

**URA RESOLUTION NO. 2019-04**

**RESOLUTION OF THE URBAN RENEWAL AGENCY  
OF THE CITY OF FOREST GROVE ESTABLISHING THE  
FOREST GROVE URBAN RENEWAL ADVISORY COMMITTEE**

**WHEREAS**, City Council adopted Ordinance 2014-05 establishing the Forest Grove Urban Renewal Agency; and

**WHEREAS**, City Council adopted Ordinance 2014-07 adopting the Forest Grove Urban Renewal Plan; and

**WHEREAS**, Goal 1 of the Forest Grove Urban Renewal Plan (Plan) promotes opportunities for public participation in the preparation and adoption of urban renewal plans, plan amendments and policies; and

**WHEREAS**, Plan Goal Objective 1.1 states: “At the discretion of the Agency establish an urban renewal advisory committee with broad representation to assist the Agency Board of Directors with implementation of the urban renewal program”; and

**WHEREAS**, the Board approved URA Resolution 2014-01 establishing bylaws governing the conduct and business of the Agency; and

**WHEREAS**, Article 6 of the Board’s bylaws provides authority to the Board to establish standing, advisory and special committees; and

**WHEREAS**, on April 8, 2019, the City Council held a work session on to consider boards and commissions reforms and discussed the idea of establishing an Urban Renewal Advisory Committee (URAC); and

**WHEREAS**, on April 22, 2019, the URA Board held a work session to further discuss establishing the URAC.

**NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** The Forest Grove Urban Renewal Agency Board hereby establishes the Forest Grove Urban Renewal Advisory Committee (URAC).

**Section 2.** The URAC is advisory to the Board and serves to:

- a. Provide a forum for public discussion on implementation of the Plan;
- b. Give consideration and make recommendations regarding urban renewal policies, projects and program budgets;
- c. Review or propose Plan amendments for consideration by the Board; and
- d. Conduct studies and prepare reports at the request of the Board.

**Section 3:** The Board Chairperson shall appoint liaison(s) to serve as a non-voting member of the URAC. As stipulated by Article 6.2 of URA Resolution 2014-01, no more than three (3) Board members may serve on the URAC.

**Section 4.** As stipulated by Article 6.2 of URA Resolution 2014-01, all URAC members shall be appointed by the Board Chairperson unless otherwise ordered by a majority vote of the Board. URAC membership shall be limited to seven (7) voting members:

- Position 1: Economic Development Commission representative and/or member of the Forest Grove-Cornelius Chamber of Commerce.
- Position 2: Representative from a non-profit organization located in the Plan area.
- Position 3: Professional representing finance, banking, or lending industry.
- Position 4: Professional representing real estate, development, or construction industry.
- Position 5: At-large resident living adjacent to or within 1 mile of the Plan area.
- Position 6: Commercial property and/or business owner within the Plan area.
- Position 7: Commercial property and/or business owner within the Plan area.

**Section 5.** Members of the URAC will be appointed by the Board Chairperson unless otherwise ordered by a majority vote of the Board for terms of up to four (4) years, or a portion of four years if appointed to fill an unexpired term. URAC vacancies shall be filled as soon as practicable.

Terms shall be staggered amongst the membership so that no more than the three members' terms will expire in any year. Initial terms shall be staggered as follows:

- Position 1: December 31, 2021
- Position 2: December 31, 2021
- Position 3: December 31, 2023
- Position 4: December 31, 2022
- Position 5: December 31, 2023
- Position 6: December 31, 2022
- Position 7: December 31, 2023

**Section 6.** The URAC Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled URAC meeting of each calendar year. The Board liaison shall act as Chair until the initial election of Chair and Vice Chair at the first regularly scheduled meeting occurring after January 1, 2020.

**Section 7.** The Executive Director, or designee, shall serve as staff liaison to the URAC. As authorized by Article 6.2 of URA Resolution 2014-01, the Executive Director is authorized to refer items to the URAC for recommendation and report.

**Section 8.** All proceedings and actions of the URAC shall comply with City Council rules related to Boards and Commissions and applicable state laws and administrative rules regulating committee and member activities.

**Section 9.** This resolution is effective immediately upon its enactment by the Urban Renewal Board of Directors.

**PRESENTED AND PASSED** this 13<sup>th</sup> day of May, 2019.



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Jesse VanderZanden  
Urban Renewal Executive Director

**APPROVED** by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 13<sup>th</sup> day of May 2019, and filed with the Forest Grove City Recorder this date.



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Peter B. Truax  
Urban Renewal Agency Chair



CITY RECORDER USE ONLY:

AGENDA ITEM #: 6

MEETING DATE: 5-13-19

FINAL ACTION: As Amended

2019.04

**URBAN RENEWAL AGENCY STAFF REPORT**

**TO:** *Urban Renewal Agency Board of Directors*

**FROM:** *Jesse VanderZanden, Executive Director*

**MEETING DATE:** *May 13, 2019*

**PROJECT TEAM:** *Daniel Riordan, Senior Planner; and Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Resolution Establishing the Forest Grove Urban Renewal Advisory Committee (URAC)*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

*X all that apply*

**ISSUE STATEMENT:** The Board expressed a desire to establish a URAC to assist the Board on matters related to the Forest Grove Urban Renewal Plan. The attached resolution for Board consideration outlines URAC role and responsibilities, membership and administration.

**BACKGROUND:** On April 8<sup>th</sup>, the Board discussed Board and Commission reforms and the idea of establishing a URAC. This was followed by a Board work session on April 22<sup>nd</sup> to further discuss the idea of establishing the URAC to advise the Board on urban renewal plan matters.

In 2014 City Council established the Forest Grove Urban Renewal Agency and adopted the Forest Grove Urban Renewal Plan. Plan Goal Objective 1.1 states:

“At the discretion of the Agency establish an urban renewal advisory committee with broad representation to assist the Agency Board of Directors with implementation of the urban renewal program.”

In 2014, the Board approved bylaws governing the conduct and business of the Agency. The Board’s bylaws provides authority to the Board to establish standing, advisory and special committees.

The attached resolution establishing the URAC outlines recommended role and responsibilities, membership and administration of the committee. This is described further below.

URAC Role and Responsibilities

As proposed, the URAC would be advisory to the Board and serves to:

- Provide a forum for public discussion on implementation of the Plan;
- Give consideration and make recommendations regarding urban renewal policies, projects and program budgets;
- Review or propose Plan amendments for consideration by the Board; and
- Conduct studies and prepare reports at the request of the Board.

The Board may amend the proposed resolution to alter this list of responsibilities at the Board's discretion.

URAC Membership

Based on direction from the Board's April 22<sup>nd</sup> work session, URAC membership would be limited to seven (7) voting members:

- One Economic Development Commission representative and/or member of the Forest Grove-Cornelius Chamber of Commerce;
- One representative from a non-profit organization located in the Plan area;
- One professional representing finance, banking, or lending industry;
- One professional representing real estate, development, or construction industry;
- One at-large resident of the City; and
- Two Commercial property owners and/or business owners within the Plan area.

The Board may amend the proposed resolution to alter URAC membership at the Board's discretion.

Terms would be staggered amongst the membership so that no more than the three members' terms will expire in any year.

- |                |                              |   |
|----------------|------------------------------|---|
| <i>Amended</i> | • EDC / Chamber:             | December 31, 2021                             |
|                | • Non-profit:                | December 31, 2021                             |
|                | • Finance / lending:         | December 31, 2022                             |
|                | • Real estate / development  | December 31, 202 <del>2</del> <sup>3</sup>    |
|                | • At-large resident:         | December 31, 2023 - <i>with 1 mile radius</i> |
|                | • Property / business owner: | December 31, 202 <del>2</del> <sup>3</sup>    |
|                | • Property / business owner: | December 31, 2023                             |

Board Liaison

The resolution states The Board Chairperson shall appoint liaison(s) to serve as a non-voting member of the URAC. As stipulated by the Board's bylaws no more than three (3) Board members may serve on the URAC. A Board liaison shall act as URAC Chair until the initial election of Chair and Vice Chair at the first regularly scheduled meeting occurring after January 1, 2020.

URAC Administration

Administration of the URAC would be the responsibility of the Agency Executive Director, or designee. As written the proposed resolution identifies the Agency Executive Director, or designee, as staff liaison to the URAC. The Secretary is charged with keeping an accurate record of URAC proceedings. The Agency Executive Director, or designee, would serve as staff liaison to the URAC. As allowed by the Board's bylaws the Executive Director may refer matters to the URAC.

In addition, the resolution requires that all proceedings and actions of the URAC shall comply with City Council rules of the City of Forest Grove for Boards and Commissions and applicable state laws and administrative rules regulating committee and board member activities.

**FISCAL IMPACT:** Establishing the URAC will increase administration cost for the Urban Renewal Agency due to increased staffing costs to support the URAC. This cost is undetermined and will be largely contingent on the URAC's work program and number of URAC meetings held.

**STAFF RECOMMENDATION:** Staff recommends that Agency Board consider the proposed resolution establishing the Urban Renewal Advisory Committee as presented by staff and make any changes desired by the Board.

**ATTACHMENT(s):**

- A. Resolution
- B. PowerPoint presentation



# URA Resolution Establishing Urban Renewal Agency Advisory Committee

Urban Renewal Agency Board Meeting  
May 13, 2019

# Purpose

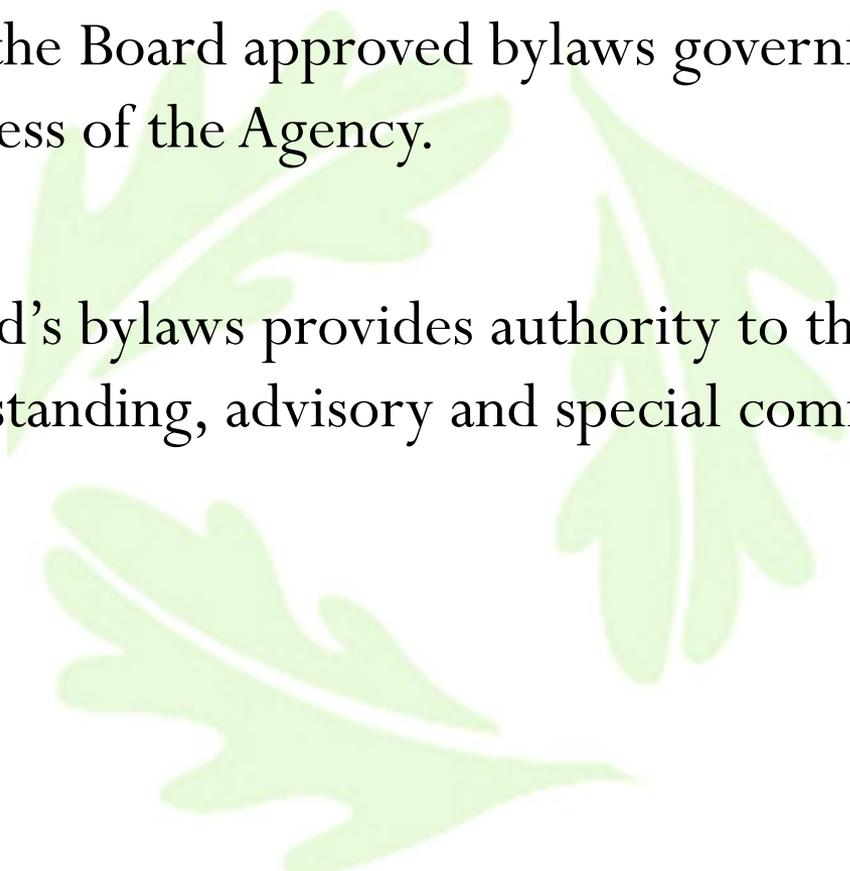
- On April 8<sup>th</sup> City Council discussed board and commission reforms and the idea of establishing an urban renewal advisory committee (URAC).
- On April 22<sup>nd</sup> the Urban Renewal Agency Board held a work session to discuss aspects of establishing the URAC including responsibilities, membership, frequency of meetings and possible costs and benefits.
- Staff prepared a resolution for Board consideration establishing the URAC based on the direction provided April 22<sup>nd</sup>.

# Background

- In 2014, City Council established the Forest Grove Urban Renewal Agency and adopted the Forest Grove Urban Renewal Plan.
- Plan Goal Objective 1.1 states:

“At the discretion of the Agency establish an urban renewal advisory committee with broad representation to assist the Agency Board of Directors with implementation of the urban renewal program.”

# Background

- In 2014, the Board approved bylaws governing the conduct and business of the Agency.
  - The Board's bylaws provides authority to the Board to establish standing, advisory and special committees.
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# URAC Responsibilities

- As outlined in the resolution URAC's responsibilities include:
  - Providing a public form for public discussion on implementation of the urban renewal plan;
  - Giving consideration and making recommendations regarding urban renewal policies, projects and program budgets;
  - Reviewing or proposing Plan amendments for consideration by the Board; and
  - Conducting studies and preparing reports at the request of the Board.

# URAC Membership

- Based on direction from the Board's direction on April 22<sup>nd</sup> work session the URAC would be limited to 7 voting members appointed by the Board Chairperson and have the following representation;
  - (1) EDC and/or Chamber of Commerce member
  - (1) Representative from a non-profit organization located in the Plan area
  - (1) Professional representing finance, banking, or lending industry;
  - (1) Professional representing real estate, development or construction industry;
  - (1) At-large resident of the City; and
  - (2) Commercial property owners and/or business owners within the Plan area.
- The Board may amend the proposed resolution to alter URAC membership if desired at the Board's discretion.

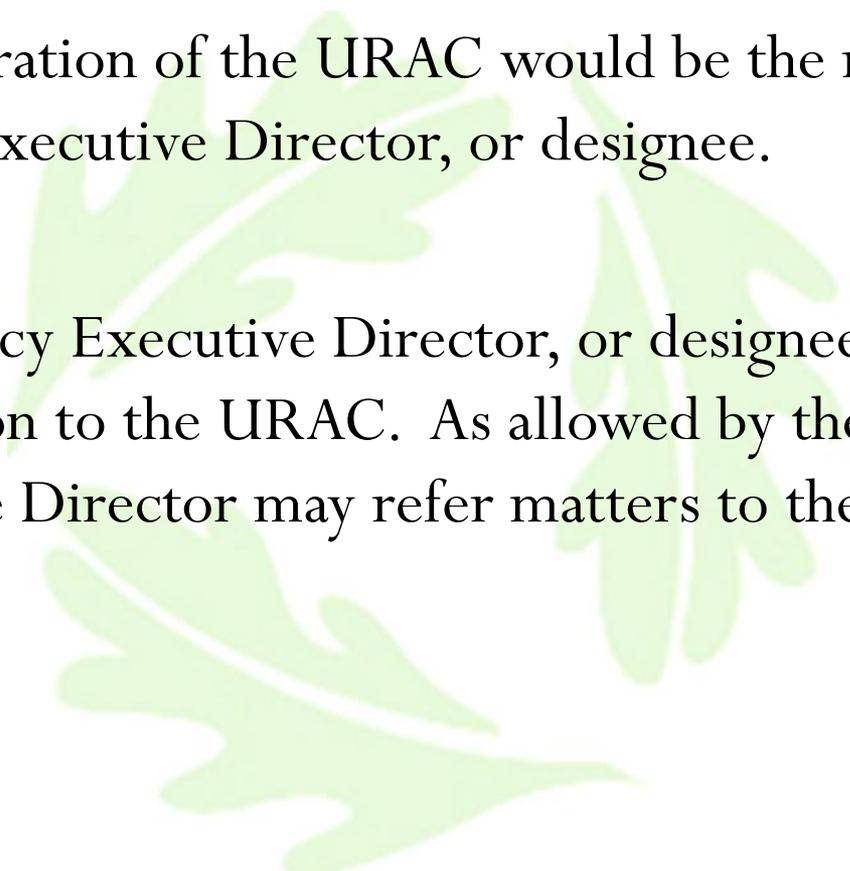
# URAC Member Terms

- Terms would be staggered amongst the membership so that no more than the three members' terms will expire in any year.
- EDC / Chamber: December 31, 2021
- Non-profit: December 31, 2021
- Finance / lending: December 31, 2022
- Real estate / development: December 31, 2022
- At-large resident: December 31, 2023
- Property / business owner: December 31, 2023
- Property / business owner: December 31, 2023

# Board Liaison

- The Board Chairperson shall appoint liaison(s) to serve as a non-voting member of the URAC. As stipulated by the Board's bylaws no more than three (3) Board members may serve on the URAC.
- A Board liaison shall act as URAC Chair until the initial election of Chair and Vice Chair at the first regularly scheduled meeting occurring after January 1, 2020.

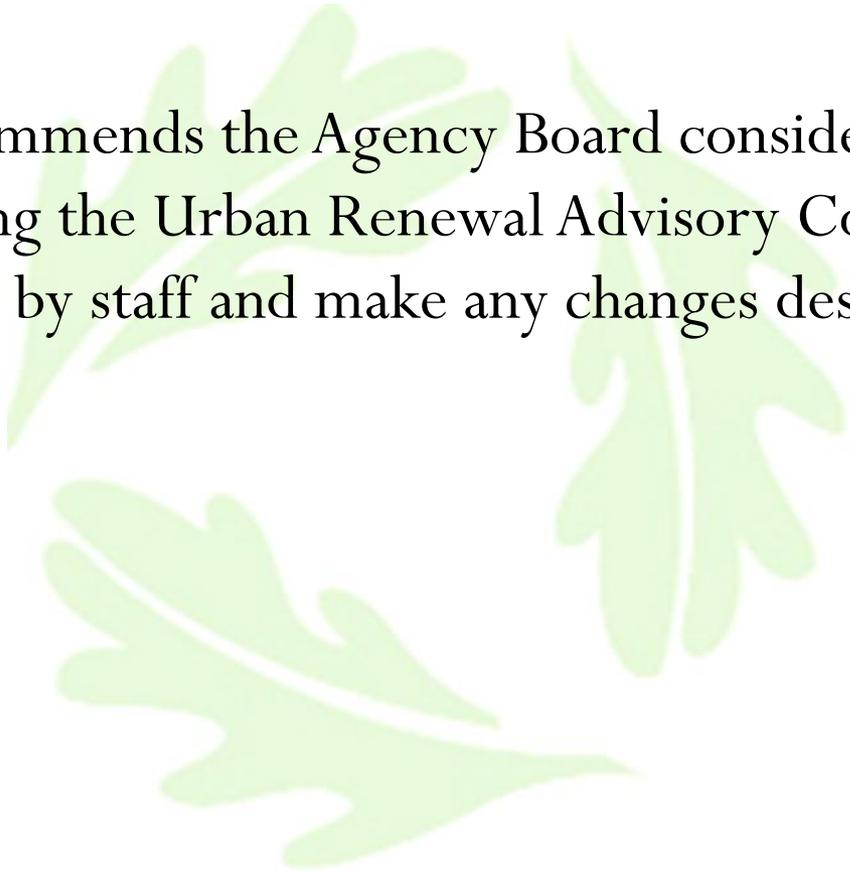
# URAC Administration

- Administration of the URAC would be the responsibility of the Agency Executive Director, or designee.
  - The Agency Executive Director, or designee, would serve as staff liaison to the URAC. As allowed by the Board's bylaws the Executive Director may refer matters to the URAC.
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# Member Activities

- As stated in the resolution, all proceedings and actions of the URAC shall comply with City Council rules for Boards and Commission and applicable state laws and administrative rules regulating committee and member activities.

# Recommendation

- Staff recommends the Agency Board consider the resolution establishing the Urban Renewal Advisory Committee as presented by staff and make any changes desired by the Board.
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*The End*