



AGENDA

Warrenton Urban Renewal Advisory Committee *Special Meeting*

Wednesday, April 20th, 2022 – 4:00 P.M.
Warrenton City Commission Chambers
225 South Main Avenue
Warrenton, OR 97146

1. Call to Order

2. Attendance

3. Election of New Chair

4. Consent Calendar

A. Urban Renewal Advisory Committee Minutes 3.2.22

5. Business

A. Commercial Façade Grant Application – 138 S Main Avenue

B. Request to authorize staff to approve future grant applications

6. Other Business

7. 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.

Rebecca Sprengeler

From: Bob Bridgens
Sent: Sunday, April 3, 2022 5:18 PM
To: Rebecca Sprengeler
Subject: Re: April Special Meeting

Rebecca:

Please accept my resignation as a member of the Urban Renewal. I thought I have served the City of Warrenton for probably too long.

I wish you continued success I this important work. Thank You!

Bob Bridgens

Sent from my iPad

On Mar 31, 2022, at 10:41 AM, Rebecca Sprengeler <rsprengeler@ci.warrenton.or.us> wrote:

Good morning Warrenton Urban Renewal Advisory Committee members,

We would like to call a special WURAC meeting for review of a façade grant application and to request your authorization for staff to review/approve future applications.

Please reply with your availability in April for a special meeting. As always, Zoom will be available.

Thank you,

Rebecca Sprengeler

Deputy City Recorder

Office : 503-861-2233 x102

Fax : 503-861-2351

P.O. Box 250 | 225 S Main Avenue

Warrenton OR, 97146

ci.warrenton.or.us | [facebook.com](https://www.facebook.com/ci.warrenton.or.us)



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MINUTES
 Warrenton Urban Renewal Advisory Committee
 March 2, 2022
 3:30 p.m.
 Warrenton City Hall – Commissioners Chambers
 225 S. Main
 Warrenton, OR 97146

Ms. Sutton made the motion to appoint Dennis Faletti as Chair Pro-tem for the meeting. Motion was seconded and passed unanimously.

Terry – aye; Sutton - aye; Chedsey - aye; Faletti – aye; Murray – aye

Chair Pro-tem Faletti called the meeting to order at 3:36 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Brooke Terry (Zoom), AmyLeigh Sutton, Tess Chedsey (Zoom), Dennis Faletti, and Michelle Murray

Excused: Chair Bob Bridgens

Staff Present: Executive Director Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Harbor Master Jane Sweet, Finance Director April Clark, and Secretary Rebecca Sprengeler

CONSENT CALENDAR

A. Urban Renewal Advisory Committee Meeting Minutes 12.1.21

Ms. Chedsey made the motion to approve the minutes. Motion was seconded and passed unanimously.

Terry – aye; Sutton - aye; Chedsey - aye; Faletti – aye; Murray – aye

BUSINESS

Executive Director Linda Engbretson gave an update on the residential grant program. The Urban Renewal Agency (URA) approved it, so it will be finalized soon. The URA suggested the funds for the residential and commercial grants be lumped together for the rest of this year on a first-come-first-served basis and then re-budget a lump sum for both programs next year. Ms. Sutton agreed this makes sense. Ms. Engbretson noted a residence ready to utilize the new program. There have not been other inquiries yet because the program has not been advertised. There was brief discussion clarifying the lump sum budget. It was noted there have only been 2 façade grants this year, leaving available funds for either program for the rest of the year. Ms. Engbretson noted the program will be finalized and advertised soon.

Public Works Director Collin Stelzig discussed an update on project management for the Main Street downtown improvements. A proposal will be brought forward soon. There is one food cart that has shown interest in the food cart pod.

Harbor Master Jane Sweet gave an update on the pier rehabilitation project. She noted the new cost estimate is \$1.4 million. The design plans are in review. And the permitting is the biggest “drag.” She also noted they are hoping to get by without a marine mammal observer because they are not on the main stem of the river. Ms. Engbretson noted the URA originally set aside \$1 million for the project and discussed the option to do work in phases or all at once depending on funds. Ms. Sweet noted they will try to put \$480,000 in the CIP for this.

Finance Director April Clark gave an update on the finances; she distributed an updated handout on the cash flow. They are still using the pay-as-you-go system to transfer money from the debt service fund.

New committee member, Michelle Murray, introduced herself. She came from Idaho and use to work with paddle board rentals. She is the new president of the Friends of the Warrenton Community Library. She also shared additional personal details about herself. Ms. Engbretson stated she is glad to have her on the committee.

OTHER BUSINESS

Ms. Engbretson noted the agency ends in 2028 and all funds need to be spent by the end of 2027 or the money will go back to the special districts. She also noted the district outperformed of the original estimate with an additional \$4.7 million. She expects the marina and downtown projects to use all of these funds and does not believe the City intends to continue the district at this time; there has been some discussion about forming one in Hammond. She explained the downtown project for Ms. Murray’s benefit. Mr. Stelzig suggested having a brief presentation at the next meeting. Mr. Faletti asked about Oregon Department of Transportation’s (ODOT) willingness to work with the City on the downtown project. Mr. Stelzig gave an update on the jurisdictional transfer of Main; they are open to discussion. Ms. Engbretson noted there may be an opportunity to get funds from ODOT because Main is a state highway. Discussion continued.

There being no further business, Chair Pro-tem Faletti adjourned the meeting at 3:57 p.m.

Next regular meeting: June 1, 2022 at 3:30 p.m.

APPROVED:

ATTEST:

Bob Bridgens, Chair

Rebecca Sprengeler, Secretary

RECEIVED

MAR 29 2022

CITY OF WARRENTON
CITY RECORDERS OFFICE

Warrenton Urban Renewal Agency

Grant Program Guidelines

Background

The Facade Improvement Grant Program is a matching grant program of the City of Warrenton Urban Renewal Agency approved by the Urban Renewal Agency in 2014. 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. Since 2014, seven projects have been awarded grant funds to renovate eligible properties in the district. The program is targeted to commercial or mixed-use properties within the downtown area on S Main Ave from E. Harbor Drive to 4th St.

Program Objectives

The purpose of the Facade Improvement Grant Program is:

- To improve the appearance of existing buildings and businesses in the downtown Urban Renewal District through Facade rehabilitation;
- To restore the unique historic character of buildings in the district as much as practicable;
- To encourage private investment in downtown properties and businesses; and
- Improve the business climate and increase business development opportunities.

Projects must achieve clear visible results that enhance Warrenton's downtown image, marketability, and economic vitality. Projects must be designed consistent with the Development Code and consult the "Main Street Design Guidelines Handbook."

Eligibility

The following entities are eligible to apply and receive grant funds:

- Property owners of commercial buildings within the Downtown Urban Renewal District.
- Business owners or tenants of commercial buildings within the Downtown Urban Renewal District with property owner consent.

- No persons may apply to receive funds if funds have been granted in any of the previous five fiscal years.
- Applicants must have a current business license and show proof that property and business taxes are current.

Eligible Improvements

Funds may be used for existing exterior facade improvements and permanent signs on commercial buildings in compliance with Warrenton ordinances. For purposes of this program, facade includes the exterior of any street facing building wall, but does not include interior, roofing, structural improvements, or other site improvements except as specified below. The types of eligible projects include:

- Cleaning, preparation and painting exterior walls and trim in conformance of the approved color palette.
- Repair, replacement or installation of awnings, windows, exterior lighting, and doors
- Repair or reconstruction of entryways
- Repair, replacement or installation of exterior masonry or siding materials
- Removal, repair, or replacement of signs
- Work on cornices, gutters and downspouts
- Removal of barriers to access for people with disabilities
- Soil remediation and asbestos/hazardous material abatement

Ineligible Activities

Examples of projects that are ineligible or activities for which use of funds is prohibited include:

- Refinancing of existing debt
- Interior improvements
- Roofs
- Structural foundations
- Financing of inventory
- Financing of building acquisition
- Working capital
- Landscaping

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 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: **138 S Main Ave, Warrenton**

Applicant Name: **Darlene Warren Farmers Insurance**

| | | |
|--------------------------|------------------------|--|
| Phone: 5038612672 | Fax: 5038612823 | Email: dwarren@farmersagent.com |
|--------------------------|------------------------|--|

Property Owner Name: **Roger and Darlene Warren**
 (if different)

| | | |
|--------------------------|------|---|
| Phone: 5037392033 | Fax: | Email: darlenewarren68@gmail.com |
|--------------------------|------|---|

Estimated Project Start Date: **04/01/2022**

Estimated Project Completion Date: **07/01/2022**

| | |
|--|-----------------|
| URA Grant Amount Requested <i>(no more than \$10,000)</i> | \$ 10000 |
| Applicant Matching Funds | \$5000 |
| Total Project Costs | \$42000 |

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: **Darlene Warren** 
 (Printed Name) (Signature)

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

Submit to **Warrenton Facade 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.

- \$ _____ Awning
- \$ _____ Exterior Lighting
- \$ _____ Masonry
- \$ 12000 Painting
- \$ _____ Cornice
- \$ 5000 Signage
- \$ _____ Design (Architectural and Engineering)
- \$ 10000 Storefront Windows (Transom and Display)
- \$ _____ Upper Façade Windows
- \$ 2000 Entry Doors
- \$ _____ Structural Columns
- \$ _____ Storefront Foundation
- \$ _____ Demolition
- \$ _____ Soil Remediation
- \$ _____ Asbestos/Hazardous Material Abatement
- \$ 5000 Other (Please specify: Reface/Rebuild Parapet Wall)
- \$ 8000 Other (Please specify: Add/ Replace Siding)
- \$ _____ Other (Please specify: _____)

- \$ 42000 **TOTAL PROJECT COST (Estimated)**

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SHUTTER SERVICE~~

Siding

na w

New

Windows

Siding +
Paint

Stone

Replace w/

Repair

Stone Veneer

Stone



© 2021



Siding

New door

Siding

Siding

Siding

Paint