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# Warrenton Urban Renewal Agency

## Agenda

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, September 24, 2024

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\*\*\*The meeting will be broadcast via Zoom at the following link\*\*\*

<https://us02web.zoom.us/j/5332386326?pwd=VHNVVXU5blkxbDZ2YmxlSWpha0dhUT09#success>

Meeting ID: 533 238 6326 | Passcode: 12345 | Dial-in Number: 253-215-8782

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## Urban Renewal Agency Regular Meeting: 6:00 PM

1. Call to order
2. Roll Call
3. Consent Calendar
  - A. Urban Renewal Agency Meeting Minutes – 7.09.2024
  - B. Urban Renewal Advisory Committee Meeting Minutes – 6.05.2024
4. Public Hearings - None
5. Business items
  - A. Consideration of 99 N. Main (Post Office) Lease Amendment
  - B. Consideration of Real Property Transaction – Vacant Lot Purchase
6. Executive Session
  - A. *Under the authority of ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*
7. Adjournment

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  
July 9, 2024  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, Or 97146

Chair Balensifer convened the Urban Renewal Agency meeting at 6:14 p.m.

Commissioners Present: Chair Henry Balensifer, Gerald Poe, Tom Dyer and Paul Mitchell

Staff Present: Executive Director Esther Moberg, and Secretary Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 6.11.2024

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

**Poe – aye; Balensifer – aye; Dyer – aye; Mitchell - aye**

PUBLIC HEARINGS – None

BUSINESS ITEMS

Dan Sollaccio gave an update on the status and timeline of the Outpost building renovations. He noted that they are currently in the design phase. They are working on constraints with fire, life & safety, floor plans, and engineering. There was consensus to have quarterly updates moving forward. He highlighted the improvements that have been made so far. Jessica Sollaccio proceeded to provide an update on the website and social media pages. She discussed potential tenants/businesses. She noted that they are still looking for 2-3 smaller vendors. Brief discussion followed. She noted that they are working on getting a quote to restore the historic windows.

Executive Director Esther Moberg requested an amendment to the grant agreement with the Sollaccios for the building at 60 S. Main. The amendment will move up the timeline for the final disbursement of grant funds.

**Commissioner Dyer made the motion to approve the first amendment to the Outpost Warrenton and Warrenton Urban Renewal Agency grant agreement. Motion was seconded and passed unanimously.**

**Poe – aye; Balensifer – aye; Dyer – aye; Mitchell - aye**

There being no further business, Chair Balensifer adjourned the Urban Renewal Agency meeting at 6:26 p.m.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Secretary

MINUTES  
 Warrenton Urban Renewal Advisory Committee  
 June 5, 2024 - 3:30 p.m.  
 Warrenton City Hall – Commissioners Chambers  
 225 S. Main  
 Warrenton, OR 97146

Chair Chedsey called the meeting to order at 3:30 p.m.

Warrenton Urban Renewal Advisory Committee (WURAC) Members Present: Chair Tess Chedsey, Karin Hopper, Christy Coulombe, Tony Faletti, and Nicole Kime.

Excused: Mary Jo Gregoire

Staff Present: Executive Director Esther Moberg, Finance Director Jessica Barrett, and City Recorder Dawne Shaw.

CONSENT CALENDAR

A. Warrenton Urban Renewal Advisory Committee Minutes 3.6.2024

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

**Hopper – aye; Chedsey - aye; Coulombe – aye; Faletti – aye; Kime - aye**

PUBLIC COMMENT - None

BUSINESS ITEMS

Executive Director Esther Moberg discussed a façade improvement grant application that was received for 1871 S Main Ave. Christie Coulombe noted she will recuse herself from voting on this, due to a conflict of interest. Brief discussion followed.

**Committee Member Tony Faletti made the motion to approve the façade grant for 1871 S. Main Ave. Motion was seconded and passed unanimously.**

**Hopper – aye; Chedsey - aye; Coulombe – abstained; Faletti – aye; Kime - aye**

Election of Vice Chair: Karin Hopper nominated Christie Coulombe; she declined. Chair Chedsey asked Nicole Kime if she would serve as vice chair, she accepted.

**Chair Chedsey made the motion to elect Nicole Kime as Vice Chair. Motion was seconded and passed unanimously.**

**Hopper – aye; Chedsey - aye; Coulombe – aye; Faletti – aye**

DISCUSSION ITEMS

Ms. Moberg provided an update on Significant Buildings, Peterson Property and Food Cart Parking Lot. She noted the C&S Building Supply purchase did not go through, so that will not be moving forward. Ms. Moberg stated the city has made an offer on the Post Office building and we are in the inspection process. She noted the Heron Building is in the flood zone, so there is more work, such as flood proofing, the city must do. She gave an update on the improvements to date; the hope is they can open up this summer. Tony Faletti asked about the Vitgo building, Ms. Moberg noted the current owner is not interested in selling. She noted it is also not on the significant buildings list. Christie Coulombe asked how many more projects would happen, how much money is left. Ms. Moberg gave an update on the Fenton building. She noted the budget was just approved for the next fiscal year, and there is an estimated \$900,000 left for renovation grants and some set aside for purchases as well (\$400,000-500,000). She noted they would like to sunset façade grants next year.


Peterson lot – Ms. Moberg stated the design will be done this coming year. There will be a parking lot, a paved plaza and a small park, with wetland remaining.

She gave an update on the food cart parking lot, noting they had to redo the sidewalk as it did not meet grade for ADA access. Chair Chedsey asked how the food carts are doing; Ms. Moberg gave an update. Tony Faletti asked if we could get Century Link to improve their building facade; Ms. Moberg replied. Brief discussion continued.

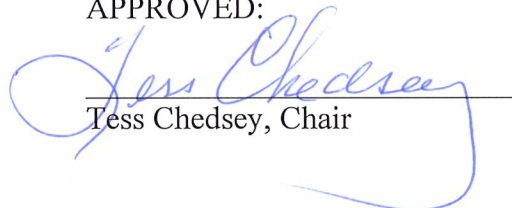
OTHER BUSINESS – NONE

There being no further business, Chair Chedsey adjourned the meeting at 4:02 p.m.

ATTEST:

  
\_\_\_\_\_  
Hanna Bentley, Secretary

APPROVED:

  
\_\_\_\_\_  
Tess Chedsey, Chair

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## Warrenton Urban Renewal Agency Agenda Memo

Meeting Date: September 24, 2024  
From: Esther Moberg, Urban Renewal Agency Executive Director  
Subject: Post Office Lease Extension

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**Summary:**

The Post Office is exercising their option to extend their existing lease by 5 years. You should also note they are requesting an amendment that allows them to exit the lease early. This would be a notification 60 days before termination. Given the Urban Renewal Agency hopes to revitalize this area of downtown, I believe the Agency will be open to offering the option of early termination should the Post Office choose.

**Recommendation/Suggested Motion:**

*"I move to approve the USPS Lease Extension and Amendment."*

**Fiscal Impact:**

The lease extension adds 5 years and also increases the annual lease payment to the City of Warrenton in the amount of \$34,815.

Approved by City Manager: \_\_\_\_\_



# Lease Amendment

Facility Name/Location  
MAIN OFFICE (408944-001)  
99 N MAIN AVE, WARRENTON, OR 97146-9333

Amendment No: 001  
Lease: QG0000510256

This refers to the Lease accepted by the United States Postal Service, hereinafter called the Postal Service, under date of 08/31/2018, whereby there is leased to the Postal Service the above-described facility.

WHEREAS, the Postal Service desires and Landlord is willing to amend the Lease as specified below;

NOW THEREFORE, in consideration of the mutual covenants and agreements herein set forth, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows, effective on the date this document is executed by the Postal Service.

In all other respects, the Lease shall remain the same and is hereby confirmed.

Facility Name/Location  
MAIN OFFICE (408944-001)  
99 N MAIN AVE, WARRENTON, OR 97146-9333

County: Clatsop  
Lease: QG0000510256

1) With respect to the First Renewal Option term, commencing 10/31/2024 through 10/30/2029 as described in the Lease at Paragraph 4

The parties agree that notwithstanding any notice requirements to the contrary, for the purpose of exercising the first renewal option, the Postal Services execution of this Lease Amendment (001) shall be a legally sufficient exercise of the first renewal option commencing 10/31/2024 and ending 10/30/2029 at an annual rental rate of \$34,815.00.

2) Paragraph 6. TERMINATION: Is deleted in its entirety and replaced with the following:

The Postal Service may terminate this lease at any time by giving 60 days written notice to the Landlord.

3) The parties agree that if the signature(s) of either Landlord or the Postal Service on this Lease Amendment or any future amendments, addendums, assignments, or other records associated with this Lease is not an original but is an electronic signature, scanned signature or a digitally encrypted signature, then such electronic signature, scanned signature or digitally encrypted signature shall be as enforceable, valid and binding as, and the legal equivalent to, an authentic original wet signature penned manually by its signatory. Signatures required under this Lease, or any amendments, addendums, assignments, or other records associated therewith, may be transmitted by email or by fax and, once received by the party to whom such signatures were transmitted, shall be binding on the party transmitting its signatures as though they were an original signature of such party.



Lease Amendment

EXECUTED BY LANDLORD this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

GOVERNMENTAL ENTITY

By executing this Lease Amendment, Landlord certifies that Landlord is not a USPS employee or contract employee (or an immediate family member of either), or a business organization substantially owned or controlled by a USPS employee or contract employee (or an immediate family member of either).

Name of Governmental Entity: CITY OF WARRENTON URBAN RENEWAL AGENCY

Name & Title HENRY A. BALENSIFER III MAYOR/CHARMAIN

Name & Title Name & Title

Name & Title Name & Title

Name & Title Name & Title

Landlord's Address: CITY OF WARRENTON BOX 250 WARRENTON, OR Zip+497146-0250

Landlord's Telephone Number(s): (971) 286 - 2017

Federal Tax Identification No.: XX-XXX2276

Witness Witness

- a. Where the Landlord is a governmental entity or other municipal entity, the Lease must be accompanied by documentary evidence affirming the authority of the signatory(ies) to execute the Lease to bind the governmental entity or municipal entity for which he (or they) purports to act.
b. Any notice to Landlord provided under this Lease or under any law or regulation must be in writing and submitted to Landlord at the address specified above, or at an address that Landlord has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Lease or under any law or regulation must be in writing and submitted to "Contracting Officer, U.S. Postal Service" at the address specified below, or at an address that the Postal Service has otherwise directed in writing.

ACCEPTANCE BY THE POSTAL SERVICE

Date:

Terrence P Brennan Contracting Officer Signature of Contracting Officer

Western FSO 7500 E 53RD PL RM 1108, DENVER, CO 80266-9918 Address of Contracting Officer