estimate for your project.

- \$ _____ Trash Cleanup/Dumpsters
- \$ _____ Brush/Stickers/Yard Clearing
- \$ _____ Broken Window Repair/Replacement
- \$ 6,800.00 Exterior Painting
- \$ _____ Demolition Costs
- \$ _____ Soil Remediation
- \$ _____ Asbestos/Hazardous Material Abatement
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)

\$ 6,800.00 **TOTAL PROJECT COST (Estimated)**

DESIGN PLAN FORM

Please describe in detail below all proposed improvements included in your project. Please enclose pictures, material samples, color swatches, construction specifications, elevations, renderings, etc., as necessary to help describe the work. At least one rendering of the building after the proposed improvements is required if the proposed improvements include changes to the configuration of major elements (e.g., windows, entry doors, etc.). Any portions of the project that are yet to be determined (e.g., paint colors) can be specified as such and must be approved separately under the Program's design change procedure.

Project Description (attach additional sheets as needed):

- Lead based paint will be scraped off and caught on plastic sheeting.
 - 2 New coats of paint will be applied.
 - Stain applied to wood steps in back of home.
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RECEIVED

SEP 14 2023

CITY OF WARRENTON
CITY RECORDERS OFFICE

Warrenton Urban Renewal Agency Residential Improvement Grant Program Guidelines

Background

The Residential Improvement Grant Program is a matching grant program of the City of Warrenton Urban Renewal Agency (WURA) approved by the Urban Renewal Agency in 2022. Matching grants to qualified projects will generally be awarded on a first come, first served basis within the dollars allocated for the program per budget year. This program is targeted to residential properties within the Urban Renewal District.

Program Objectives

The purpose of the Residential Improvement Grant Program is to encourage rehabilitation and redevelopment of residential properties within the District by providing a grant program to improve the property's appearance and condition.

Eligibility

Eligible properties are those that have been declared or are at risk for nuisance declaration due to:

- Junk/trash
- Broken windows
- Yard maintenance
- Derelict or unsafe buildings
- Have not received a Residential Improvement Grant within the past 5 years/ or one-time grant

Eligible Improvements

Funds may be used for:

- Trash cleanup – dumpsters for interior/exterior cleanup
- Brush/stickers/yard cleaning
- Broken windows/exterior paint
- Demolition costs
- Soil remediation
- Asbestos/hazardous material abatement

Ineligible Activities

Using funds for the purpose of "flipping" a house for resale.

Timeline

Project must be completed within six months from application approval/or issuance of building permit when required. Extensions may be granted but must be requested in writing prior to expiration.

Financing

A grant fund of up to \$10,000 per property will be available. The first \$5,000 will be an outright grant, the next \$5,000 will be a 1:1 match. This allows a property owner to budget a total of \$15,000 for a project (WURA: \$10K \ Owner: \$5k). This grant will be provided as reimbursement upon completion of the project and submission of approved and paid invoices. Matching funds must be a cash contribution in either design, materials, labor, or other hard construction costs.

Application Process

Fill out the attached application and return to City Hall (cityrecorder@ci.warrenton.or.us). If you have any questions, call the City Recorder at (503) 861-0823. Applications will be reviewed with the assistance of the Urban Renewal Advisory Committee. City staff may also consult other partners including the Clatsop County Historical Society, Lower Columbia Preservation Society, and Astoria-Warrenton Chamber of Commerce.

**CITY OF WARRENTON
 FACADE IMPROVEMENT GRANT PROGRAM
 APPLICATION FORM**

Project Address:	426 S Main		
Applicant Name:	Trevor and Stacy Crawford		
Phone:		Fax:	Email:

Property Owner Name: <small>(if different)</small>			
Phone:		Fax:	Email:

Estimated Project Start Date:	9/24/2023
Estimated Project Completion Date:	9/24/2024

URA Grant Amount Requested <i>(no more than \$10,000)</i>	\$ 10,000
Applicant Matching Funds	\$ 5,000
Total Project Costs	\$ 15,000

The statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. Applicant understands that the City will retain this application and any other information the City receives, whether or not this loan request is approved. Applicant understands this loan application can become public information; however financial statements, tax returns, project forms and business information documents will be kept confidential. Applicant agrees to enter into an agreement with the City and to work cooperatively with the City and State officials on this project, if funded.

Applicant: Stacy Crawford
 (Printed Name) _____ (Signature) _____

Owner (if different): Trevor Crawford
 (Printed Name) _____ (Signature) _____

Submit to Warrenton Residential Improvement Program
 PO Box 250
 Warrenton, Oregon 97146
 Email: cityrecorder@ci.warrenton.or.us

PROJECT COST ESTIMATE FORM

Below is a list of activities that may be eligible for funding. Please enter cost estimates in the spaces below to generate a total cost estimate for your project.

- \$ 5,000 Trash Cleanup/Dumpsters
- \$ 1,000 Brush/Stickers/Yard Clearing
- \$ 3,000 Broken Window Repair/Replacement
- \$ 3,000 Exterior Painting
- \$ 10,000 Demolition Costs
- \$ _____ Soil Remediation
- \$ 15,000 Asbestos/Hazardous Material Abatement
- \$ 45,000 Other (Please specify: Roof repair and replacement)
- \$ 10,000 Other (Please specify: Siding repair and replacement)
- \$ 8,000 Other (Please specify: Foundation/structural repair)

- \$ 100,000 **TOTAL PROJECT COST (Estimated)**

DESIGN PLAN FORM

Please describe in detail below all proposed improvements included in your project. Please enclose pictures, material samples, color swatches, construction specifications, elevations, renderings, etc., as necessary to help describe the work. At least one rendering of the building after the proposed improvements is required if the proposed improvements include changes to the configuration of major elements (e.g., windows, entry doors, etc.). Any portions of the project that are yet to be determined (e.g., paint colors) can be specified as such and must be approved separately under the Program's design change procedure.

Project Description (attach additional sheets as needed):

Clearly the scope of our cleanup and renovation will cost much more than the \$10,000/\$5,000 grant monies allow. We would like to start the clean up by utilizing the grant funds for the things listed below which we expect to cost ~15,000+ (please see attached supporting photos).

- 1) Brush/stickers/yard clearing- Grant \$ would go towards disposal of yard debris (ex/ truck rental or debris bin)
- 2) Trash Cleanup/Dumpsters- Grant \$ would go towards general cleanup and removal of trash on property (ex/ unsafe fascia or un-salvageable gutters, as well as trash left by last owner)
- 3) Asbestos Abatement- Safe removal of Asbestos materials in the attic ect. Grant \$ would go towards removal and disposal of materials.









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