



URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, MAY 11, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET

- 6:00 PM URBAN RENEWAL AGENCY WORK SESSION (Site B Proposal)**
- 6:30 PM URBAN RENEWAL AGENCY MEETING**
- 9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Business Assistance Program)**

COVID-19: NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency Board is limiting in-person contact and social distancing. The work session and meeting will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). However, the Board encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live at the start time, or shortly thereafter, by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on [YouTube Channel 30](#). Written comments on an item not on the URA Agenda may be submitted by May 11, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President

Kristy L. Kottkey, Director

Timothy A. Rippe, Director

Elena Uhing, Director

Mariana Valenzuela, Director

Adolph "Val" Valfre, Jr., Director

All regular meetings of the Urban Renewal Agency are open to the public and 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 are held on each matter required by state law or City policy. Anyone wishing to testify should sign in 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.

Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

6:00 **URBAN RENEWAL AGENCY WORK SESSION (Site B Proposal):**
The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session.

- 6:30**
1. **URBAN RENEWAL AGENCY MEETING:** Call to Order and Roll Call. The Urban Renewal Agency will convene and be video conferencing remotely during the meeting.
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to 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. Written comments may be submitted by May 11, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.
 3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Board members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
 - A. Approve Urban Renewal Agency Meeting Minutes of April 27, 2020.
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None

Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

6:35 6. **URA RESOLUTION NO. 2020-04 ADOPTING URBAN RENEWAL AGENCY 2020 WORK PLAN**

6:45 7. **ADJOURNMENT:**

Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

9:00 **URBAN RENEWAL AGENCY WORK SESSION (Business Emergency Assistance Program):**
The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session.

9:30 **ADJOURNMENT:**

URA

Forest Grove
Urban Renewal Agency



Site B Proposal

Paul Downey, Administrative
Services Director
Bryan Pohl, Community
Development Director



May 11, 2020

Purpose:

- Consider proposal for Site B and discuss next steps.
- Consistent with URA Action Plans 1.1, 3.1, 4.5, 4.6, and 5.1 to consider “disposition alternatives for Site B.”

Background:

- The Board held Work Sessions on November 25, 2019 and January 27, 2020. A consensus was reached to offer a Request for Proposals (RFP) that included the following objectives:
 - Enhance the downtown and adjacent neighborhood.
 - Maximize taxable assessed value.
 - Encourage new investment and development that brings people downtown.
 - Provides tangible benefit to the urban renewal area and City such as needed retail, services, housing and/or employment.
 - Provides a transition between the downtown and residential and commercial districts.
 - Housing is not required. If housing is included, a project may contain a mix of housing types and there is a requirement to include affordable housing. Any housing project must include at least 30% of the units for households earning at least 60% of the Washington County's area median income.
 - Commercial is not required. If a commercial project is proposed, then ground level retail uses are required.

Background:

- An RFP was widely advertised for two months.
- All parties who expressed prior interest in Site B were sent an RFP notice.
- Proposals were due April 9.
- One proposal was received.
- Staff reviewed the proposal and found it qualifies for consideration by the URAC and URA Board.
- The URAC considered the proposal on May 7th. Their comments will be given to the Board during the May 11 work session.

Process:

- The Board can either reject the proposal and re-advertise or accept the proposal and enter into negotiations. If accepted, the following process would occur:
 - 1) Consensus to allow staff to negotiate an Exclusive Negotiating Agreement (ENA).
 - 1) The ENA authorizes exclusive negotiations with the proposer. The means no other proposals will be considered while the ENA is in effect.
 - 2) The ENA addresses pre-development assistance, studies, access, insurance, and base development criteria, i.e., parking.
 - 3) Once negotiated, the ENA requires Board approval by resolution.
 - 4) The ENA is normally 8-10 pages.

Process: cont...

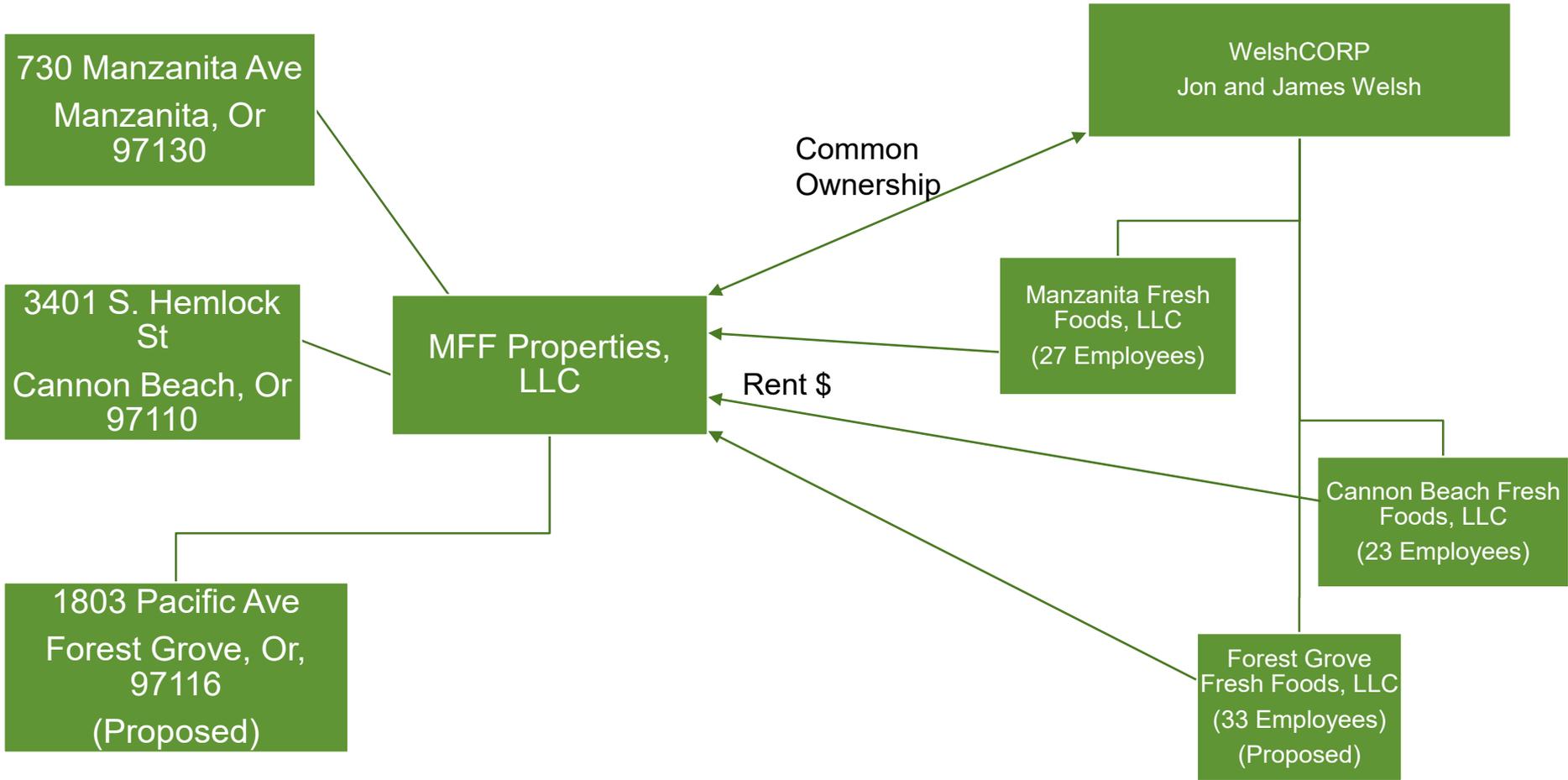
- 2) Hold a work session with the URAC and Board prior to scheduling the ENA for approval. The ENA will likely take 2-4 months.
- 3) Once all requirements of the ENA have been satisfied, staff will seek Board consensus to negotiate a Disposition and Development Agreement (DDA).
 - 1) The DDA spells out all the terms and conditions under which the property is disposed of, the project is constructed, and any Board or City assistance is provided.
 - 2) A DDA requires a public hearing and Board approval.
 - 3) If City assistance is provided, it also requires the Council's approval.
 - 4) The DDA is normally 60-80 pages.
 - 5) Staff would hold work sessions during the DDA negotiations to assure project goals and objectives are met.
 - 6) The DDA normally takes 4-6 months.

The Proposal:

- The following slides are verbatim excerpts from the proposal submitted by Welsh Corp. to the URA on April 9.

Forest Grove Urban Development Proposal Times-Litho Site B







The President of WelshCORP, managing member of MFF Properties, LLC and Chief Executive Officer of Fresh Foods is Jonathan Welsh. Jon has served in this role since 2006; during his tenure, the business has transferred from a general partnership to a corporation, sub chapter S. The business has increased its product and services, compensation of employees, bottom line profits and assets, all while decreasing liability and exposure. No stranger to the retail grocery environment, Jon grew up in grocery stores since birth. With over 22 years experience, he has held every position from courtesy clerk to store manager.

It was Jon's vision that prompted the expansion of the Manzanita Store in 2012. He oversaw the process, from concept to completion, directly involved with all financial aspects and the development of protocols necessary to adjust to an operation 6 times the size of the previous one. In 2016, Jon led the process of opening Fresh Foods second location in Cannon Beach from land acquisition, to financing and completion.

Prior to his position with the store, Jon served in various positions as an Officer in the United States Army. After serving as a combat infantry leader with multiple tours in the Global War on Terrorism, Jon was selected, as a junior Captain, to serve as his Battalions Logistic and Property Book Officer, a position usually reserved for senior Captains.

Outside of work, Jon's love is being part of the communities where his businesses are located. He is a board, and founding, member of Neah-Kah-Nie Youth Athletics, devoting his time to coaching children's sports year-round. He acts as the assistant track and Field coach of Neah-Kah Nie-High School and avid supporter of the high schools' various programs. In the community he is a generous donor to the North County Food Bank and various nonprofit agencies that work to benefit the underprivileged.

Jon was formally educated by Jesuit High School of Sacramento, California. He received his bachelor's degree from Washington State University, with a double major in Business Administration and Political Science, earning his Pre-Law Certificate. In addition he was commissioned as an Infantry Officer in the United States Army, earning Distinguished Military Graduate honors. He is a graduate of the United States Infantry Basic Officer Course, Airborne Course, Air Assault Course, Mortar Leader Course, Sniper Employment Course, Unit Level Safety Course, and Defense Department Accounting Course. His decorations include the Army Achievement Medal, the Army Commendation Medal (3) and the Bronze Star Medal for actions in combat. Jon also earned multiple All-Academic Conference honors as a track and field athlete, as well as being a multiple time Conference Champion and All-Conference athlete in the PAC-10 while at Washington State University.



Fresh Foods is family owned, veteran run, full-service grocery store specializing in natural, organic, gluten-free, vegan and environmentally-friendly products, as well as traditional favorites. Established in 1997, Fresh Foods has grown to serve locals, the numerous tourist and second homeowners that frequent the coastal area due to the abundance of natural beauty. During our time in business, we have grown from a single store with \$600,000 in annual sales, to 2 locations (Manzanita and Cannon Beach) with over \$12,000,000 dollars in sales. Fresh Foods employs 55 people with steady, year-round jobs, a rarity on the coast. A proud partner of the O.L.C.C, Fresh Foods holds both On and Off Premise Licenses and is one of the few grocery stores in the state to act a Liquor Agent for the state.

Fresh Foods is a very responsive business, able to adapt quickly to the changes in the economic climate, customer desires and product offering. With development, and luck, we have carved out a niche market on the North Oregon Coast. With virtually no commercial property available, the threat of larger chain stores and further competition moving in is essentially a non-starter. We now look to take our brand eastward to Washington and Yamhill counties, as we have been approached by multiple municipalities as acting as anchor tenant of either their master plans, rejuvenations or expansions.



The Architectural and Contractor Team



KEELEY O'BRIEN

OWNER / PROJECT EXECUTIVE
In construction industry 25 years

- 2011-Present** O'BRIEN & COMPANY
Executive Director/CEO
- 2008-2011** O'BRIEN CONSTRUCTORS
Project Manager
- 2005-2008** GRAY DEVELOPMENT
Senior Development Associate
- 1998-2005** BECHTEL CORPORATION
Project Engineer to Area Project Manager
- 1993-1998** O'BRIEN CONSTRUCTORS (OTKM)
Laborer and Labor Foremen

AFFILIATIONS



AGC
Associated General Contractors



USGBC
US Green Building Council

EDUCATION

Bachelor of Science
Construction Engineering
Management
Oregon State University
Corvallis, Oregon
Bachelor of Science
Business Management with
Minor in Business Finance
Oregon State University
Corvallis, Oregon



ROBERT HOFFMAN, AIA

MANAGING PRINCIPAL
In architecture industry 33+ years

EDUCATION

Master of Architecture
University of Oregon
Graduate Teaching Fellow

**Bachelor of Environmental Design, Cum
Laud**

North Carolina State University
Architecture Faculty Book Award for
Achievement in Design
Alpha Rho Chi Medal for Service and
Leadership of Science

2019-Present OPEN CONCEPT ARCHITECTURE, INC.
Managing Principal

2014-2019 AIA OREGON
Executive Vice President/CEO

2007-2014 MULVANNY G2
Principal

2002-2007 FLETCHER FARR AYOTTE
Associate Principal

1999-2002 BOORA ARCHITECTS
Associate, Design Architect, Project Architect

1995-1998 MAHLUM ARCHITECTS
Associate

1991-1995 DULL OLSEN WEEKES ARCHITECTS
Project Designer

1991-1992 EARNEST MUNCH ARCHITECT
Intern



MIXED-USE PROPERTIES

**Gray Development - Temple Town
Lake Luxury Apartments**, Tempe, AZ;
Negotiated \$56 Million, 1/04 to 6/07;
Client: Bruce Gray

HOSPITALITY PROJECTS

Headlands Coastal Lodge & Spa,
Pacific City, OR; Negotiated w/GMP
\$9 Million; 11/16 to 12/17; **Client:**
Nestucca Ridge Family of Companies-
Jeff Schons, Owner

Inn at Cannon Beach, Cannon Beach,
OR; Negotiated w/GMP, \$3 Million
Client Escape Lodging 9/17 to 6/18;
Client: Patrick Nofield;
Owner

Inn at Nye Beach, Newport, OR;
Negotiated \$5.5 Million GMP; 9/15
to 6/16; **Client:** VIP Hospitality, Robert
Edmonds, General Manager

Holiday Inn Renovation, Seaside, OR
Negotiated with GMP \$2 Million 9/17
to 6/18; **Client:** Lincoln Assets Torre T.
Margal Owner

Pelican Pub Brewery, Cannon Beach,
OR; Negotiated w/GMP, \$3.5 Million;
8/15 to 5/16; **Client:** Pelican Pub-Mark
Dunn, General Manager

EDUCATIONAL FACILITIES

**Nehalem Elementary School Seismic
Rehabilitation**, Nehalem, OR; CM/GC
with GMP; \$1.2 Million; 6/17 to 8/18;
Client: Neah-Kah-Nie School District,
Eriebach, Superintendent

**Nestucca Valley Elementary Seismic
Rehabilitation**, Cloverdale, OR; CM/
GC w/GMP \$1.3 Million, 6/17 to 8/17;
Client: Nestucca Valley School District
- Misty Wharton, Superintendent

**Liberty Elementary Gym Seismic
Rehabilitation**, Tillamook, OR; CM/GC
w/GMP \$1 Million, 6/17 to 8/17; **Client:**
Tillamook School District-Randy Schild,
Superintendent

OTHER PROJECTS

**Bechtel - Southern New Jersey Light
Rail**, Camden, NJ; CM/GC w/GMP \$128
Million, 5/01 to 6/03; **Client:** State of
New Jersey

**Bechtel - Portland Airport Max -
Portland, OR;** C CM/GC w/GMP \$48
Million, 1/98 to 5/1; **Client:** Trimet,
Young Park

Seaside Convention Center, Seaside,
OR; CM/GC with GMP \$11 Million; 6/18
to 6/19; **Client:** Seaside Convention
Center; Russ Vandenberg, General
Manager

MIXED-USE PROJECTS

- The Wyatt Mixed-Use Development
- North Pearl Mixed Use Development
Study
- Villebois Mixed-Use Development
- Southport Mixed-Use Community
- CADA Sites 2 & 3, Mixed-Use
- Development Sutter Community Block
Mixed-Use

HOSPITALITY PROJECTS

- Nicholas Jay Winery
- Paige Winery
- White Walnut Vineyard
- Ascend Hotel, Lincoln City
- Domaine Drouhin, Offices

COMMERCIAL FACILITIES

- Mesa Arts Center
- Visual Arts Center
- Harrison Library Renovation
- Wake County Attorney Offices
- Wake County Equipment Building
- Wake County Fireman Training Center

EDUCATIONAL FACILITIES

- Culver Elementary School
- Culver Middle School
- Parkrose High School
- Dallas High School Additions
- Clear Creek Middle School
- Crasby-Garfield School Renovation
- Pala Youth Center
- Thompson School Renovation
- Lacomb School Addition

HEALTH CARE FACILITIES

- Valley Medical Group Office Bldg.
- HAP Providence Senior Housing
- High Desert Medical Center

JEREMY COGDILL

LEED AP BD+C

SENIOR PROJECT ARCHITECT
In architecture industry 15+ Years

PROGRAMS/CERTIFICATIONS/ACHIEVEMENTS

ACE Mentorship Program (6 years)
World Affairs Council of Oregon (10 years)

2019-Present OPEN CONCEPT ARCHITECTURE, INC.
Senior Project Architect

2017-2019 COGDILL DESIGN-BUILD
Sole Proprietorship Owner

2006-2017 ZGF ARCHITECTS, LLC
Project Architect and LEED Specialist

2003-2007 COGDILL DESIGN-BUILD
Sole Proprietorship Owner

EDUCATION

Bachelor of Science In Architecture - 5 year accredited degree (Cum Laude)
University of Oregon
Eugene, Oregon



FOOD RETAIL/GROCERY EQUIVALENT PROJECTS

Whitman College Residence and Dining Halls (LEED Platinum) Responsible for taking five different projects at Whitman College through the permitting process. The main focus was on a 150 student residence hall along with two new dining facilities, replete with low tech passive solutions that allowed students to be part of the environmental narrative.

RESIDENTIAL PROJECTS

Mirror Lake Retreat, Mt. Hood National; Forest 3,300 SF retreat overlooking a private 5 acre lake. Lumber was milled on site, cedar shakes split by hand, stones collected from the site.

Mirror Lake Retreat, Mt. Hood National; 700 SF guesthouse, outdoor pavilion, sauna, artist studio, and 300 person amphitheater.

OTHER PROJECTS

US Embassy Compound, Colombo, Sri Lanka (LEED Gold Equivalent, Design Excellence) Multi-building campus located on a 6.5 acre beachfront site directly across from the Presidential Compound. Oversaw a team of nearly sixty architects and consultants on a fast-track schedule, balancing a low-rise pavilion scheme with highly technical security demands, and complex operational phasing with existing facilities. Scheduled for completion 2020.

Port of Portland Headquarters (LEED Platinum) 205,000 SF office building. Worked on project from initial user group discussion and interviews clear through construction. My role focused on the design of extensive and intensive green roofs, conference area, living machine coordination, and large atrium spaces to encourage office-wide cross-departmental interactions in the form of a central living room.

Technology Headquarters (LEED Gold) Design of a one million SF high-performance headquarter building for a prominent technology firm. Helped client to redefine workplace culture through innovative social hubs, fostering informal collaboration in a healthy, sustainable environment rich with amenities.

VITO CERELLI

SENIOR DESIGNER
In architecture industry 15+ Years

EDUCATION
Bachelor of Architecture
University of Oregon
Eugene, Oregon

2016-Present OPEN CONCEPT ARCHITECTURE, INC.
Senior Designer

2010-2013 TOLOVANA ARCHITECTS
Designer

2004-2010 MERSERELLI CONSTRUCTION
Contractor / Carpenter

PROGRAMS/CERTIFICATIONS/ACHIEVEMENTS

Oregon Home - Cover 2018



GROCERY PROJECTS

Fresh Foods Marketplace - Cannon Beach, OR; CM/GC with GMP \$2.5 million; 2016; **Client:** Fresh Foods Marketplace

Fresh Foods Liquor Store, Manzanita, Oregon; CM/GC \$120K; 8/19-10/19 **Client:** Fresh Foods, Jon Welsh - Owner

RESIDENTIAL/MULTI-UNIT PROJECTS

Arch Cape Loft - Arch Cape, OR; CM/GC with GMP \$1 million; 2018

Nazanla Residence - Cannon Beach, OR; CM/GC with GMP \$750,000; 2017

Falcon Cove Residence - Falcon Cove, OR; CM/GC with GMP \$600,000; 2019

Pacific St. Residence - Cannon Beach, OR; CM/GC with GMP \$850,000; 2017

HOTEL PROJECTS

Astoria Holiday Inn, Astoria, OR; Negotiated \$4.5 million GMP; 9/15 to 4/16; **Client:** Blue Heron LLC, Dave Weber, Owner

Pelican Shores Hotel, Lincoln City, OR; Negotiated \$2 million GMP; 10/14 to 2/15; **Client:** Westover Inns, Owner

PHIL ROBERSON

ARCHITECT

In architecture industry 8+ Years

PROGRAMS/CERTIFICATIONS/ACHIEVEMENTS

Recipient of the Penn Design Dean's Diversity Full Scholarship
Studio work featured in the Green Urban Global Architecture and Design Exhibition at the AIA Philadelphia

2016-Present OPEN CONCEPT ARCHITECTURE, INC.
Architect

2015-2019 HOLST ARCHITECTURE
Design Staff

2012 HACKER ARCHITECTS
Intern

2011 WILLIAM C. TRIPP ARCHITECT
Intern

EDUCATION

Master of Architecture
with Certificate in Historic Preservation
The University of Pennsylvania School of Design
Philadelphia, PA

Bachelor of Science Cum Laude Portland State University
Portland, OR



MIXED-USE PROJECTS

Revere - Portland, OR; CM/GC with GMP \$30 million; 03/16-01/18; **Client:** Fore Property Company

The Fowler - Boise, ID; CM/GC with GMP \$18 million; 08/15-03/16; **Client:** Local Construct

HOSPITALITY PROJECTS

Pullman Wine Bar & Merchant - Portland, OR; CM/GC with GMP \$950,000; 10/18-07/19; **Client:** Grand Ventures Hotel LLC with David Machado Restaurants

OTHER PROJECTS

The Royal Institute of Law Library - Pangbisa Paro, Bhutan; CM/GC with GMP Undisclosed; 01/18-9/18; **Client:** Bhutan Foundation, Jigme Singye Wangchuck School of Law

PCC Cascade Hall & Student Union - Portland, OR; CM/GC with GMP \$36.9 million; 03/12-08/12; **Client:** Portland Community College

O'Brien and Company, LLC is a well-respected construction firm with countless notable projects ranging from PDX Airport retail spaces, to multiple, upscale, award winning wineries not far from Forest Grove. They have been a trusted partner of MFF Properties, LLC dating back to 2011, when Fresh Foods was their first commercial project under Keeley's ownership tenure. They have been entrusted with multiple coastal school districts seismic renovation projects and dominate the hospitality business in the north coastal counties.





Our Proposed Project

The rebirth of Downtown Forest Groves' premier location and a visual spectacle for its' citizens.



AERIAL VIEW SOUTHWEST



AERIAL VIEW SOUTHWEST

OPEN CONCEPT ARCHITECTURE  O'Brien
DESIGN / BUILD

**FRESH FOODS
FOREST GROVE
03.31.2020**

URA
Forest Grove
Urban Renewal Agency




AERIAL VIEW SOUTHWEST

OPEN CONCEPT
ARCHITECTURE  O'Brien
DESIGN / BUILD

**FRESH FOODS
FOREST GROVE
03.31.2020**

URA
Forest Grove
Urban Renewal Agency




AERIAL VIEW SOUTHWEST

Project Highlights

- Simply put, this project accomplishes all the Agencies objectives.
- 20,000 sq/ft Retail Grocery Store that attracts over 750 visits a day, conservatively, enhancing all surrounding businesses (Growler Garage, etc..).
- 12- 900 sq/ft Housing units overhead that will all be in the affordable scale (we reserve the right to maintain one unit for business use).
- 21,000 sq/ft Parking lot with 12 stalls for tenants, with additional 23 stalls for customer/employee use.
- Sloping elevation from the Jesse Quinn to our 3-story project to transition to the residential sector.
- An alternative retail grocery store that provides product that is currently unavailable in Forest Grove and will help alleviate traffic concerns at the east end of town.

Building Highlights

- Long lasting metal and cedar envelope materials that pose a modern look, while being sustainably maintained.
- A public sidewalk/seating area outside with clean, green landscaping that will enhance the character of west downtown.
- Extensive glass for natural lighting and visual aesthetics.
- We will adhere to as many LEED practices as the budget will allow for, including LED lighting etc..
- This building has already been built on a slightly smaller scale, is available to see and experience, so we foresee no challenges at this point.



Our Stores

18



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Options:

- Option 1: Reject the proposal and re-advertise. If the Board rejects the proposal, provide input on what criteria would change for the new solicitation.
- Option 2: Accept the proposal and authorize staff to begin negotiating an Exclusive Negotiating Agreement (ENA).

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Monday, April 27, 2020

Urban Renewal Agency Meeting Minutes

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 regular URA meeting to order at 5:52 p.m.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the URA Board limited in-person contact and social distancing. **The Board conducted the URA meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). The URA Board accepted written comments on items not on the agenda submitted by April 27, 2020, 3pm, to the City Recorder.

OATH OF OFFICE:

Ruggles administered the Oath of Office, prior to the start of the URA meeting, to Kristy Kottkey, who was appointed to fill the vacancy on City Council, appointed term expiring November, 2022. Kottkey replaces former City Councilor Ronald Thompson who died February 12, 2020.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX REMOTELY:

Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Bryan Pohl, Community Development Director (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. CITIZEN COMMUNICATIONS:

Chair Truax referenced two e-mails that were submitted to City Council, which were referenced in the Council minutes of April 27, 2020.

3. CONSENT AGENDA:

A. Approve Urban Renewal Agency Special Meeting Minutes of March 26, 2020.

MOTION: Director Uhing moved, seconded by Director Valfre, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** AYES: Directors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Director Chair Truax. NOES: None. MOTION CARRIED 7-0.

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

5. **PRESENTATIONS:** None.

6. **URA RESOLUTION NO. 2020-03 AUTHORIZING THE FISCAL YEAR 2019-20 EXPENDITURE OF URBAN RENEWAL AGENCY FUNDS FOR ADDITIONAL BUSINESS ASSISTANCE PAYMENTS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE UNDER ORS 294.481(B) AS A RESPONSE TO AN EMERGENCY**

Staff Report:

Downey and Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is authorizing to transfer \$26,000 from the URA Fund Unappropriated Fiscal Year 2019-20 to the URA Emergency Response Expenditures. Downey reported the URA received 83 applications for the Small Business Assistance Program, totaling \$125,369.93 in funding requests. In addition, the URA received 10 applications from businesses outside of the URA boundary, including one business located in Cornelius, which the URA is unable to provide funding assistance. In conclusion of the above-noted staff report, Downey advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting the URA has sufficient funds to fund all 83 applications from qualified businesses within the URA boundary totaling \$125,369.93 and still meet all the URA's current obligations.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2020-03.

VanderZanden read URA Resolution No. 2020-03 by title.

MOTION: Director Valfre moved, seconded by Director Rippe, to adopt URA Resolution No. 2020-03 Authorizing the Fiscal Year 2019-20 Expenditure of Urban Renewal Agency Funds for Additional Business Assistance Payments to be Awarded for Covid-19 Relief Assistance under ORS 294.481(B) as a Response to an Emergency.

Board of Directors Discussion:

Downey and Pohl addressed various inquiries and concerns from the Board pertaining

to the Emergency Business Assistance Program and payments, noting the program awards payments for April rent or mortgage of up to \$2,500 to small businesses within the URA boundary, with total payments limited to \$100,000, and on a first-come first-served basis. Downey noted staff is asking the Board to approve an additional \$26,000 to provide business assistance payments to all qualified applications within the URA boundary. In response to various Board concerns pertaining to funding the 10 businesses outside of the URA, Downey advised the URA cannot provide funding outside of URA boundary, noting other programs have been implemented by other agencies, such as the Coronavirus Relief Fund, the CARES Act. In addition, Director Chair Truax provided insight pertaining to the CARES Act funding for Washington County.

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 Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Director Chair Truax. NOES: None. MOTION CARRIED 7-0.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 6:16 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>05/11/2020</u>
FINAL ACTION:	<u>URA RESO 2020-04</u>

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *May 11, 2020*

PROJECT TEAM: *Bryan Pohl, Community Development Director*

SUBJECT TITLE: *Urban Renewal Agency 2020 Work Plan*

ACTION REQUESTED:

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

X all that apply

BACKGROUND:

The URA Board of Directors passed the URA Plan (Plan) in 2014. The primary purpose of the Plan is to eliminate blight and blighting influences, improve the utilization of land within the Urban Renewal Area, encourage private investment and job creation, and increase the taxable value of property within the City benefitting all overlapping taxing districts. The Plan is consistent with the Comprehensive Plan and zoning regulations adopted by the Forest Grove City Council.

The URA Plan established five Goals and 13 Objectives. These Goals and Objectives have remained unchanged since 2014 and can only be changed by amending the URA Plan. In 2019, the URA Board passed a Work Plan that added Actions to the Goals and Objectives. The attached resolution addresses the 2020 Work Plan.

PURPOSE:

In 2019, the URA accomplished several projects, including establishment of the Urban Renewal Advisory Committee (URAC), amendment of the URA Plan to include elements of the Town Center Plan, an RFP to develop a Festival Street Concept, selection of banner poles under the Installation Art Program, four grants under the Storefront Improvement Program, and issued a Request for Proposals (RFP) for Site B development.

In addition, in early 2020, the COVID-19 pandemic brought a high level of uncertainty to the business climate in Forest Grove. The Governor’s Executive Orders forced the closure or curtailment of operations for nearly all of the businesses within the URA boundary. In response, the URA implemented the Small Business Assistance Program. In an effort to fund the program, a hold was placed on future Storefront Façade and Installation Art Program applications, however, all current applications are being fully funded. This in turn shaped the 2020 URA Work Plan. The URA Board met in a Work Session on April 27, 2020, to discuss the proposed 2020 Work Plan. No significant changes were proposed or made. Attached is the proposed 2020 Work Plan.

STAFF RECOMMENDATION: Staff recommends the Board approve the 2020 Work Plan.

ATTACHMENTS:

- 1) Resolution adopting 2020 URA Work Plan
- 2) Proposed 2020 URA Work Plan



URA RESOLUTION NO. 2020-04

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
ADOPTING URBAN RENEWAL AGENCY 2020 WORK PLAN**

WHEREAS, the Urban Renewal Agency (URA) Board of Directors adopted the URA Plan in 2014; and

WHEREAS, the URA Plan established 5 Goals and 13 Objectives; and

WHEREAS, there are no proposed changes to the Goals and Objectives, therefore passage of this Resolution will not also require an amendment to the URA Plan, and

WHEREAS, the URA Board of Directors met in Work Session on April 27, 2020, and came to a consensus to develop a 2020 Work Plan to inform the budget process and implement the URA Goals and Objectives, and

WHEREAS, in support of the 2014 URA Plan's Goals and Objectives, Exhibit A outlines the 2020 URA Work Plan, and

WHEREAS, the 2020 URA Work Plan requires approval by Resolution of the Board of Directors.

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

Section 1. The Urban Renewal Agency hereby adopts the 2020 Work Plan as shown in Exhibit 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 11th day of May, 2020.

Jesse VanderZanden,
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 11th day of May, 2020, and filed with the Forest Grove City Recorder this date.

Peter B. Truax,
Urban Renewal Agency Chair

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URBAN RENEWAL AGENCY

GOALS AND OBJECTIVES
ADOPTED 2014

GOAL 1



Provide Opportunities
For Public Participation
in the Preparation and
Adoption of Urban
Renewal Plans, Plan
Amendments, and
Policies

GOAL 2



Adopt a Prudent
Annual Budget to
Minimize Financial
Risk to the Urban
Renewal Agency and
the City of Forest
Grove

GOAL 3



Improve the Local
Investment Climate by
Reducing Financial
Barriers to Development
and Redevelopment
Within the Urban
Renewal Area

GOAL 4



Promote a Vibrant
Forest Grove Town
Center Through
Strategic Urban
Renewal
Investments

GOAL 5



Promote Commercial
and Mixed-Use
Redevelopment of Sites
Along the Pacific
Avenue Corridor

URA

Forest Grove
Urban Renewal Agency



WORK PLAN 20

URBAN RENEWAL AGENCY 20



GOAL 1 – PROVIDE OPPORTUNITIES FOR PUBLIC PARTICIPATION IN THE PREPARATION AND ADOPTION OF URBAN RENEWAL PLANS, PLAN AMENDMENTS, AND POLICIES

OBJECTIVE

ACTION

1.1 Establish an Urban Renewal Advisory Committee.

Develop URAC bylaws.
Consider disposition alternatives for Site B.

GOAL 2 – ADOPT A PRUDENT ANNUAL BUDGET TO MINIMIZE FINANCIAL RISK TO THE URBAN RENEWAL AGENCY AND THE CITY OF FOREST GROVE

OBJECTIVE

ACTION

2.1 Establish policies to guide strategic financial investments in the urban renewal area based on public benefit, documented financial need, scale of the project, and accepted underwriting principles.

2.2 Evaluate tax increment revenue collections annually to minimize long term impacts to overlapping taxing districts.

Part of annual budget process.

2.3 Secure grant funding from regional, state, federal agencies, and private organizations to implement the urban renewal program and supplement tax increment revenue.

Pursue grants for URA programs.
Review stimulus programs for applicability.

WORK PLAN 2020

URBAN RENEWAL AGENCY 2020



GOAL 3 – IMPROVE THE LOCAL INVESTMENT CLIMATE BY REDUCING FINANCIAL BARRIERS TO DEVELOPMENT AND REDEVELOPMENT WITHIN THE URBAN RENEWAL AREA

OBJECTIVE

ACTION

3.1 Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land.

Consider disposition alternatives for Site B.

WORK PLAN 2020

URBAN RENEWAL AGENCY 20



GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

OBJECTIVE

ACTION

- | | | |
|-----|---|--|
| 4.1 | Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources through improvements to the exterior and interior of buildings. | Continue Storefront Improvement Program, Parklet Pilot Program, and Installation Art Program, pending available funding. |
| 4.2 | In conjunction with the Economic Development Commission, assist business retention and expansion efforts in the Forest Grove Town Center. | Work with EDC on consideration of Main Street Program. |
| 4.3 | Identify a location and assist with funding construction of a public gathering place in the Town Center. | Complete Festival Street alternatives concept analysis and secure URA Board approval for preferred alternative. |

GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

OBJECTIVE

ACTION

4.4 Purchase property from willing sellers to implement the urban renewal program.

4.5 Encourage the construction of needed housing and mixed use development in the Town Center.

4.6 Encourage uses and amenities that support increased community uses in the Town Center.

Consider disposition alternatives for Site B.

Consider disposition alternatives for Site B.
Complete installation of banner poles.
Continue Storefront Improvement Program, Parklet Pilot Program, and Installation Art Program, pending available funding.

GOAL 5 – PROMOTE COMMERCIAL AND MIXED-USE REDEVELOPMENT OF SITES ALONG THE PACIFIC AVENUE CORRIDOR

OBJECTIVE

ACTION

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.

Consider disposition alternatives for Site B.

5.2 Work with the Economic Development Commission to market redevelopment opportunity sites to prospective developers.

URA

Forest Grove
Urban Renewal Agency



Small Business Emergency Assistance Program

Paul Downey, Administrative
Services Director
Bryan Pohl, Community
Development Director

May 11, 2020

Purpose:

- Consider adding monies to the small business emergency assistance program for a second round of grants for May rent or mortgage.

Background:

- The Board authorized \$126,000 in grants to small businesses within the Urban Renewal Agency (URA) area directly impacted by COVID-19.
- 80 businesses were awarded grants for April rent or mortgage up to but not exceeding \$2,500. The average grant was \$1,576.
- Small businesses are less than 25 full-time employee equivalents and were specifically closed or restricted in the Governors Executive Order.
- Approximately 80-90% of all small businesses in Forest Grove are within the URA area.

URA Financial Position:

- All programs were fully funded in FY 19-20.
- After annual debt payments (six more years), the annual net revenue is approximately \$120,000.
- Recall the Board authorized three five-year programs and one Study within the URA:
 - Parklet Pilot Project \$5k/year
 - Installation Art Program \$20k/year
 - Storefront Façade Program \$20k/year
 - Festival Street Study \$50/one year
- This leaves approximately \$25,000 in discretionary monies for FY 20-21.



URA Financial Position:

- Any additional funding for the grant program above this amount would come from URA reserves.
- URA reserves can be used for any planned expenses including capital projects and redevelopment.
- The ending FY 20-21 reserves balance is projected to be \$194,000.
- There is no reserves policy for the URA as it is based on projects and not essential services.

Other Considerations: Programs

Depending upon the amount, additional grant funding may impact:

- The Parklet, Installation Art, and Storefront Façade programs.

Other Considerations: Other Programs

- The ability to fund construction for the Festival Street, redevelop Site B, or other capital and/or redevelopment projects.
- Since the URA Program, the following programs have been implemented by other agencies in which the same businesses would qualify:
 - Federal CARES Act: \$680 billion.
 - State of Oregon: \$10 million.
 - Washington County: \$1.175 million.

Other Considerations: Businesses outside URA

- The City received two complaints from businesses outside the URA. The complaints centered on them not being eligible for the grants.
- URA funds can only be spent within the URA area.
- The City estimates that approximately 15 small businesses outside the URA area would be eligible under the same criteria as the URA Program. Any assistance to these businesses would have to come from the City's General Fund.

Options:

- Option 1: Delay consideration and take no action.
- Option 2: Add monies to the URA Program. For example, if the Board added \$80,000 it could award grants up to \$1,000 per qualifying business.
 - These monies would come from URA reserves.
 - Staff recommends that if the Board chooses this option it also consider a similar program outside the URA, funded by the General Fund
- Option 3: Do not add monies to the URA program but authorize the same or similar program for businesses outside the URA using General Funds.