

**City of Warrenton Urban Renewal Agency**  
**Regular Meeting Agenda**  
**Tuesday, December 9, 2025 – 6:00 PM**  
**City Hall, 225 S. Main, Warrenton, OR 97146**

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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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- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Calendar**
  - A. Urban Renewal Agency Minutes 2025.10.28
  - B. Urban Renewal Agency Minutes 2025.11.25
- 4. Public Hearings**
- 5. Business Items**
  - A. Consideration of Warrenton Urban Renewal Advisory Committee Bylaws Amendment
- 6. Discussion Items**
- 7. Executive Session**
- 8. 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 Hanna Bentley, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.



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# Warrenton Urban Renewal Agency

## Meeting Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, October 28, 2025

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1. Urban Renewal Agency meeting called to order at 7:15 pm.

2. Roll Call

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio	X	
Paul Mitchell	X	
Henry Balensifer, Chair	X	

Staff Members Present	
Executive Director Esther Moberg	City Recorder Dawne Shaw
Harbormaster Jessica McDonald	

3. Consent Calendar

\*Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the Urban Renewal Agency.

A. Urban Renewal Agency Meeting Minutes 2025.09.09

<b>Motion:</b>	Move to approve the agency minutes as presented.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Sollaccio	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
	Sollaccio	X			
	Poe	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	4/0				

Chair Balensifer requested to add item 5E Attendance to the agenda; there were no objections.

4. Public Hearing – None

5. Business Items

A. Nuway Carpet Grant Update:

The owner of Nuway Carpet, Bert Young thanked the Urban Renewal Agency for the grant and gave an update on his project.

B. Consideration of Request for Proposals – Warrenton Marina E Dock Redesign & Permitting:

Harbormaster Jessica McDonald requested permission for an RFP for the E Dock redesign and permitting. Mayor Balensifer noted the progress and improvements that have been made; brief discussion continued.

<b>Motion:</b>	Move to approve the request for RFP for the design permitting services for the Warrenton Commercial E Dock.				
<b>Moved:</b>	Sollaccio				
<b>Seconded:</b>	Poe	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
	Sollaccio	X			
	Poe	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	4/0				

C. Consideration of Outpost Agreement Extension:

Commissioner Sollaccio recused herself from the discussion. Moberg gave a brief summary on the improvements and the request for an extension.

<b>Motion:</b>	Move to approve the time extension for the Outpost Building for the agreement.				
<b>Moved:</b>	Mitchell				
<b>Seconded:</b>	Poe	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
	Sollaccio				X
	Poe	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	3/0				

Moberg asked if the extension would be for up to 12 months; the Agency confirmed.

D. Consideration of WURAC Term Limits:

Chair Balensifer noted the WURAC by-laws and the current term limits. He requested to have the committee amend their bylaws to extend term limits to the end of the Urban Renewal District.

<b>Motion:</b>	Move to recommend the Warrenton Urban Renewal Advisory Committee amend their bylaws to suspend term length and maintain the current roster through the sunset of the district pending resignations or removals.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Mitchell	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
	Sollaccio	X			
	Poe	X			
	Mitchell	X			
	Balensifer	X			

<b>Passed:</b>	4/0
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Mitchell noted he would like an update on the projects and re-examine/discuss the Peterson property. Moberg gave an update on the Peterson project. Brief discussion followed. There was consensus to hold a joint work session with the Warrenton Urban Renewal Advisory Committee the first meeting in January to revisit the priority list.

E. Consideration of attendance on WURAC:

Chair Balensifer noted there is one member on WURAC that has not attended any meetings this year; he requested to move forward with removal of this member.

<b>Motion:</b>	Move to declare position by Ms. Bridgens vacant.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Sollaccio	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
	Sollaccio	X			
	Poe	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	4/0				

Moberg gave an update on Battery 245 noting the reason for the delays.

6. **Executive Session - None**

7. **Adjournment**

There being no further business, Chair Balensifer adjourned the meeting at 7:40 pm.

Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

Approved:

Attest:

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Henry A. Balensifer III, Chair

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Dawne Shaw, Secretary

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# Warrenton Urban Renewal Agency

## Meeting Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, November 25, 2025

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1. Urban Renewal Agency meeting called to order at 7:18 pm.

2. Roll Call

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio	X	
Mike Moha	X	
Paul Mitchell	X	
Henry Balensifer, Chair	X	

Staff Members Present	
Executive Director Esther Moberg	City Recorder Dawne Shaw
Deputy City Recorder Hanna Bentley	

3. Executive Session

*Under authority of ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to conduct real property transactions.*

4. Adjournment

There being no further business, Chair Balensifer adjourned the meeting at 7:19 pm.

Approved:

Attest:

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

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



## Urban Renewal Agency Agenda Memo

**Meeting Date:** December 9, 2025  
**From:** Esther Moberg, City Manager  
**Item Name:** Consideration of Warrenton Urban Renewal Advisory Committee Bylaws Amendment

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### Summary:

The Urban Renewal Advisory Committee has reviewed the suggested amendments and has approved the attached bylaw amendment. Changes include the previous recommendation from the Urban Renewal Agency and updating Article V Sections 1 and 4 to include the position of Vice Chair and designated staff secretary as well as aligning officer's election to be in December. This approval will update the current officer's slate and terms of office.

### Recommendation/Suggested Motion:

"I move to... approve the amended Warrenton Urban Renewal Advisory Committee bylaws."

### Alternative:

NA

### Fiscal Impact:

NA

### Attachments:

1. Draft WURAC Bylaws

# Warrenton Urban Renewal Advisory Committee By-Laws

## Article I Name

This Committee, being duly and officially established by the City of Warrenton Commission, shall be known as the Warrenton Urban Renewal Advisory Committee, herein after referred to as "The WURAC".

## Article II Goal

Pursuant to the following By-Laws, The WURAC is charged with the task of advising the Warrenton Urban Renewal District and the City of Warrenton Commission on all matters pertaining to the encouragement of infill, rehabilitation and redevelopment that is consistent with the Comprehensive Plan and Zoning Regulations adopted by the Warrenton City Commission as well as the Warrenton Urban Renewal District Plan.

## Article III Function Of The WURAC

The primary function of The WURAC shall be to advise the Warrenton Urban Renewal District and the City of Warrenton Commission on all matters regarding the duties and performance of established goals of the Warrenton Urban Renewal District.

## Article IV Board Of Directors

Section 1: The Board of Directors' potential new members shall be recommended by The WURAC and ratified by the Warrenton Urban Renewal District and the City of Warrenton Commission.

Section 2: The Board of Directors shall meet monthly if needed, but at a minimum 4 times per fiscal year.

Section 3: Members of the Board of Directors shall be given five (5) days advance notice for regular or special meetings.

Article V  
Officers

Section 1 - Conditions: The Officers of The WURAC shall consist of the Chairperson and Vice Chair and a designated staff Secretary.~~Secretary.~~ The Chairperson may not hold the office of the Secretary. Officers shall hold office for one (1) year and be elected by the Board of Directors ~~at the annual meeting to be held in June in December~~ and start serving in the capacity of officer ~~July-January~~ 1 through ~~June 30-December 31~~ of the following year. They may be elected to one additional term for the same position previously held.

Section 2 - Chairperson: The Chairperson shall preside at all board meetings. The Chairperson shall enforce the By-Laws of The WURAC, and provide general supervision and leadership. The Chairperson shall work with the Warrenton Urban Renewal District staff to provide the committee members with any necessary interpretation of policies, rules, regulations and requirements regarding the Warrenton Urban Renewal District.

Section 3 - Secretary: The Secretary shall write and keep (or cause to be written and kept) the Minutes of all board meetings of the committee, be responsible for all correspondence and notification to members of all meetings, their time and place. All records of The WURAC shall be maintained by, and on file at the City of Warrenton.

Section 4: In the absence of the Chairperson, the Secretary-Vice Chair shall preside. In the absence of both, the Chairperson may appoint someone from the board to preside over the meeting or, barring that, the Secretary may preside.~~the Chairperson may appoint someone from the board to preside at the meeting.~~

Article VI  
Terms Of Office Of The Board Of Directors

Section 1: ~~All members of the Board of Directors shall serve until the sunset of the Urban Renewal District August 28, 2027. All members of the Board of Directors shall serve a term of two (2) years with the terms of Positions 1, 2 and 3 expiring on December 31 of even-numbered years and the terms of Positions 4, 5, 6, and 7 expiring on December 31 of odd-numbered years. Members must either reside or own property in the City of Warrenton. Any member may apply for re-appointment to The WURAC.~~

Section 2: The Board of Directors shall have the power to fill board positions that have been vacated by submitting nominations for approval to the Warrenton Urban Renewal District. It shall be the duty of members of the Board of Directors to inform new members of the role and responsibilities of the Board of Directors.

Section 3: The Board of Directors shall consist of seven (7) members.

Section 4: The board may declare the office of a board member vacant if it finds any of the following:

- A. The incumbent has died or resigned.
- B. The incumbent has ceased to be a member of The WURAC.
- C. The incumbent has ceased to discharge the duties of office for two (2) consecutive meetings of the board, unless prevented therefrom by sickness or other unavoidable cause or unless excused by the Chairperson of the board.

#### Article VII Budget

The members of the WUR Advisory Committee may make recommendations to the WUR District Board on budget issues. The WUR Advisory Committee shall review the annual budget prior to adoption by the WUR District Board and make recommendations to the WUR District Board. The Annual budget is required to be approved by the WUR District Board and submitted to the Warrenton City Commission for final approval. The City Manager and Finance Director shall follow city fiscal policies as it relates to the WUR District budget.

#### Article VIII Quorum

A quorum consisting of four (4) board members must be present to transact any business at a meeting.

#### Article IX Parliamentary Procedure

All questions of parliamentary procedure shall be determined according to the latest version of Roberts' Rules of Order.

#### Article X Amendments

Section 1: The Board of Directors, by a majority vote of those attending any meeting, called for that purpose, may alter, amend, add to or repeal these By-Laws, provided that notice of the proposed change shall have been mailed not less than five (5) days prior to the meeting. The

Warrenton Urban Renewal District and the Warrenton City Commission must approve all changes, amendments, or additions to the By-Laws.

Section 2: These By-Laws, when adopted, shall supersede and annul all previous constitutions and By-Laws, and such previous instruments shall have no further force and effect.

Article XI  
Savings Clause

The WURAC hereby declares that it has adopted these By-Laws and each section, sub-section, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more section, sub-section, phrases, clauses, or portions be or be declared to be invalid, unenforceable or unconstitutional. And if a section, sentence, clause, phrase or portion of these By-Laws is, for any reason held to be invalid, unenforceable or unconstitutional by any court, such decision shall not affect the validity of the remaining portions of these By-Laws.

Approved by a majority vote of The WURAC:

Approved by the Warrenton Urban Renewal District:

Adopted by the Warrenton City Commission: