



## URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, MAY 13, 2019

### 6:15 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](mailto: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](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

- 6:15**
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 Work Session (B/C Reform; Urban Renewal Advisory Committee) Meeting Minutes of April 22, 2019.*
    - B. *Approve Urban Renewal Agency Regular Meeting Minutes of April 22, 2019.*
  4. **ADDITIONS/DELETIONS:**
  5. **PRESENTATIONS:** None
- 6:20**
6. **URA RESOLUTION NO. 2019-04 ESTABLISHING THE FOREST GROVE URBAN RENEWAL ADVISORY COMMITTEE**
- 6:35**
7. **URA RESOLUTION NO. 2019-05 AUTHORIZING THE EXECUTIVE DIRECTOR TO DEVELOP AN INSTALLATION PUBLIC ART PROGRAM**
- 6:55**
8. **ADJOURNMENT:**

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

Dan Riordan, Senior Planner  
Bryan Pohl, Community  
Development 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 URA work session to order at 5:30 p.m.

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

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

**2. WORK SESSION: BOARDS, COMMISSIONS AND COMMITTEES REFORM: URBAN RENEWAL AGENCY ADVISORY COMMITTEE**

Pohl and VanderZanden facilitated the work session, noting the purpose of the work session was to discuss establishing an Urban Renewal Advisory Committee (URAC). VanderZanden reported at the Council work session held on April 8, 2019, Boards, Commissions and Committees Reform, Council discussed establishing an URAC as well as the role of the Economic Development Commission in urban renewal matters. Pohl presented a PowerPoint Presentation overview of the benefits and costs, best practices and other jurisdictional URAC examples, noting there is no legal authority to establish an URAC. Pohl noted the URA Plan includes a goal for public participation (Goal 1) and establishes Plan Objective 1.1, which states: "At the discretion of the Agency establish an URAC with broad representation to assist the Agency Board of Directors with implementation of the urban renewal program." In conclusion of the above-noted staff report, Pohl and VanderZanden advised staff is seeking input from the Board on the URAC's composition, noting it is typical for an URAC to include property owners and business owners within the urban renewal area as well as at-large members from the community and some committees include a member with expertise in finance and real estate to inform the Board on loan and grant programs and property acquisition and disposition.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued as Directors had an opportunity to discuss the URAC's purpose and scope, such as

advising the Board on urban renewal plan amendments, projects, budget, property acquisition and disposition, i.e., disposition alternatives for Site B. Roundtable discussion ensued as Directors had an opportunity to discuss the URAC's size and composition, i.e., seven members who 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
- 1 non-voting member, URA Board member

The Board wanted to see a cross-section of interest in the community, such as a member with expertise in finance and real estate, an Adelante Mujeres representative, and that the Chamber representative be a Chamber Board Member. In addition, Board discussion ensued as Directors had an opportunity to discuss staff support and frequency of URAC meetings:

- Staff support would be assigned to the Community Development Department by the Agency's Executive Director (City Manager).
- Meetings would be held at least quarterly or as needed. The URAC would establish meeting frequency in the Bylaws.

In response to various concerns pertaining to whether it was an appropriate time to establish a URAC and instead consider establishing an ad-hoc committee until more budgetary funding became available (5-7 years), VanderZanden advised an ad-hoc committee would have a specific purpose and specified start/end timeline, noting while the URA is projected to have limited funding until 2026, when the loan to the City is repaid, the URA is currently working on programs with limited funding to continue to improve the downtown area, such as parklets and installation of public art. In conclusion of the above-noted discussion, the Board collectively concurred establishing an URAC at this time, to which VanderZanden advised staff will bring back a proposed resolution establishing an URAC for Board consideration at a later date.

The URA Board took no formal action nor made any formal decisions during the work session.

**3. ADJOURNMENT:**

Director Chair Truax adjourned the URA work session meeting at 6:10 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



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**Urban Renewal Agency Meeting Minutes**

**Monday, April 22, 2018  
9:05 p.m., Community Auditorium**

***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; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Peter Truax, Chair.

**STAFF PRESENT:** Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

A. Approve Urban Renewal Agency Regular Meeting Minutes of April 8, 2019.

**MOTION:** Director Uhing moved, seconded by Director Wenzl, to approve the Consent Agenda as presented. **MOTION CARRIED 7-0 by voice vote.**

**4. ADDITIONS/DELETIONS:** None.

**5. PRESENTATIONS:** None.

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

**Staff Report:**

Riordan and Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting a minor amendment is necessary to the Forest Grove Urban Renewal Plan, §III, Outline of Projects and Redevelopment Activities, to add "I". Streetscape Improvement Project, as outlined in Exhibit A. Riordan and Pohl reported the Streetscape Improvement Project description identifies a range of streetscape improvements in the Town Center, including installation public art acquisition and

placement, festival street design, funding for parklet construction, street tree replacement and general wayfinding enhancements, noting guidelines and standards for specific project elements will be adopted by URA resolution to refine project elements as needed for implementation. Riordan and Pohl reported the Streetscape Element is estimated to cost \$230,000 and includes:

- Public Arts Program, \$100,000
- Festival Street Design \$50,000
- Parklet Pilot Program \$10,000
- Wayfinding \$50,000
- Street Tree Replacement and Planting \$20,000

In addition, Riordan and Pohl advised a future plan amendment will be necessary to exceed the project amount, noting estimated cost does not include construction of the festival street project. In conclusion of the above-noted staff report, Riordan and Pohl advised staff is recommending the URA Board approve the proposed resolution making the second amendment to the Forest Grove Urban Renewal Plan as outlined in Exhibit A.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-02.

VanderZanden read URA Resolution No. 2019-02 by title.

**MOTION:** Director Vice Chair Johnston moved, seconded by Director Rippe, to approve URA Resolution No. 2019-02 Approving a Minor Amendment to the Forest Grove Urban Renewal Plan to Add the Streetscape Improvement Project.

**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, Thompson, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

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

**Staff Report:**

Riordan and Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is authorizing the Executive Director to implement the Parklet Pilot Program Guidelines as outlined in Exhibit A.

Riordan and Pohl reported the two-year Parklet Pilot Program (2019 and 2020) was identified as URA Goal 4, Objective 6, for the purpose of creating new open space for pedestrians in the Town Center. Riordan and Pohl outlined the program guidelines, noting

the URA will solicit applications for up to one parklet for the period of May-October 2020-2021 for the following locations:

- Main Street between 19<sup>th</sup> Avenue and 21<sup>st</sup> Avenue
- 21<sup>st</sup> Avenue between College Way and A Street
- A Street between 19<sup>th</sup> Avenue and 21<sup>st</sup> Avenue

Subject to funding available, the URA will reimburse up to \$2,500 for a private parklet and up to \$5,000 for a public parklet. Applications will be reviewed on first-come, first-serve basis. In conclusion of the above-noted staff report, Riordan and Pohl advised staff is recommending the URA Board approve the proposed resolution implementing the Parklet Pilot Program Guidelines, as outlined in Exhibit A, noting the program will not exceed \$10,000 during the two-year trial period.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-03.

VanderZanden read URA Resolution No. 2019-03 by title.

**MOTION: Director Wenzl moved, seconded by Director Vice Chair Johnston, to approve URA Resolution No. 2019-03 Establishing a Parklet Pilot Program and Authorizing the Executive Director to Implement the Program.**

**Board of Directors Discussion:**

Riordan and Pohl addressed various Council inquiries pertaining to parklet types and locations, noting parklets for public use will be available with no restrictions and parklets for private use will be for the operator's patrons (private use), noting staff will evaluate the pilot program for refinements.

Hearing no further 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, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.**

**8. ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:41 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



*CITY RECORDER USE ONLY:*

AGENDA ITEM #: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

FINAL ACTION: \_\_\_\_\_

**URBAN RENEWAL AGENCY STAFF REPORT**

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**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:**  Ordinance  Order  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.

- |                              |                   |
|------------------------------|-------------------|
| • 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 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.

# 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.

# 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.

*The End*



**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 committee's; 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 of the City.
- 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, 2022
- Position 4: December 31, 2022
- Position 5: December 31, 2023
- Position 6: December 31, 2023
- Position 7: December 31, 2023

**Section 6.** The 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 #: 7

MEETING DATE: \_\_\_\_\_

FINAL ACTION: \_\_\_\_\_

**URBAN RENEWAL AGENCY STAFF REPORT**

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

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

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

**PROJECT TEAM:** *Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Resolution Authorizing staff to develop an Installation Public Art Program.*

**ACTION REQUESTED:**

	Ordinance		Order	X	Resolution		Motion		Informational
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*X all that apply*

**ISSUE STATEMENT:** The Board expressed a desire to establish an installation art program in order to implement certain parts of the Forest Grove Town Center Plan. The attached resolution for Board consideration broadly outlines objectives for a public installation art program and gives direction to staff to work with both the Urban Renewal Advisory Committee (URAC), Public Arts Commission (PAC), and other Boards and Commissions as necessary, to develop such a program.

**BACKGROUND:** The City Council has held numerous work sessions and presentations to develop Town Center Plan concepts and funding strategies. During that process, Urban Renewal funding was identified as a possible revenue source that could fund the installation art program.

Because streetscape improvements were not specifically identified within the original Urban Renewal Plan, staff brought back an amendment to the URA Board on April 22, 2019, that included streetscapes as an objective within the Urban Renewal Plan. The URA Board unanimously approved the amendment, enabling staff to bring this resolution to the Board.

This resolution directs staff to work with the URAC and the PAC to develop a public installation art program. As proposed in the Resolution, staff would work with the PAC to develop goals and priorities, including opportunity sites for public installation art, then develop a process to solicit, receive, and evaluate proposals for art, with the URAC having final selection authority.

**FISCAL IMPACT:** Subject to funding availability and yearly appropriations, it is anticipated that the public installation art program will be a five-year program, budgeted at \$20,000 per year, for a total of \$100,000 over the life of the program.

**STAFF RECOMMENDATION:** Staff recommends that Agency Board consider the proposed resolution directing staff to work with the PAC and URAC to develop a public installation art program as presented by staff and make any changes desired by the Board.

**ATTACHMENT(s):**

- A. Resolution
- B. PowerPoint presentation



# URA Resolution Authorizing to Develop Installation Art Program

Urban Renewal Agency Board Meeting  
Bryan Pohl, Community Development Director  
May 13, 2019

# Purpose

- The purpose of the Resolution is to:
  - Gain URA Board approval to work with other boards and commissions to develop an installation art program
- This work is part of the broader Town Center initiative that also includes streetscapes, crosswalks, parklets, and street trees.
- Seven presentations and work sessions with City Council or Urban Renewal Agency Board on the Town Center occurred between July 2018 through April 2019.

# Background

- This program has its roots in the Town Center Concept Plan Discussion. URA funding was identified as a method to fund installation art during the years in which the URA would be paying back debt from the Jesse Quinn project.
- March 14 – Met with Public Arts Commission to discuss the possibility of engaging in an installation art program.
- April 22 – URA Board passed a URA Plan amendment to include an installation art program subject to available funding. This is envisioned to be a five-year, \$100,000 program.

# Tonight's Resolution

- Tonight's resolution only directs staff to engage with the Public Arts Commission (PAC) and Urban Renewal Advisory Commission (URAC) to develop an installation art program.
- Staff will work with the PAC and URAC and other boards and commissions as necessary to establish a program for prioritizing, soliciting, evaluating, selecting, and awarding installation art pieces within the URA.

**URA RESOLUTION NO. 2019-05****RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY  
OF FOREST GROVE AUTHORIZING THE EXECUTIVE DIRECTOR  
TO DEVELOP AN INSTALLATION PUBLIC ART PROGRAM**

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

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

**WHEREAS**, a public installation art 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 and the Urban Renewal Agency Board conducted multiple work sessions to discuss improvements in the Town Center including installation public art; and

**WHEREAS**, the Agency amended the Urban Renewal Plan on April 8, 2019, to include the Streetscape Improvement Project (“Project”); and

**WHEREAS**, a public installation art program is consistent with and partially implements the Project included in the Forest Grove Urban Renewal Plan; and

**WHEREAS**, the Public Arts Commission met on March 14, 2019, and discussed the concept of an public installation art program; and

**WHEREAS**, a public installation art program supports the mission of the City’s Public Arts Commission “To enhance the cultural and aesthetic quality of life in Forest Grove by serving to promote, preserve, and develop access to the arts.”

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:**

**Section 1.** The Urban Renewal Agency Board does hereby direct the Executive Director, or designee, to develop a public installation art program in accordance with Exhibit A.

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

### Exhibit A

1. Installation art, as used in this Resolution, means a sculpture, fountain, bench, trash receptacle, kiosk, or mechanical device affixed to the ground or mural or architectural adornment attached to a building facade.
2. URA directs the Executive Director, or designee, to engage with the Public Arts Commission and Urban Renewal Advisory Commission (URAC) to establish a process and prepare guidelines for the acquisition and installation of public art, including:
  - a. General goals and values concerning installation art within the URA and selection of up to seven preferred locations for public art.
  - b. Criteria to support these goals and values that will be used to solicit and evaluate proposals for installation art pieces.
  - c. A process by which to solicit, evaluate, and select proposals.