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Urban Renewal Agency Meeting

**Tuesday, May 29, 2018
9:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by the Urban Renewal Agency.
Urban Renewal Agency approved minutes as presented June 25, 2018.***

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 9:12 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice Chair; Timothy Rippe; Ronald Thompson; Adolph “Val” Valfre; Malynda Wenzl; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Regular Meeting Minutes of January 22, 2018.
- B. Approve Urban Renewal Agency Work Session (URA Storefront Improvements Program) Meeting Minutes of April 23, 2018.

MOTION: Director Vice Chair Johnston moved, seconded by Director Rippe, to approve the Consent Agenda as presented. **ABSENT:** Director Uhing.
MOTION CARRIED 6-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. URA RESOLUTION NO. 2018-02 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY (URA) AMENDING URA RESOLUTION NO. 2016-05 ESTABLISHING THE STOREFRONT IMPROVEMENT (GRANT) PROGRAM AND MAKING CHANGES TO ADD DESIGN ASSISTANCE FUNDING GUIDELINES AND TO CLARIFY PROGRAM INTENT

Staff Report:

Riordan and Pohl presented the above-proposed resolution for Board consideration, noting the proposed resolution is amending the Storefront Improvement Grant (SIG) Program. Riordan and Pohl reported staff met with the Board in work session on April 23, 2018, to discuss proposed modifications to the SIG Program. Riordan and Pohl presented a PowerPoint presentation overview, noting the proposed resolution removes the tiered match requirements and instead implements a flat 1:1 match ratio for any grant amount of up to \$10,000; adds initial design assistance funding guidelines of up to \$500 with an additional \$500 if matched by grant applicant; clarifies the SIG Program applies to one application per business per fiscal year (current language limits to one application per parcel which may contain multiple businesses); and specifies that funding priority is given to applications deemed complete. In conclusion of the above-noted staff report, Riordan and Pohl advised staff is recommending the URA adopt the proposed resolution, attached as Exhibit A, noting the resolution is also making an appropriation of \$60,000, based on the amount budgeted by the URA for capital improvements, and allocates 10 percent (\$6,000) for fund design assistance. Staff noted the appropriated amount may be modified during the annual budget authorization process.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2018-02.

VanderZanden read URA Resolution No. 2018-02 by title.

MOTION: Director Rippe moved, seconded by Director Thompson, to adopt URA Resolution No. 2018-02 of the City of Forest Grove Urban Renewal Agency Establishing the Storefront Improvement Program and Making Changes to Add Design Assistance Funding Guidelines and to Clarify Program Intent.

Board of Directors Discussion:

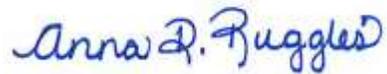
Hearing no concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Johnston, Rippe, Thompson, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: Director Uhing. MOTION CARRIED 6-0.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:27 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder