



## URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, MARCH 26, 2020  
WEBEX COMMUNITY AUDITORIUM  
1915 MAIN STREET

### **NOTICE: VIDEO CONFERENCE MEETING**

The City will be using Cisco Webex Meetings to remotely host the Urban Renewal Agency (URA) Special Meeting. Due to circumstances resulting from COVID-19 (Coronavirus disease) and as a precaution, the Board is limiting in-person contact and promoting social distancing. No oral public comments will be taken. The URA is asking that anyone wishing to speak on an item not on the agenda to submit written comments by March 26, 2020, 5:00 p.m. via e-mail to: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov).

### **6:00 PM URBAN RENEWAL AGENCY SPECIAL MEETING**

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Board President  
Timothy A. Rippe  
Elena Uhing

Mariana Valenzuela  
Adolph "Val" Valfre, Jr.  
VACANCY

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.





**Urban Renewal Agency Work Session Minutes  
Site B Redevelopment RFP**

**Monday, January 27, 2020  
6:00 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 URA work session to order at 6:00 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Timothy Rippe; Ronald Thompson; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Director Vice Chair; and Peter Truax, Director Chair. **ABSENT:** Adolph "Val" Valfre, excused.

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

**2. WORK SESSION: SITE B REDEVELOPMENT REQUEST FOR PROPOSALS**

Pohl, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to establish consensus before releasing the Agency's Request for Proposals (RFP) for the land purchase, design, financing and construction of Redevelopment of Agency-owned Site B (Times-Litho), a 0.96-acre site located in downtown at the corner of Pacific Avenue and B Street, west of Jesse Quinn development. Pohl reported at the URA work session, held on November 25, 2019, the Board reviewed the vision, objectives, and timeline for redevelopment contained the draft RFP, noting the site is zoned Town Center Transition (TCT) consistent with the Comprehensive Plan designation and policies for the Town Center, which allows a mix of retail, office and residential development and ground floor retail uses are permitted but not required. In addition, Pohl presented a PowerPoint presentation overview of the URA's vision and project redevelopment objectives of Site B identified in the RFP and posed the following questions for the Board's consideration:

- Should any uses, such as housing, be mandatory?
- What type of housing should be allowed: duplexes, townhouses, apartments?
- Are there any allowed uses that should be prohibited at Site B?
- Should ground level retail be required? What type of commercial should be allowed?
- Should mixed-use be required? Could the mix of uses be vertical or

horizontal?

- What resources is the Board willing to consider committing to the project?

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the vision and project redevelopment objectives preferred in the RFP for Site B and the above-noted questions pertaining to the desire of incorporating an affordable housing element and commercial retail that maximizes taxable assessed value and creating a vital and vibrant downtown that draws interest for pedestrians and creates a sense of a gathering place for the community. In response to inquiries pertaining to parking, Pohl advised the TCT Zone, pursuant to the Development Code, does not require off-street parking for non-residential uses; however, a limited amount of off-street parking could be required as part of the proposed development concept. Chair Truax pointed out multi-use parking also needs to be a discussion topic at the Council level, i.e., businesses and institutions allowing privately-owned park lots to be used after business hours or on the weekends if closed. Pohl advised staff will be presenting the results of the Town Center Parking Study to Council at a later date. In response to inquiries pertaining to the allowable commercial uses, Pohl explained the TCT zone allows a variety of non-residential uses, which were referenced in the staff report, and residential development at 40 units per acre and up to 100 units per acre with incentives. The TCT zone also allows some civic/institutional uses. In addition, Chair Truax added that he is very interested in increase the density for affordable housing, which the Board collectively concurred. VanderZanden advised incentives include the remaining system development charge credits of \$5,000 to \$10,000. In conclusion of the above-noted discussion, the Board collectively concurred with the following requirements:

- Maximize taxable assessed value of the site.
- Commercial Projects must include ground level retail uses. Adding retail to the mix creates jobs and more likely to stimulate the downtown and surrounding properties.
- Residential Proposals must incorporate an affordable housing element. Pohl pointed out, and the Board collectively concurred, that at least 30% of the units should be affordable for households earning no more than 60% of Washington County's median household income.
- Although off-site parking is required for non-residential uses, provide a limited amount of off-street parking to support the development concept.
- Allow flexibility to determine most suitable development concept for the site.
- In the best interest of the URA, the URA may reject any and all proposals.

In conclusion of the above-noted URA Board recommendations, VanderZanden advised staff will proceed with the RFP for Redevelopment of Site B solicitation, noting staff will review the proposals to ensure the proposals meet the requirements of the RFP and Urban Renewal Advisory Committee will review and rank all proposals, interview selected proposers, and make a recommendation to the URA

Board on which proposals or proposal to consider.

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 6:48 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



## Urban Renewal Agency Meeting Minutes

Monday, January 27, 2020  
6:45 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 6:51 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Timothy Rippe; Ronald Thompson; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Director Vice Chair; and Peter Truax, Director Chair. **ABSENT:** Director Adolph "Val" Valfre, excused.

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

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

- A. Approve Urban Renewal Agency Regular Meeting Minutes of October 28, 2019.
- B. Approve Urban Renewal Agency Work Session (Draft RFP Site B Land Development) Meeting Minutes of November 25, 2019.

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

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

**5. PRESENTATIONS:** None.

**6. URA RESOLUTION NO. 2020-01 AMENDING STOREFRONT IMPROVEMENT GRANT PROGRAM ELIGIBILITY AREA TO INCLUDE PROPERTY NORTH OF 21<sup>ST</sup> AVENUE BETWEEN MAIN STREET AND COLLEGE WAY**

**Staff Report:**

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is amending Resolution No. 2018-02, Exhibit B, to include the area north of 21<sup>st</sup> Avenue between Main Street and College Way into the Storefront Improvement Grant Program eligibility area. In conclusion of the

above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting fiscal impact, if any, would be the result of funding eligible projects and the Program budget established through the annual budget process.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2020-01.

VanderZanden read URA Resolution No. 2020-01 by title.

**MOTION: Director Rippe moved, seconded by Director Uhing, to adopt URA Resolution No. 2020-01 Amending Storefront Improvement Grant Program Eligibility Area to include Property North of 21<sup>st</sup> Avenue between Main Street and College Way.**

**Board of Directors Discussion:**

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

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

**7. ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 6:59 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	6.
MEETING DATE:	03/26/2020
FINAL ACTION:	URA RESO 2020-02

**URBAN RENEWAL AGENCY STAFF REPORT**

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

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

**MEETING DATE:** *March 26, 2020*

**PROJECT TEAM:** *Bryan Pohl, Community Development Director  
Jeff King, Economic Development Manager*

**SUBJECT TITLE:** *Resolution Authorizing the establishment of a Small Business Emergency Assistance Program*

**ACTION REQUESTED:**

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

*X all that apply*

**BACKGROUND:** In response to the COVID-19 crisis, Governor Brown has issued orders for numerous types of small businesses to close or curtail operations. For example, bars and restaurants are limited to carry out and many other businesses, such as hair salons, gyms, dance studios and spas, have been required to close. These requirements are in effect until such time the Governor lifts them. These closures and curtailments could have a detrimental impact to the small business community. In response, staff is proposing a limited duration small business assistance program.

The proposed program guidelines are attached. In general, if a small business qualifies, the program would reimburse them for April’s rent or mortgage payment. Staff has discussed this program with the City Attorney who affirms the program is consistent with the Agency’s goals and objectives and therefore an allowable expense. Prior to launching the program, staff will finalize a program flyer, application, and assure all forms are in Spanish.

**FISCAL IMPACT:** The program proposes to offer grants up to \$2,500 per business, with a total budget of no more than \$100,000. Qualifying businesses would only be reimbursed for April’s rent or mortgage. For example, if rent is \$1,000, the business would receive \$1,000, not \$2,500. Staff is proposing to fund this through higher than expected property tax revenue and by potentially suspending future storefront façade, public art, and parklet programs, depending upon future tax revenue. This determination will be made during the budget process. Existing storefront and public art proposals will not be impacted. Staff will offer a more detailed financial analysis at the meeting.

**STAFF RECOMMENDATION:** Staff recommends that Agency Board consider the proposed resolution directing staff to implement the Small Business Emergency Assistance Program.

- ATTACHMENT(s):**
- A. Program Outline
  - B. Resolution

**URA RESOLUTION NO. 2020-02**

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY  
AUTHORIZING CREATION OF AN EMERGENCY BUSINESS ASSISTANCE PROGRAM**

**WHEREAS**, Governor Brown has declared a public health emergency in response to the COVID-19 pandemic; and

**WHEREAS**, bars, restaurants, and other businesses have been ordered to close their doors or operate as carry-out facilities only; and

**WHEREAS**, the duration of the public health emergency is unknown; and

**WHEREAS**, Forest Grove small businesses will be detrimentally impacted if they cannot serve customers at their full capacity; and

**WHEREAS**, the City of Forest Grove Urban Renewal Agency (Agency) values the small business that operate within the Urban Renewal District; and

**WHEREAS**, the Agency is uniquely positioned to offer emergency financial assistance to small businesses within the district to help them pay their rent or mortgage; and

**WHEREAS**, a mortgage and rental assistance program for small businesses in the Urban Renewal Area would be consistent with the blight elimination and business retention goals of the City of Forest Grove Urban Renewal Plan.

**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 implement the Forest Grove Emergency Business Assistance Program in accordance with Attachment A.

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

**PRESENTED AND PASSED** this 26<sup>th</sup> day of March, 2020.

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Jesse VanderZanden  
Urban Renewal Agency Executive Director

**APPROVED** by the Urban Renewal Agency of the City of Forest Grove at a special meeting thereof this 26<sup>th</sup> day of March, 2020, and filed with the Forest Grove City Recorder this date.

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Peter B. Truax  
Urban Renewal Agency Chair



## Forest Grove Small Business Emergency Assistance Program

**Introduction:** In response to the COVID-19 crisis, Governor Brown has ordered many types of small businesses to close or curtail operations until further notice. This could lead to detrimental impacts to small businesses. Forest Grove recognizes that these small businesses are key competitive advantages as a place to live and work in the Portland metropolitan area. The Agency values small businesses that operate within the district and is offering a small business emergency assistance program for qualifying businesses.

**The Program:** Beginning in April, 2020, the URA will make award grants to qualifying businesses to pay their rent or mortgage for the month of April. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business.

**Program Criteria:** Businesses that meet the following criteria are eligible to apply:

- Business operates out of a commercial storefront within the Urban Renewal Area (see map).
- Business is directly affected by a government-ordered mandatory change in service.
- Business has 25 or fewer FTE's (full time equivalent employees) in Forest Grove.
- Business has a rental or mortgage payment on their primary commercial establishment.
- Business has a Forest Grove business license.
- Business can be a locally owned franchise of a national chain.

**Eligible Expenses:** Mortgage or lease payments only.

**Application Process:**

- Business submits an application to [smallbizassist@forestgrove-or.gov](mailto:smallbizassist@forestgrove-or.gov) or by calling (503) 992-3227 to arrange a drop-off appointment during business hours (Monday – Friday, 9am to 5pm).
- If the application is approved, a notice of award will occur within 72 hours. Awards will be made on a first-come, first-serve basis. After notification of award, businesses submit proof of payment of rent or mortgage for April and grant funds will be dispersed within two weeks.
- The program reimburses actual rental or mortgage expenses up to a total of \$2,500 after any rental or mortgage abatement has been deducted from the rental or mortgage payment. Reimbursement will be awarded to the tenant.
- The program is in effect during the City of Forest Grove's declared state of emergency and while funds are available.

**Questions?** Contact (503) 992-3227

# ATTACHMENT A

Figure 1: Forest Grove Urban Renewal Area

