



City of Sutherlin  
Urban Renewal Agency  
Monday, September 12, 2022  
Civic Auditorium - 6:45 p.m.

## AGENDA

### Agency Members

Chair – Tom Boggs  
Gary Dagel, Joe Groussman, Debbie Hamilton,  
Shawn Smalley, Michelle Sumner, and Larry Whitaker

1. CALL TO ORDER
2. ROLL CALL
3. INTRODUCTION OF MEDIA
4. PUBLIC COMMENT  
[Citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply]
5. CONSENT AGENDA
  - a. June 13, 2022 Minutes
6. AGENCY BUSINESS
  - a. Resolution UR-2022.04 – Downtown Land Acquisition
7. REPORTS / DISCUSSIONS
8. ADJOURN

*Members of the audience who wish to address the Agency will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Agency.*

Join Zoom Meeting

<https://us06web.zoom.us/j/84192985856?pwd=bFhkaEtXNi9YeGN0VjJOR3ZPcDJjUT09>

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*

**CITY OF SUTHERLIN**  
**Urban Renewal Agency Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, June 13, 2022 – 6:30pm**

**AGENCY MEMBERS:**

Tom Boggs, Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley, Michelle Sumner, Larry Whitaker

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director, Tami Trowbridge  
City Recorder, Diane Harris  
Community Development Director, Brian Elliott  
Community Development Supervisor, Kristi Gilbert  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Livability Services Director/Library Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Duane Waller

**Via Zoom:** Larry Bahr

Meeting called to order by Agency Chair Boggs at 6:30 p.m.

**Roll Call:** Councilor Dagel – Arrived at 6:39 p.m.

**Introduction of Media:** None

**PUBLIC COMMENT**

- None

**CONSENT AGENDA**

- **March 14, 2022 Minutes**

**MOTION** made by Sumner to approve Consent Agenda as presented; second by Groussman.

Discussion: None

In favor: Agency Members Whitaker, Smalley, Groussman, Hamilton, Sumner, and Boggs

Opposed: None

Motion carried unanimously.

**AGENCY BUSINESS**

- **Public Hearing and Resolution UR-2022.03 – Adoption of 2022-23 Urban Renewal Budget**  
Staff Report – Finance Director, Tami Trowbridge – This Public Hearing provides interested parties an opportunity to speak regarding the 2022-23 approved Urban Renewal Budget in the amount of \$449,250.

Chair Boggs opened the Public Hearing at 6:32 p.m.

Chair Boggs asked if there were any public comments. *None given*

The Public Hearing was closed at 6:33 p.m.

- **Resolution UR-2022.03 – Adoption of 2022-23 Urban Renewal Budget**

**MOTION** made by Whitaker to approve Resolution UR 2022.03 – Adoption of 2022-23 Urban Renewal Budget in the amount of \$449,250 as submitted; second by Hamilton.

Discussion: None

In favor: Agency Members Whitaker, Smalley, Groussman, Hamilton, Sumner, and Boggs

Opposed: None

Motion carried unanimously.

- **Grant Application – Webtrax, LLC**

Staff Report – Community Development Supervisor, Kristi Gilbert – The Urban Renewal Task Force is recommending approval of this grant application for business relocation/soil remediation. Webtrax is a local business that has outgrown their existing location. Construction of a new facility will be located at 329 E Central Ave. Webtrax, LLC is a software company that conducts software development, support center and training center.

**MOTION** made by Boggs to approve Grant Application – Webtrax, LLC in the amount of \$25,000 as submitted; second by Sumner

Discussion: None

In favor: Agency Members Whitaker, Smalley, Groussman, Hamilton, Sumner, and Boggs

Opposed: None

Motion carried unanimously.

**REPORTS/DISCUSSIONS**

- None

**ADJOURNMENT**

With no further business, meeting adjourned at 6:40 p.m.

Chair Boggs announced that they will take a 5-minute break before meeting in executive session – ORS 192.660(2)(e) – Real Property Transactions, to deliberate with persons designated by the governing body to negotiate real property transactions.

Executive Session called to order at 6:41 p.m.

Executive Session adjourned at 6:58 p.m.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Tom Boggs, Agency Chair



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363

## Urban Renewal Agency

STAFF REPORT					
<b>Re: Downtown Land Acquisition</b>				Meeting Date:	09-12-2022
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Kristi Gilbert, Community Development Supervisor</b>				Administrator Review	<input type="checkbox"/>
<b>Attachments:</b> Resolution 2022.04 and Maps					

### WHAT IS BEING ASKED OF THE TASK FORCE?

The Urban Renewal Agency is being asked to consider the purchase price of 0.51 acres of land, located in the downtown area, identified as Tax Lots 11000, 11100 and 11200 in Section 17DC of T25S, R5W, Property ID No. R56219, R56212 and R56226.

### EXPLANATION

On May 18, 2022, the Urban Renewal Task Force made the recommendation to the Urban Renewal Agency to purchase the above-mentioned properties located at the corner of S. Calapooia and W. Everett.

The two property owners of said properties have agreed to the sale price totaling \$279,000. Title Company fees and recording fees will be in addition to the purchase price. With these properties being located at an entrance of our downtown redevelopment, the location of the properties allows for many development opportunities.

Per our real estate agent, who has reviewed comparable comps of commercial properties, feels that the prices of these properties are fair and reasonable within the current market.

### OPTIONS

Approval to proceed with the purchases of these lands, in the amount of \$279,000.

Not to approve the purchases of these lands, in the amount of \$279,000.

### SUGGESTED MOTION(S)

Approval to proceed with the purchases of these lands, in the amount of \$279,000.

**CITY OF SUTHERLIN URBAN RENEWAL AGENCY  
RESOLUTION NO. UR-2022.04**

**A RESOLUTION FOR THE SUTHERLIN URBAN RENEWAL AGENCY APPROVING  
AMENDMENT ONE OF THE SUTHERLIN TAX INCREMENT FINANCE PLAN  
APPROVING THE ACQUISITION OF PROPERTY IDENTIFIED AS (TAX LOTS 11100  
AND 11200 IN SECTION 17DC of T25S, R5W, PROPERTY ID NOS. R56219, R56212 and  
R56226) FOR THE PURPOSE OF REDEVELOPMENT AS ALLOWED IN SECTION VI  
OF THE SUTHERLIN TAX INCREMENT FINANCE PLAN**

**WHEREAS**, the Sutherlin Municipal Code contains Chapter 2.32 creating an Urban Renewal Agency (“Agency”);

**WHEREAS**, the City Council pursuant to the requirements of ORS Chapter 457 approved the Sutherlin Tax Increment Finance Plan dated June 11, 2020; and

**WHEREAS**, Section VI of the Plan authorizes certain project activities within the Sutherlin Tax Increment Finance Area; and

**WHEREAS**, Section VIII of the Plan pertains to acquisition and ORS 457.085((2)(g)) requires properties to be acquired to be included in the Plan; and

**WHEREAS**, Section VII of the Plan authorizes minor amendments to the Plan and identifying property to be acquired is a minor amendment to the Plan; and

**WHEREAS**, the Agency intends to purchase the property identified as (Tax Lot 11000, 11100 AND 11200 in Section 17DC of T25S, R5W, Property ID No. R56219, R56212 AND R56226).

**NOW THEREFORE, BE IT RESOLVED by the Urban Renewal Agency of the City of Sutherlin as follows:**

**Section 1:** The recitals of this resolution are adopted as additional findings and are incorporated herein as if fully set forth.

**Section 2:** Projects for this property are identified in the Sutherlin Tax Increment Finance Plan.

**Section 3:** The Agency approves the proposed acquisition of property as described above, attached hereto and incorporated by reference herein as if fully set forth.

**Section 4:** The Agency directs staff to take any action necessary to implement this resolution. The City Manager of Sutherlin is authorized to sign the agreement as shown in above and to accept the property on behalf of the Agency.

**Section 5:** This resolution shall be deemed a minor amendment to the Sutherlin Tax Increment Finance Plan.

**Section 6:** This resolution shall be effective as of the date of adoption.

**ADOPTED BY THE SUTHERLIN URBAN RENEWAL AGENCY,**

**ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2022**

\_\_\_\_\_  
Tom Boggs, URA Chair

ATTEST:

\_\_\_\_\_  
Diane Harris, City Recorder



**URBAN RENEWAL SITE MAP**  
**T25S R5W SEC 17**



THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY.

SW1/4 SE1/4 SEC.17 T.25S. R.5W. W.M.  
DOUGLAS COUNTY  
1" = 100'

REVISED ON  
2-17-21

25 5 17DC  
SUTHERLIN

SEE MAP 25 5 17DB

1/16 COR

CANCELLED NOS  
9800A1 3200A1 6900A1  
7800A1 12700M1 3502  
8600A1 12701 10301  
8300 6101 10401

SEE MAP 25 5 17DD

640,500

1/16 COR

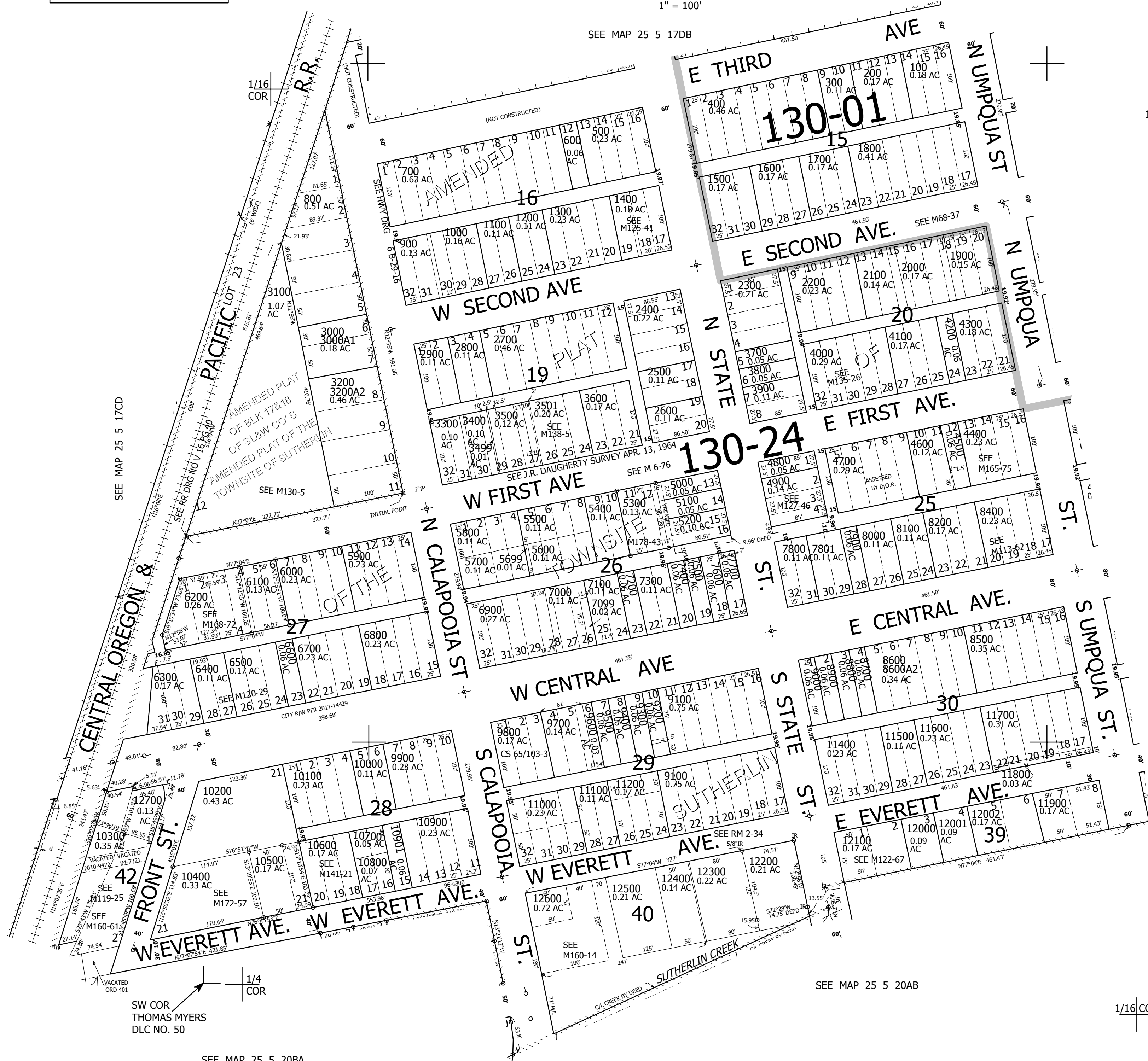
25 5 17DC  
SUTHERLIN

SEE MAP 25 5 20BA

SEE MAP 25 5 20AB

4,174,000

SW COR  
THOMAS MYERS  
DLC NO. 50





**PUBLIC NOTICE – CITY OF SUTHERLIN**

**CITY COUNCIL MEETING**

The September 12, 2022, City of Sutherlin's Urban Renewal & City Council Meetings, will begin at 6:45 p.m. with Urban Renewal and City Council will follow at 7:00 p.m. in the Civic Auditorium at 175 E Everett. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: Sutherlin Urban Renewal & City Council Meetings

Time: Sept 12, 2022 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84192985856?pwd=bFhkaEtXNi9YeGN0VjJlOR3ZPcDJjUT09>

Meeting ID: 841 9298 5856

Passcode: 520870

Meeting ID: 847 9298 5856

Find your local number: <https://us06web.zoom.us/u/kdWmvFfGuY>

## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Wednesday, September 7, 2022 8:48 AM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** City of Sutherlin Urban Renewal & Council Agendas 9.12.22  
**Attachments:** 9.12.22 URA Agenda.pdf; CC SEP 12.22 Agenda.pdf

Good morning. Attached are the agendas for Sutherlin's Urban Renewal Agency meeting starting at 6:45 pm and City Council meeting starting at 7:00 pm.



**Melanie Masterfield, CMC**  
*Deputy City Recorder/Community Engagement Manager*  
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