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URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, SEPTEMBER 11, 2017

**Community Auditorium
1915 Main Street
Forest Grove, OR 97116**

9:00 PM – Urban Renewal Agency Meeting

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Matthew J. Vandehey
Malynda H. Wenzl

All meetings of the Urban Renewal Agency Board are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action.

➔ **Citizen Communications** – Anyone wishing to address the Board on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

9:00

1. **URBAN RENEWAL AGENCY MEETING:** Roll Call

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:**

A. *Approve Urban Renewal Agency Regular Meeting Minutes of July 10, 2017.*

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

5. A. • *Storefront Improvement Program Update*

6. A. **PUBLIC HEARING AND URA RESOLUTION NO. 2017-04 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY AUTHORIZING SALE OF SURPLUS PROPERTY OF A PORTION OF WASHINGTON COUNTY TAX LOT NO. 1S306BB03072 TO BRYAN BAYLESS (2033 B STREET)**

6. B. **PUBLIC HEARING AND URA RESOLUTION NO. 2017-05 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY AUTHORIZING SALE OF SURPLUS PROPERTY OF WASHINGTON COUNTY TAX LOT NO. 1S306BB03400 TO A STREET INVESTORS (2022 A STREET)**

9:30

7. **ADJOURNMENT:**

Jeff King, Economic Development
Manager

Dan Riordan, Acting Community
Development Director

Paul Downey, Administrative
Services Director

Jesse VanderZanden, City Manager

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 8:28 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Matthew Vandehey; Malynda Wenzl; and Mayor Peter Truax, Chair.
URA DIRECTORS ABSENT: Thomas Johnston, Vice-Chair, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

A. Approve Urban Renewal Agency Meeting Minutes of June 12, 2017.

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

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. URA RESOLUTION NO. 2017-03 DECLARING INTENT TO SELL CERTAIN PROPERTIES OF NO FURTHER PUBLIC USE AND SETTING PUBLIC HEARING

Staff Report:

Downey presented the above-proposed resolution for Board consideration, noting the URA is declaring a portion of Tax Lot 1S306BB03702 and a portion of Tax Lot 1S306BB03400, both lots owned by the URA as part of the Times Litho property purchase, as having no public use and is directing staff to go through the process of selling the two lots to the adjacent property owners who would have need for the two properties as noted below:

- Property #1

General Description of Property – northern 4.8 feet by 100 feet of Tax Lot 1S306BB03702, totaling 480 square feet of property. The adjacent property owner, Buyer, will use the property as his backyard for the current residence at the southeast corner of 21st Street and A Street as that property has been used that way since at least 1980. The URA considers it is necessary to sell the property so the owner of the residence can continue to have legal access to the residences on the property that he currently owns.

- Property #2

General Description of Property – Tax Lot 1S306BB03400, an irregularly L-shaped parcel measuring 3 feet by 100 feet piece adjoined to a 1 foot by 27-foot piece totaling 327 square feet of property. The adjacent property owner, Buyer, will use it as part of their property as that owner is the only party that can use the entire property. The URA considers it necessary to sell the property, as it will have no current or future use of the property due to its shape.

Downey referenced Attachment A, tax lot map showing locations of Lot 1 and Lot 2 and Attachment B, photograph of the property line for Lot 1, and explained the ORS statutory provisions that allow the URA to sell real property, noting staff recommends the properties be sold in exchange for Buyers paying all of the costs of completing the transactions, which both Buyers are willing to do. In conclusion of the above-noted staff report, Downey advised staff is recommending the URA adopt the proposed resolution, attached as Exhibit A, and setting the URA Public Hearing on August 14, 2017, to hear any remonstrance and objections, if any, to the proposed property sale to the adjacent property owners, noting the two lots have minimal value to the URA.

Before proceeding with Public Hearing and Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2017-03.

VanderZanden read URA Resolution No. 2017-03 by title.

MOTION: Director Uhing moved, seconded by Director Wenzl, to adopt URA Resolution No. 2017-03 Declaring Intent to Sell Certain Properties of no further public use and Setting URA Public Hearing on August 14, 2017.

Board of Directors Discussion:

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

ROLL CALL VOTE: AYES: Directors Rippe, Thompson, Uhing, Vandehey, Wenzl, and Chair Truax. NOES: None. ABSENT: Vice Chair Johnston. MOTION

CARRIED 6-0.

7. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 8:34 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	
MEETING DATE:	5A
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: *Urban Renewal Board*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *September 11, 2017*

PROJECT TEAM: *Jeff King, Economic Development Manager; Dan Riordan, Acting Community Development Director; and Paul Downey, Director of Administrative Services*

SUBJECT TITLE: *Status of Storefront Improvement Grant Program*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: The Agency Board approved \$20,000 of storefront improvement grants in the FY 17/18 Agency budget. The purpose of this memo is to provide a status update on that program and receive direction from the Board on potentially increasing the budgeted amount later in the year after URA revenue forecasts are better known.

BACKGROUND: The Storefront Improvement Program was adopted by the Board upon approval of URA Resolution 2016-05 on November 14, 2016. Key provisions to the program are:

- Limited to the Town Center area;
- Must be used to make physical improvements on the exterior of the store;
- Improvements must contribute to or complement the historical nature of the Town Center;
- Tiered Grant Program:
 - \$1 to \$2,500 would be based on public to private match of 2 to 1 when URA allocates \$5,000 to \$15,000 for the program in a fiscal year;
 - \$2,501 to \$7,500 would be based on public to private match of 1 to 1 when URA allocates \$15,001 to \$30,000 for the program in a fiscal year;
 - \$7,501 to \$10,000 would be based on public to private match of 1 to 2 when URA allocates \$30,001 to \$50,000 for the program in a fiscal year;
- Applicant must contribute at least 25% of their own funds for any project;
- Grants allocated on a first come, first serve basis of a completed application.

Since \$20,000 is budgeted for the current fiscal year, the maximum allowable grant is \$7,500.

CURRENT STATUS: The Agency has received 10 grant applications since the start of the program on July 1, 2017. Four of the 10 applications have not identified either project costs or grant request amounts. The remaining six applications are requesting \$38,600 in grants for projects with an estimated \$243,500 to \$253,500 in costs.

The final grant total is not yet known. Four applications have not yet provided estimates (it should be noted that staff does not consider these applications complete and would “go to the back of the line”). Further, staff has not yet reviewed the other requests to determine if all qualify for the program or for the amount requested. Staff expects more applications will be submitted over the coming year upon completion of storefront designs through the CEP-funded storefront design program.

Staff expects that the amount of grant requests will more than double the amount of grant funds appropriated in the 2017-18 Budget (\$20,000). As a result, Staff is seeking Board direction on whether the Board may be willing to consider budgeting additional funds to cover all the requests, assuming there is sufficient cash flow available, likely in the Fall-Winter timeframe. Besides cash flow considerations, adding funds totaling over \$30,000 for the year would increase the eligible grant amount from \$7500 to \$10,000 unless there is some stipulation by the Board that it could only be used to fund grant requests already received.

STAFF RECOMMENDATION: No action is being requested at this time. If the Board is interested in considering an increase in the budgeted amount, staff will return at a future meeting with a cash flow analysis, updated grant request amounts for certified applications, and a proposed budget adjustment when there is an adequate determination on URA revenue.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	6A 6B
MEETING DATE:	
FINAL ACTION:	

U STAFF REPORT

TO: *Urban Renewal Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *September 11, 2017*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

SUBJECT TITLE: *Resolutions Authorizing Sale of Surplus Properties*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT: The URA Board declared its intent to sell property on the former Times Litho site at its July 10, 2017, meeting. Staff has completed the steps necessary for the Board to authorize the sale of the two properties and has prepared a resolution for each property authorizing the sale of each property. Tonight, the Board will conduct a public hearing on the sale of each property and consider approval of the attached resolutions.

BACKGROUND: Both lots are part of what was known as the Times Litho purchase. The City had the entire Times Litho property surveyed in preparation of selling the property to the URA which subsequently sold a portion of the property to Tokola Properties. The two tax lots will be discussed separately. A pdf showing the location of the lots is attached.

Lot 1 – Parcel 1 Doc. No. 2012-111247

This lot is the northern edge of TAX LOT 1S306BB03702 of the remaining property owned by the URA. A survey, completed by the City several years after the City purchased the property, showed that 4.7 feet of the neighboring property’s back yard and fence is actually on the lot owned by the URA. As discussed at the July 10, 2017, staff asked the Board to authorize the intent to sell that property to Bryan Bayless, the current owner of the neighboring tax lot, since that property needs that property to maintain legal access to the residences on the lot.

Staff and the property owner agreed that the sale price for the property would be for the property owner to pay all the costs of the sale of the property which the property owner agreed to do. The sale will be completed through a quitclaim deed for the portion of the URA property being sold and a tax lot adjustment will be filed with the County. The property owner has paid for the all of the survey costs, the writing of the legal descriptions, and will pay for all of the closing costs of the transactions. The property will be sold “as is”.

Lot 2 – Parcel X, Tract B, Doc. No. 2012-111247

This lot is a 327 square foot L-shaped lot that is 3 feet wide by 100 feet long with another small strip that is 1 foot wide by 27 feet long. The long strip is located between the former post office and the former Ruralite building with the small strip running along the southern border of the former Ruralite building. The URA has no use for this lot as it does not own any adjacent property. Staff and “A” Street Investors, who purchased the Ruralite building, agreed to the following sale terms: 1) sales price of \$100; 2) purchaser will pay all costs of the transaction; and 3) purchaser purchases the property “as is”. Staff made the purchaser aware of the environmental reports if the purchaser wanted to review them.

DISCUSSION

The URA declared the property surplus to its needs and declared its intent to sell the property to the property owners listed above as they are the only other parties that would have any use of the properties being sold.

The City did not obtain appraisals of the property or market the property. Staff spoke with City Attorney’s Office who agreed that appraisals of the property would not be necessary due to the specifics of the properties. Market value would be difficult to determine as the properties are not usable to anybody else except the two parties listed above so there is not really a market for these properties. Staff is working to complete the purchase and sale agreement (PSA) for each property. The terms have been agreed to with each purchaser.

Staff has advertised tonight’s hearing as required by statute.

FISCAL IMPACT: None as the two lots are of minimal value to the URA.

STAFF RECOMMENDATION: Staff recommends the Board of Directors approve the attached resolutions authorizing the sale of the properties.

ATTACHMENT(s): Resolutions Authorizing Sales of Surplus Property

**NOTICE OF PUBLIC HEARING
FOR SALE OF TWO PROPERTIES OWNED BY
CITY OF FOREST GROVE URBAN RENEWAL AGENCY**

NOTICE IS HEREBY GIVEN that the City of Forest Grove Urban Renewal Agency will hold a Public Hearing on **Monday, August 14, 2017, at 9:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, for the sale of two properties owned by the City of Forest Grove Urban Renewal Agency (URA):

- **Property #1**

General Description of Property – northern 4.8 feet by 100 feet of tax lot 1S306BB03702, totaling 480 square feet of property. Proposed use – Purchaser will use the property as his backyard for the current residence at the southeast corner of 21st Street and “A” Street as that property has been used that way since at least 1980. The URA considers it necessary to sell the property so the owner of the residence can continue to have legal access to the residences on the property he currently owns.

- **Property #2**

General Description of Property – Tax Lot # 1S306BB03400 – an irregularly L-shaped parcel measuring 3 feet by 100 feet piece adjoined to a 1 foot by 27-foot piece totaling 327 square feet of property. Proposed Use - Adjacent property owner will use it as part of their property as that property owner is the only party that can use the entire property. The URA considers it necessary to sell the property as it will have no current or future use of the property due to its shape.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report is available for inspection before the hearing at the City Recorder’s Office or by visiting the City’s website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder’s Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, 503.992.3235.

**Anna D. Ruggles, CMC, City Recorder
City of Forest Grove**

Publish Notice (NewsTimes August 9, 2017)

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URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE



URA RESOLUTION NO. 2017-04

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
AUTHORIZING SALE OF SURPLUS PROPERTY OF A PORTION OF TAX LOT
1S306BB03702 TO BRYAN BAYLESS**

WHEREAS, the Urban Renewal Agency (URA) is presently the owner of the tax lot 1S306BB03702 located at 2033 "B" Street; and

WHEREAS, the northern 4.7 feet of tax lot 1S306BB03702 has been used by the neighboring property for at least 37 years and the property owner needs that property to have legal access to a residence on his property; and

WHEREAS, the URA declared its intent to sell the northern 4.8 feet of tax lot 1S306BB03702 at its July 14, 2107, meeting; and

WHEREAS, staff has completed the required process including the publishing of the notice of the hearing for the sale of the property.

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

Section 1. That the Forest Grove Urban Renewal Agency Board hereby authorizes the sale of the above described portion of tax lot #1S306BB03702 to Bryan Bayless for the costs of completing the property transaction.

Section 2. The URA Executive Director or designee is authorized to execute all documents necessary to complete the sale of the property.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 11th day of September, 2017.

M. Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the URA Board Chair this 11th day of September, 2017.

Peter B. Truax
Urban Renewal Agency Chair



URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2017-05

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
AUTHORIZING SALE OF SURPLUS PROPERTY OF TAX LOT 1S306BB03400 TO
"A" STREET INVESTORS**

WHEREAS, the Urban Renewal Agency (URA) is presently the owner of the tax lot 1S306BB03400 which is 0.01 acre lot located at 2022 "A" Street; and

WHEREAS, the URA declared its intent to sell this property at its July 14, 2107, meeting; and

WHEREAS, staff has completed the required process including the publishing of the notice of the hearing for the sale of the property.

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

Section 1. That the Forest Grove Urban Renewal Agency Board hereby authorizes the sale of the above described portion of tax lot #1S306BB03400 to "A" Street Investors for \$100.00 and the costs of completing the property transaction.

Section 2. The URA Executive Director or designee is authorized to execute all documents necessary to complete the sale of the property.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 11th day of September, 2017.

M. Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the URA Board Chair this 11th day of September, 2017.

Peter B. Truax
Urban Renewal Agency Chair