



URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, APRIL 22, 2019

5:30 PM – URA Work Session (B/C Reform; URAC)
9:05 PM – Urban Renewal Agency Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

PETER B. TRUAX, DIRECTOR BOARD CHAIR

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

Elena Uhing
Adolph “Val” Valfre, Jr.
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.

FOREST GROVE URBAN RENEWAL AGENCY AGENDA
APRIL 22, 2019

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(PowerPoint Presentation)
Dan Riordan, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

5:30

**URA WORK SESSION: B/C REFORM; URBAN RENEWAL
ADVISORY COMMITTEE (URAC)**

The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Board will take no formal action during the work session(s).

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 April 8, 2019.*
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None

Dan Riordan, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

9:10

6. **URA RESOLUTION NO. 2019-02 APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD THE STREETScape IMPROVEMENT PROJECT**

Dan Riordan, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

9:20

7. **URA RESOLUTION NO. 2019-03 ESTABLISHING A PARKLET PILOT PROGRAM AND AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE PROGRAM**

9:30

8. **ADJOURNMENT:**



B/C Reform: Urban Renewal Advisory Committee

Work Session

Bryan Pohl, Community Development Director

Dan Riordan, Senior Planner

April 22, 2019

Purpose

- The purpose of this work session is to discuss:
 - Establishing an Urban Renewal Advisory Committee (URAC);
 - Examples of URACs in other cities;
 - Possible URAC purpose and scope including the types of issues and activities the Board desires to assign to the URAC;
 - URAC size and membership; and
 - Frequency of meetings and staff support.

Background

- On April 8th the Council held a work session on City Boards and Commission reforms and discussed the idea of establishing an Urban Renewal Advisory Committee (URAC).
- There was some discussion about the role of a URAC and the Economic Development Commission in urban renewal matters.
- Tonight's presentation provides information about the legal authority to establish a URAC, benefits and costs, best practices, and ideas for purpose, size and URAC composition.

Legal Authority

- It's important to note that state law does not require that an Agency form an advisory committee.
- State law and administrative rules also do not provide guidance about advisory committee size, composition or the types of urban renewal matters that could be considered by the committee.
- The FG Urban Renewal Plan includes a goal for public participation (Goal 1). Objective 1.1 for this goal 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.”

URAC Benefits

- Broaden participation in urban renewal decisions consistent with the Urban Renewal Plan.
- Increase transparency in Agency decisions.
- Allow for representation of varying interests and expertise in the community.
- Ensure that the urban renewal program is meeting the needs of the community.

URAC Costs

- Staff support that the advisory committee requires.
- This could be mitigated by limiting the number of committee meetings or limiting the committee's scope to certain projects or activities.
- The Board isn't obligated to accept URAC recommendations. There is potential, however, that URAC recommendations could conflict with Agency Board priorities and the Board would have to reconcile differences.

URAC Best Practices

- As noted before, the Board has complete discretion on URAC composition. There's no guidance in state statute or rules for advisory committees.
- It is typical for a URAC to include property owners and business owners within the urban renewal area.
- It is also typical to include at-large representation from the community.
- Some committees also include expertise in finance and real estate to inform loan and grant programs and property acquisition and disposition.

URAC Examples

Urban Renewal Area	Advisory Board Members	Representation
Tigard	11	Three business and/or property owners with property in the renewal area Six persons representing a cross-section of interests in the community at-large One person residing within or adjacent to the renewal area One person with expertise in real estate development, urban planning or design. Two non-voting alternates including on at-large resident Up to two non-voting ex-officio members representing taxing districts
McMinnaville	7	Three members representing property and/or business owners from the URA At-large city resident City Council liaison Downtown Association Liaison Water and Light Department Liaison
Silverton	9	Affected taxing district representative City Council liaison Chamber Board representative Five members representing business and/or property owners from the URA
Dallas	7 to 9	Business and/or building owner Mayor No more than two Agency Board Directors

Considerations for Discussion

- Advisory committee purpose and scope:
 - Advise on all urban renewal issues or only certain types of issues:
 - Certain urban renewal plan amendments?
 - Projects?
 - Budget?
 - Property acquisition and disposition?
- Committee size and membership:
 - Representation and interests to include.
- Frequency of URAC meetings and staff support.

Considerations for Discussion

- Potential Size and Composition of URAC
 - Seven Members that represent the following:
 - 3 members representing property and/or business owners from the URA
 - 2 at-large city residents
 - 1 EDC representative
 - 1 Chamber of Commerce representative
 - Non-voting member: URA Board Member
- Frequency of URAC meetings and staff support.
 - Staff support would be Community Development
 - Frequency: At least quarterly and as-needed.

Next Steps

- With further direction, staff will return with a resolution for consideration by the Agency Board, during a regular Board meeting, to establish the URAC.

The End



3A



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 9:25 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Timothy Rippe; Adolph "Val" Valfre; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Ronald Thompson, Elena Uhing and Malynda Wenzl, 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 Regular Meeting Minutes of June 25, 2018
- B. Approve Urban Renewal Agency Work Session (Next Steps) Meeting Minutes of October 8, 2018.
- C. Approve Urban Renewal Agency Work Session (Strategic Outlook) Meeting Minutes of January 28, 2019.
- D. Approve Urban Renewal Agency Work Session (Goals and Objectives) Meeting Minutes of February 25, 2019.

MOTION: Director Valfre moved, seconded by Director Rippe, to approve the Consent Agenda as presented. **AYES:** Councilors Johnston, Rippe, Valfre, and Mayor Truax. **NOES:** None. **ABSENT:** Councilors Thompson, Uhing, and Wenzl. **MOTION CARRIED 4-0 by voice vote.**

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. URA RESOLUTION NO. 2019-01 ADOPTING GOALS AND OBJECTIVES

Staff Report:

VanderZanden presented the above-proposed resolution for Board consideration,

noting the proposed resolution is implementing a new work plan for the adopted URA Plan (2014). VanderZanden reported the URA Plan established five goals and 13 objectives, noting these goals and objectives have remained consistent since their inception and no changes are being proposed. VanderZanden noted for better transparency, the URA's Goals and Objectives were integrated into a work plan using the same format as the Council's Goals and Objectives. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending the Board adopt the attached resolution as outlined in Exhibit A, noting the Exhibit includes Actions for each of the Objectives.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-01.

VanderZanden read URA Resolution No. 2019-01 by title.

MOTION: Director Vice Chair Johnston moved, seconded by Director Rippe, to approve URA Resolution No. 2019-01 Adopting Goals and Objectives.

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 Johnston, Rippe, Valfre, and Director Chair Truax. NOES: None. ABSENT: Directors Thompson, Uhing and Wenzl. MOTION CARRIED 4-0.

7. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 9:32 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 6/

FINAL ACTION: _____

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *April 22, 2019*

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

SUBJECT TITLE: *Resolution Amending the Forest Grove Urban Renewal Plan to Add Streetscape Improvement Project*

ACTION REQUESTED:

	Ordinance	Order	X	Resolution	Motion	Informational
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X all that apply

ISSUE STATEMENT:

The Board has expressed interest in adding a project to the Forest Grove Urban Renewal Plan for streetscape improvements within the urban renewal area.

BACKGROUND:

The Forest Grove Urban Renewal Plan was adopted in 2014. The plan and accompanying report describes projects that may be undertaken. Projects include acquisition of key opportunity sites, redevelopment project assistance, a building façade improvement program, an interior building improvement program, and a sustainability incentive program. Many of these projects have been implemented or continue on a programmatic basis. However, these projects and initiatives are not an exhaustive list of projects that can be undertaken by the Urban Renewal Agency (URA).

The City Council held several work sessions to consider possible improvements within the Town Center. On January 28, 2019, Council considered the Urban Renewal Plan strategic outlook and discussed possible short-term project priorities. One short-term priority discussed was streetscape improvements within the Town Center including public art, festival street design, parklet pilot project, wayfinding improvements, and street tree replacement and planting.

Under state law (ORS Chapter 457) an urban renewal agency must determine the scope of type of projects that are appropriate to include in the urban renewal plan that will be financed with tax increment funds. In addition, ORS Chapter 457 also requires the urban renewal plan include:

- A description of each project;
- Cost of each project and the source of revenue to pay such cost; and

- Anticipated completion date of each project.

Since the Forest Grove Urban Renewal Plan does not specifically identify streetscape improvements as a project in the plan, the Board must consider and approve a resolution amending the Urban Renewal Plan to include the project and address the ORS 457 requirements. The attached resolution and Exhibit A address these requirements.

The Urban Renewal Plan authorizes several types of amendments:

- Substantial Amendments;
- Major Amendments; and
- Minor Amendments.

Substantial amendments involve adding land to the urban renewal boundary in excess of 1% of the existing plan area. Substantial amendments also involve adding a project that exceeds \$500,000 in project cost. Substantial amendments also include increasing the maximum amount of debt the Agency may issue and extending the term of the urban renewal plan. Substantial amendments must be adopted in the same manner as the original Plan including review and recommendation by the Planning Commission and consultation with each taxing district affected by the urban renewal plan. Adding the streetscape improvement project to the Plan is not a substantial amendment to the plan as described in Resolution Exhibit A.

Major amendments include identification of property for an infrastructure project requiring the use of eminent domain. This is the only use of eminent domain authorized by the Plan. The Plan requires that major amendments be approved by City Council by adoption of an ordinance. Since adding the streetscape improvement project will not involve eminent domain it is not a major plan amendment.

Minor amendments include those which are not substantial or major amendments. Since adding the streetscape improvement project is neither a substantial or major amendment it is classified as a minor amendment. The Plan states that minor amendments shall be approved by resolution of the urban renewal agency Board of Directors.

The Resolution provides a description of the proposed streetscape improvement project. The description is intended to be general to allow flexibility but detailed enough to determine financial feasibility. The project description identifies a range of streetscape improvements in the Town Center including purchase and installation of public art, construction of parklets, festival street design, street tree planting and replacement and general wayfinding improvements. The description also addresses the project's benefit to the urban renewal plan and potential impact on blight.

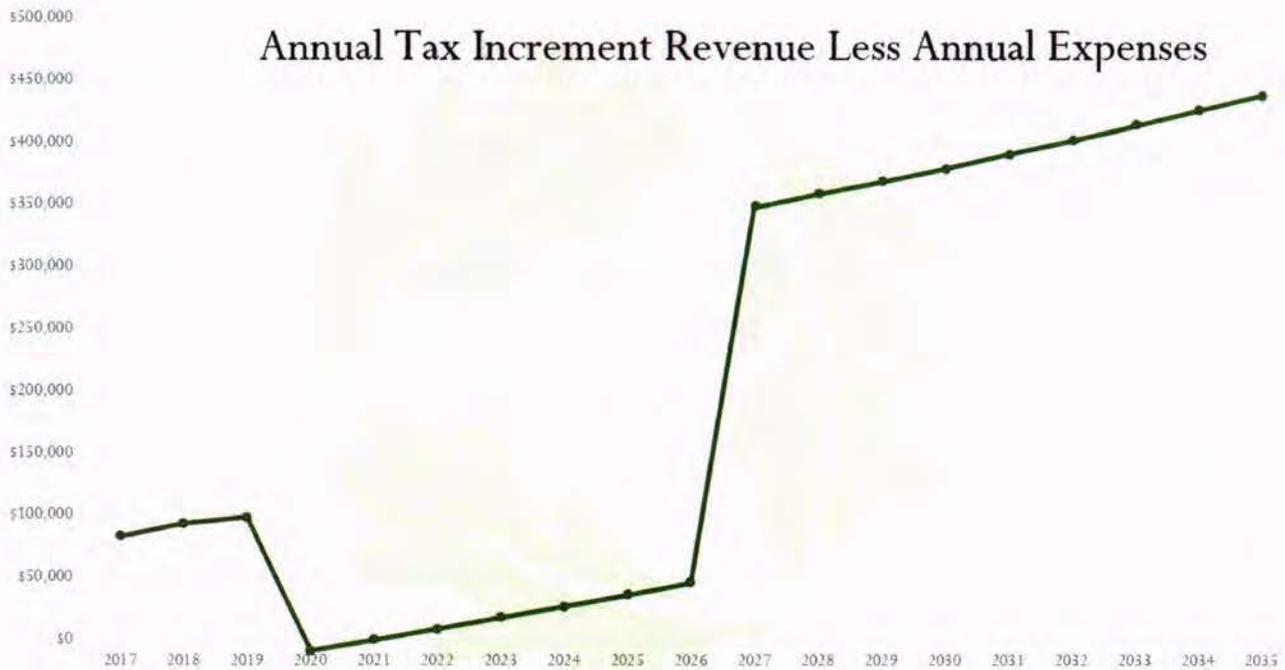
FISCAL IMPACT:

Finding of economic feasibility estimated tax increment revenue. Adding the project will change maximum indebtedness authorized by the Plan. The streetscape project is capped at \$225,000. A breakdown of project elements and costs is provided below.

Streetscape Element	Amount
Public Art Program	\$100,000
Festival Street Design	\$50,000
Parklet Pilot Project	\$10,000
Wayfinding	\$50,000
Street Tree Replacement and Planting	\$20,000
TOTAL	\$230,000

A future plan amendment will be necessary to exceed the project amount identified above. The amount above does not include construction of the festival street.

The streetscape improvement project is estimated to cost \$230,000. The project is deemed financially feasible under the Plan’s maximum indebtedness of \$15,000,000 and estimated cash flow. The figure below shows estimated annual tax increment revenue less expenses over the duration of the Plan.



STAFF RECOMMENDATION: Staff recommends the Board approve the attached resolution adopting a minor amendment to the Forest Grove Urban Renewal Plan to include a streetscape improvement project with an estimated cost of \$230,000.

ATTACHMENT(s):

- A. Resolution Amending the Forest Grove Urban Renewal Plan.
- B. Resolution Exhibit A

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URA RESOLUTION NO. 2019-02

RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD THE STREETScape IMPROVEMENT PROJECT

WHEREAS, The Urban Renewal Agency of the City of Forest Grove (“Agency”) as the duly designated urban renewal agency for the City of Forest Grove (“City”) is implementing the Forest Grove Urban Renewal Plan (“Plan”) that was approved on April 28, 2014, by Ordinance 2014-05; and

WHEREAS, the Agency desires to promote a vibrant Forest Grove Urban Renewal Area through strategic urban renewal investments including designing and constructing streetscape improvements; and

WHEREAS, the Plan provides the legal authority to approve certain minor amendments to the Plan; and

WHEREAS, adding the Streetscape Improvement Project to the Plan is deemed to be a minor amendment to the Forest Grove Urban Renewal Plan; and

WHEREAS, the Agency prepared a report on the plan amendment (Exhibit A) describing the Streetscape Improvement Project, legal authority to amend the Forest Grove Urban Renewal Plan, project consistency with the Forest Grove Comprehensive Plan and Urban Renewal Plan, and project financial feasibility; and

WHEREAS, the Agency considered the report on the plan amendment on April 22, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. The Forest Grove Urban Renewal Agency Board does hereby approve the amendment to URA Plan to add the following text to Plan Section III, Outline of Projects & Redevelopment Activities:

“I. Streetscape Improvement Project

To promote a vibrant urban renewal area, the Plan allows for design and construction of streetscape improvements. Examples of desirable streetscape improvements include installation public art acquisition and placement, festival street design, funding for parklet construction, wayfinding enhancements, street tree replacement and planting, and street furniture such as benches, decorative trash receptacles, planters, kiosks and entryway/gateway signage. Guidelines and standards for specific project elements may be adopted by the Agency by resolution to refine project elements as needed for implementation.”

Section 2. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board of Directors.

PRESENTED AND PASSED this 22nd Day of April, 2019.

Jesse VanderZanden
Urban Renewal Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22nd Day of April 2019, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Chair

EXHIBIT A

SECOND AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD STREETScape IMPROVEMENT PROJECT

APRIL 22, 2019

SECTION 1: INTRODUCTION

An amendment to the Forest Grove Urban Renewal Plan (Plan) is necessary to add a project for streetscape improvements for the Forest Grove Urban Renewal Area. The Plan was adopted in part to promote a vibrant Forest Grove Town Center through strategic urban renewal investments. Streetscape improvements will help promote commercial, office and residential development throughout the urban renewal area including along the Pacific Avenue corridor.

SECTION 2: LEGAL AUTHORITY

Oregon Revised Statutes (ORS) Chapter 457.085(2)(i) states there are substantial amendments and the types of action that are substantial amendments. Substantial amendments include:

- Adding land to the urban renewal area, except for an addition of land that totals nor more than one (1) percent of the existing urban renewal area;
- Increasing the maximum amount of indebtedness that can be issued or incurred under the urban renewal plan.
- Addition of a project that exceed an estimated \$500,000 in project cost;
- Extending the term of the Urban Renewal Plan.

State statutes do not address other types of amendments including major and minor amendments. Major and minor amendments are defined by the Forest Grove Urban Renewal Plan. The Urban Renewal Plan describes types of urban renewal amendments and process for adoption. Major amendments are specifically amendments to identify property for an infrastructure project requiring use of eminent domain. Minor amendments are defined as all amendments to the Plan which are not considered substantial or major amendments. The Plan states that minor amendments shall be approved by a resolution of the Urban Renewal Agency.

The estimated cost of the proposed streetscape improvement project is \$230,000. The streetscape improvement project does not require adding land to the urban renewal area, increasing maximum indebtedness or extending the term of the Plan. In addition the streetscape improvement project does not exceed an estimated cost of \$500,000.

Therefore, this plan amendment to add the streetscape improvement project is a minor amendment to the Plan.

SECTION 3: CONSISTENCY WITH THE COMPREHENSIVE PLAN AND URBAN RENEWAL PLAN

The proposed streetscape improvement project is consistent with the Comprehensive Plan and Urban Renewal Plan.

Comprehensive Plan

- Community Sustainability Goal 1: Support the function and identity of neighborhoods by encouraging communication, strengthen community bonds, local participation and interaction, and enhancing sense of place through community design.

Finding: Streetscape improvements as envisioned by this Plan amendment will strengthen sense through community and community bonds by providing the opportunity for social interaction and strengthen community bonds through interaction.

- Economic Development Goal 7: Promote the Forest Grove Town Center as the focal point of the community.
 - Policy 7.6: Develop an outdoor community gathering place in the Town Center that provides a multi-use area for various community functions.
 - Policy 7.11: Promote investment in urban living infrastructure amenities to enhance livability in the Town Center.

Finding: Streetscape elements, especially public art and parklets, are amenities that enhance livability in the Town Center by creating visual interest, and opportunities for social interaction. Other streetscape elements including street trees soften the built environment and provide shade, improving the pedestrian experience.

Urban Renewal Plan

- Goal 4: Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.
 - Objective 4.5: Encourage uses and amenities that support increased residential uses in the Town Center.

Finding: Streetscape elements complement residential use in the Town Center by providing increased opportunities for gathering, social interaction, and enhancing walkability and the pedestrian experience.

- Goal 5: Promote commercial and mixed-use redevelopment of sites along the Pacific Avenue corridor.
 - Objective 5.1: Establish incentives to encourage a mixture of land uses including retail, office and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Finding: Streetscape elements support a variety of land uses including retail, office and housing by improving the built environment. In addition, public investments through streetscape improvements demonstrates the community's commitment to the area and desire for complementary private investment through development and redevelopment.

SECTION 4: PROJECT DESCRIPTION

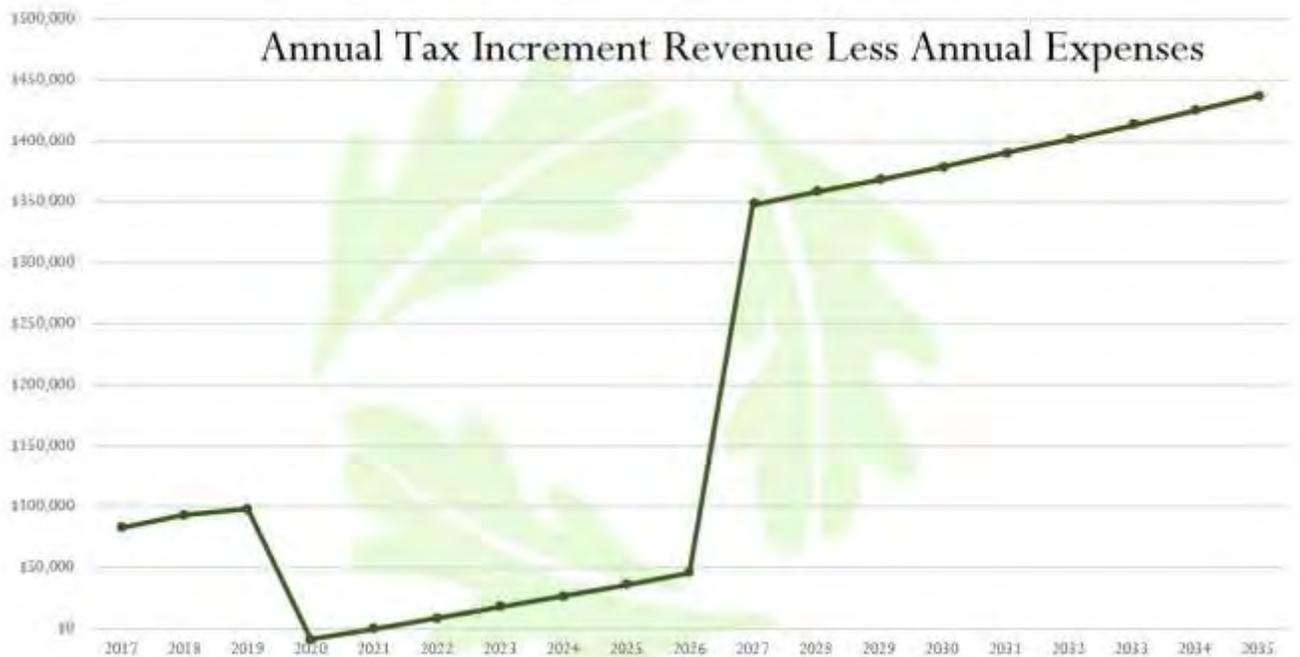
The Streetscape Improvement Project is intended to promote a vibrant urban renewal area through strategic urban investments.

ORS 457.010(1) defines blighted areas as those that by reasons of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures or any combination of these factors are detrimental to the safety, health or welfare of the community.

The proposed streetscape improvement project will improve streets and right-of-way for additional uses and activities benefitting the health and welfare of the community. The proposed streetscape improvement project will enhance the urban renewal area making the area more pedestrian friendly and encourage people to visit and stay longer.

SECTION 5: FINANCIAL FEASIBILITY

The streetscape improvement project is estimated to cost \$230,000. The project is deemed financially feasible under the Plan's maximum indebtedness of \$15,000,000 and estimated cash flow. The figure below shows estimated annual tax increment revenue less expenses over the duration of the Plan.



SECTION 6: PROPOSED AMENDMENT

Add the following text to Plan Section III, Outline of Projects & Redevelopment Activities:

I. Streetscape Improvement Project

To promote a vibrant urban renewal area, the Plan allows for design and construction of streetscape improvements. Examples of desirable streetscape improvements include installation public art acquisition and placement, festival street design, funding for parklet construction, wayfinding enhancements, street tree replacement and planting, and street furniture such as benches, decorative trash receptacles, planters, kiosks and entryway/gateway signage. Guidelines and standards for specific project elements may be adopted by the Agency by resolution to refine project elements as needed for implementation.

7.

URA RESOLUTION NO. 2019-03

**RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF
FOREST GROVE ESTABLISHING A PARKLET PILOT PROGRAM AND
AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE PROGRAM**

WHEREAS, the Urban Renewal Agency of the City of Forest Grove ("Agency") adopted the Urban Renewal Plan on June 24, 2014; and

WHEREAS, Goal 4 of the Urban Renewal Plan promotes a vibrant Town Center through strategic urban renewal investments; and

WHEREAS, a parklet pilot program for the Forest Grove Urban Renewal Area supports Plan Goal 4 by enhancing the pedestrian environment and encouraging people to visit and spend time in the Town Center; and

WHEREAS, City Council conducted work sessions during July, September, October and November 2018 and January 2019, to discuss improvements in the Town Center, including a parklet pilot program.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. The Urban Renewal Agency Board does hereby adopt the Parklet Pilot Program (Program) as provided in Exhibit A: "Parklet Pilot Program Guidelines".

Section 2. The Urban Renewal Agency Board does hereby authorize the Executive Director to implement the Program consistent with the guidelines and requirements provided in the Program.

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

PRESENTED AND PASSED this 22nd Day of April, 2019.

Jesse VanderZanden
Urban Renewal Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22nd Day of April 2019, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Chair

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Exhibit A: City of Forest Grove Parklet Pilot Program Guidelines

TABLE OF CONTENTS:

- 1. Program Overview**
- 2. Proposal Process and Application**
- 3. Design Requirements**
 - a. Designated Site Requirements**
 - b. Construction Requirements**
- 4. Maintenance and Post-construction**
- 5. Program Evaluation**

Appendix A – Required Design Elements

1. Program Overview

Purpose

The purpose of parklets is to create new open space for pedestrians in the Forest Grove Town Center. Parklets are an innovative and cost-effective way to add public gathering space with such amenities as seating, plantings and public art in a privately-funded and privately-maintained public space. Parklets are also a method for supporting the downtown business community by creating a more attractive commercial corridor, fostering social engagement, and providing enhancements that contribute to livability and attracting pedestrians.

- **Complete Streets:** Parklets are consistent with the Complete Streets principle, which seeks to balance the needs of people walking, riding bicycles and travelling by car.
- **Encourage Non-Motorized Transportation:** Parklets encourage walking by providing pedestrian amenities like public seating, landscaping and public art. Parklets often provide bicycle parking, making it easier to choose bikes as transportation.
- **Encourage Pedestrian Activity:** Parklets provide outdoor gathering space adjacent to downtown businesses. Parklets enhance the pedestrian environment which can make the street feel safe and comfortable for people accessing downtown businesses.

- Foster Social Interaction: Parklets invite pedestrians to sit and gather with friends and neighbors. In many cases, new social connections are created during the construction and stewardship of the parklets.

History

Parklets are a new concept to many small towns, but they have been successful enhancements to larger cities around the country for several years. The first parklet was conceived and installed in San Francisco, CA in 2010. It is now an annual program there, and has also been initiated in Oregon cities such as Milwaukie, Eugene, Astoria, and Newberg. The Forest Grove program will be among the first in small towns, and is modeled after these successful programs.

Overview

- The City of Forest Grove, in cooperation with the Urban Renewal Agency, will solicit applications for up to one parklet each at the following locations for the period of May-October for the years 2020-2021:
 - Main Street: between 19th and 21st Avenues
 - 21st Avenue: between College Way and A Street
 - A Street: between 19th and 21st Avenues
- The City reserves the right to reject any and all proposals.
- If approved, notwithstanding funding under this program, the operators of the parklet are responsible for all of the costs of construction, removal and maintenance of the parklet.
- The parklet will be built in one on-street parking space, and are therefore in the public right-of-way.
- The operator may not restrict public access to the parklet, unless during service hours for a private use parklet (referenced below).

Parklet Types

- Public use – Public use parklets are available for full-time public use and may not be restricted from public access between the hours of 8am and 10pm.
- Private use- Parklets that may be used for the sole benefit of the operator and the

operator's patrons.

Funding

- Subject to funding availability and appropriation by the URA Board, this program will not exceed \$10,000 during the two year trial period.
- Projects will not be reimbursed above the amount spent on parklet materials.
- The URA reserves the right to deny any and all applications and to award no grant funding for parklet construction.
- Subject to funding availability, the URA will reimburse up to \$2,500 for a private parklet and up to \$5,000 for a public parklet.

2. Application Process

Applicants may develop and submit a written application with the required elements described in this manual to the **Community Development Director, Forest Grove City Hall, 1924 Council Street, Forest Grove, OR 97116-0326, beginning May 24, 2019**. Applications will be reviewed and certified for compliance on a first-come, first-serve basis. The City recommends, but does not require, that you work with an architect, designer or professional engineer during the design of the parklet. This will assist you in the construction and design details.

Proposers are required to provide a letter of consent from the property owner(s) from whom they lease their space and whose property fronts the proposed parklet. Proposers will provide proof of ability to indemnify the City by naming it as "Additional Named Insured" on its liability policy. The operator must provide the actual endorsement prior to the commencement of construction. The operator shall maintain Commercial General Liability Insurance with a coverage limit of not less than either \$2,000,000 combined single limits or \$1,000,000 each occurrence and \$2,000,000 general aggregate.

Proposals will be reviewed for completeness and compliance by City staff. If approved, successful applicants will be notified to proceed with construction. City staff will inspect construction for compliance prior to the use of the parklet. The parklet(s) will remain in place until October 31, 2019 and must be completely disassembled and removed no later than November 4, 2019. For the 2020 season, the parklets may be reinstalled beginning April 28, 2020; must be installed no later than May 1, 2020; must remain in place until October 31, 2020; and must be removed by November 4, 2020.

3. Design Site Requirements

a. Designated Site Requirements

The Parklet must be designed for not more than one parking space. It may include the transition space between on-street parking and crosswalks.

The Parklet may not be proposed in the following locations:

- In front of a fire hydrant
- The closest parking space to the corner before a right turn onto a one-way side street
- The closest parking spaces to the intersection of a two-way side street
- Over a storm drain, manhole or shut-off valves
- In loading zones

Logos, advertising or other branding is prohibited, other than an A-framed sandwich board sign, as permitted by the Forest Grove Development Code. A small, unobtrusive plaque recognizing the project sponsors and materials donors may be acceptable. Signage must be installed that requires guests to refrain from smoking.

b. Construction Requirements

- i. A space of at least one (1) foot must separate the parklet's street-side from traffic, and at least two feet must separate either parking side. Wheel stops, parking blocks, or flex posts delineators must be installed at the boundaries of adjacent parking.
- ii. The three faces of the perimeter joined to the street must have barriers such as rails and planters incorporated into their design. The barrier must be approximately waist-high (at least 3 feet and not more than 4 feet) and allow visibility for both pedestrians and vehicles. Soft-hit reflective posts aid visibility at each street-side corner and should be utilized.
- iii. The parklet must be built according to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) to the extent that such guidelines apply.
- iv. A parklet must be built as a semi-permanent structure capable of being dismantled in a single day for emergencies as determined by the City.
- v. The parklet must be adequately secured in place by a manner approved by the City Engineer. The operator is responsible for any repairs to the street or sidewalk after removal. Parklet materials should weigh no more than 250 pounds per square foot to

avoid damage to the surface or utilities.

- vi. Parklet decking must be flush with the top of the curb. In order to maintain curbside drainage, a minimum of six inches of cutout from the bottom of the base is required.
- vii. Design must be capable of bearing a load of 100 pounds per square foot and be stable under wind-loads of 80 mph.
- viii. The operator must keep clean the area no longer accessible by the street sweeper and clear debris from the gutter channel to maintain proper water flow.
- ix. Design and construction shall conform to the design elements in Attachment A.

4. Maintenance and Post-construction

Non-permanent furniture must be secured each night. The operator bears all risk of theft or vandalism. The operator is responsible for the care and maintenance of all landscaping within the parklet. Plants should be watered daily or as needed depending on the weather. Drought-resistant plants should be considered when designing the parklet.

The operator may be removed from the program at the discretion of the City Manager or their designee in the event that the operator:

- Operates or maintains the parklet in conditions that are detrimental to public health, welfare or is materially injurious to property or improvements in the vicinity.
- Operates or maintains the parklet so as to constitute a nuisance as defined by City code.
- Violates applicable law.

5. Program Evaluation

The 2019 and 2020 seasons will be the pilot years for the parklet program. There is no guarantee that the program will continue in future years. Not including grant funds, operators are responsible for all of the expenses associated with the design, construction, removal and storage of the parklet and its furnishings. In November 2020, the City will evaluate the program based on satisfaction surveys of Main Street pedestrians and business owners.

**Proposal Checklist for submission to Community Development
Director by May 22, 2019:**

- Name, contact information and qualifications of proposing entity
- Parklet design and location
- Letters of Support and Consent
- Proof of Insurance with required endorsements

Appendix A – Required Design Elements

This is a pilot program for parklets in the City of Forest Grove, and therefore the specifics and details of design are left to the proposer. In the review process, City staff will work with the applicant to achieve the best product that compliments its surroundings.

The Project Guidelines outline basic design requirements in 3.a Designated Site Requirements and 3.b Construction Requirements.

Applications will include design drawings with sufficient detail for staff evaluation. Drawings should include as a minimum the following:

- A) Location and footprint in relation to surrounding streetscape with dimensions.
- B) Elevations (side view drawings), at least two drawings, one from the street and one from one end of the parklet.
- C) Parklet platform, materials, drainage, and means of securing.
- D) Perimeter structure – enclosure
- E) Amenities
- F) Accessibility
- G) Materials and plantings
- H) Artist rendering (optional)

More detailed drawings may be required for final approval to construct.

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