



**City of Sutherlin
Urban Renewal Agency
Monday, March 14, 2022 at 6:45 p.m.
Civic Auditorium**

AGENDA

Agency Members

Chair – Tom Boggs

Vice Chair – Debbie Hamilton

Gary Dagel, Joe Groussman, 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. October 11, 2021 Minutes

6. AGENCY BUSINESS

- a. Budget Calendar Approval
- b. Resolution UR – 2022.01 – Property Acquisition Approval
- c. Resolution UR – 2022.02 – Oregon Revitalization Grant

7. REPORTS / DISCUSSIONS

- a. Expenditure Report Update

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/85484073400?pwd=YXpZeEROTG90NWZMSk5qdGhpWXJVZz09>

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, October 11, 2021

AGENCY MEMBERS:

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

CITY STAFF: City Manager, Jerry Gillham

Finance Director, Tami Trowbridge
Urban Renewal Administrator, Pat Lynch
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Supervisor, Kristi Gilbert
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Zoom)

Audience: Gary Dagel, Larry Bahr, Jeanette Sumner, Jack Chostner

Via Zoom: Ken Sumner, Eileen Smalley

Meeting called to order by Agency Vice Chair Hamilton at 6:45 p.m.

Roll Call: Chair Boggs - Excused

Introduction of Media: None

PUBLIC COMMENT

- None

CONSENT AGENDA

- **September 13, 2021 Minutes**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

AGENCY BUSINESS

- **Business Improvement Grant Application Approvals**

Staff Report – Urban Renewal Administrator, Pat Lynch – Four business applications are seeking approval for improvement grant funding after being reviewed by the Task Force. One from The Body Shop Total Fitness for \$25,000; and three from Jeremy White for the Rotary Building, Sutherlin Liquor Store/Smoke Shop and C & G's Computer Repair Service – each in the amount of \$25,000. Community Development Supervisor, Kristi Gilbert, further explained façade changes for each business.

- Vice Chair Hamilton – Two Agency representatives that also serve on the Task Force Committee, approved these four grant applications.

MOTION made by Whitaker to approve business improvement grant applications as submitted; second by Sumner.

Discussion:

- Whitaker – Will the façade improvements be followed up on by the Task Force? ***Lynch – Complete documentation is required by each applicant and reimbursements will be disbursed. Gilbert – Each applicant will only receive reimbursements for funds actually spent, not to exceed the approval amount.***
- Groussman – Are receipts required for reimbursement? ***Lynch – Yes, applicants will be reimbursed for completed work, not estimates.***

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

Opposed: None

Motion carried unanimously.

REPORTS/DISCUSSIONS

- Finance Director, Tami Trowbridge – \$300,000 was paid to Douglas County for wetlands mitigation for an Industrial Park to be located off Taylor Road.
- Lynch thanked Agency members and the Task Force for their efforts in getting these projects underway.

ADJOURNMENT

With no further business, meeting adjourned at 6:55 p.m.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Debbie Hamilton, Agency Vice Chair

**Sutherlin Urban Renewal Agency
Budget Calendar (Fiscal Year 2022-23)**

Event	Attendees	Planned Date(s)	Latest Date
Requested budget prepared	Finance, City Mgr, Related Staff	Mar 11	Mar 25
Budget narratives completed	City Mgr, Finance, Related Staff	Apr 15	Apr 22
Urban Renewal Task Force Meeting to discuss proposed budget	UR Task Force, Related Staff	Week of April 4-8	Week of Apr 25-29
Publish “Notice of Budget Committee Meeting” (ORS 294.426)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
Provide proposed budget (ORS 294.408) and budget message to budget committee	UR Board, City Mgr, Budget Committee	May 9	May 9
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, Staff	May 16	May 16
Additional budget committee meetings (ORS 294.428)	Budget Committee, Staff	May 17, May 18	May 17, May 18
Budget committee approves budget (ORS 294.428)	Budget Committee	May 18	May 18
Publish “Notice of Budget Hearing” (ORS 294.438, 294.448) LB1	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
UR Board hold public hearing; adopts budget; levies taxes (ORS 294.456)	UR Board	Jun 13	Jun 13
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor (LB50) and Department of Revenue (ORS 294.458)	Finance	Jul 15	Jul 15



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

Urban Renewal Agency

STAFF REPORT					
Re: Resolution UR-2022.01 - Downtown Parking Lot Purchase				Meeting Date:	03-14-2022
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Kristi Gilbert, Community Development Supervisor				Administrator Review	<input checked="" type="checkbox"/>
Attachments: Resolution UR-2022.01 and Preliminary Parking Layout					
WHAT IS BEING ASKED OF THE AGENCY?					

To approve Resolution UR-2022.01 -Purchase of the 0.11 acre vacant lot, located in the downtown area, adjacent to the previously purchased parking lot. The subject lot is identified as Tax Lot 5400 in Section 17DC of T25S, R5W, Property ID No. R55904.

EXPLANATION

As part of the Urban Renewal/TIF (Tax Increment Finance) Plan, Sections VI, VII and VII require a resolution approving the amendment to the Plan approving the acquisition of the property.

To accommodate the most effective parking design to benefit the downtown area, the property owners have agreed to sell the property to the URA/TIF for \$40,000. This amount is an average amount of the surrounding assessed property values. Title Company fees and recording fees, will be in addition to the purchase price \$40,000.

OPTIONS

Approve Resolution UR-2022.01 - Authorize the acquisition of property identified as Tax Lot 5400 in Section 17DC of T25S, R5W, Property ID No. R55904.

Not approve Resolution UR-2022.01 -Authorize the acquisition of property identified as Tax Lot 5400 in Section 17DC of T25S, R25S, Property ID No. R55904.

SUGGESTED MOTION(S)

Approve Resolution UR-2022.01 - Authorize the acquisition of property identified as Tax Lot 5400 in Section 17DC of T25S, R25S, Property ID No. R55904.

**CITY OF SUTHERLIN URBAN RENEWAL AGENCY
RESOLUTION NO. 2022.01**

**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 LOT 5400 IN
SECTION 17DC of T25S, R5W, PROPERTY ID NO. R55904) 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 5400 in Section 17DC of T25S, R5W, Property ID No. R55904).

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, Agency Chair

ATTEST:

Diane Harris, City Recorder, CMC

Parking Stall 1 Table

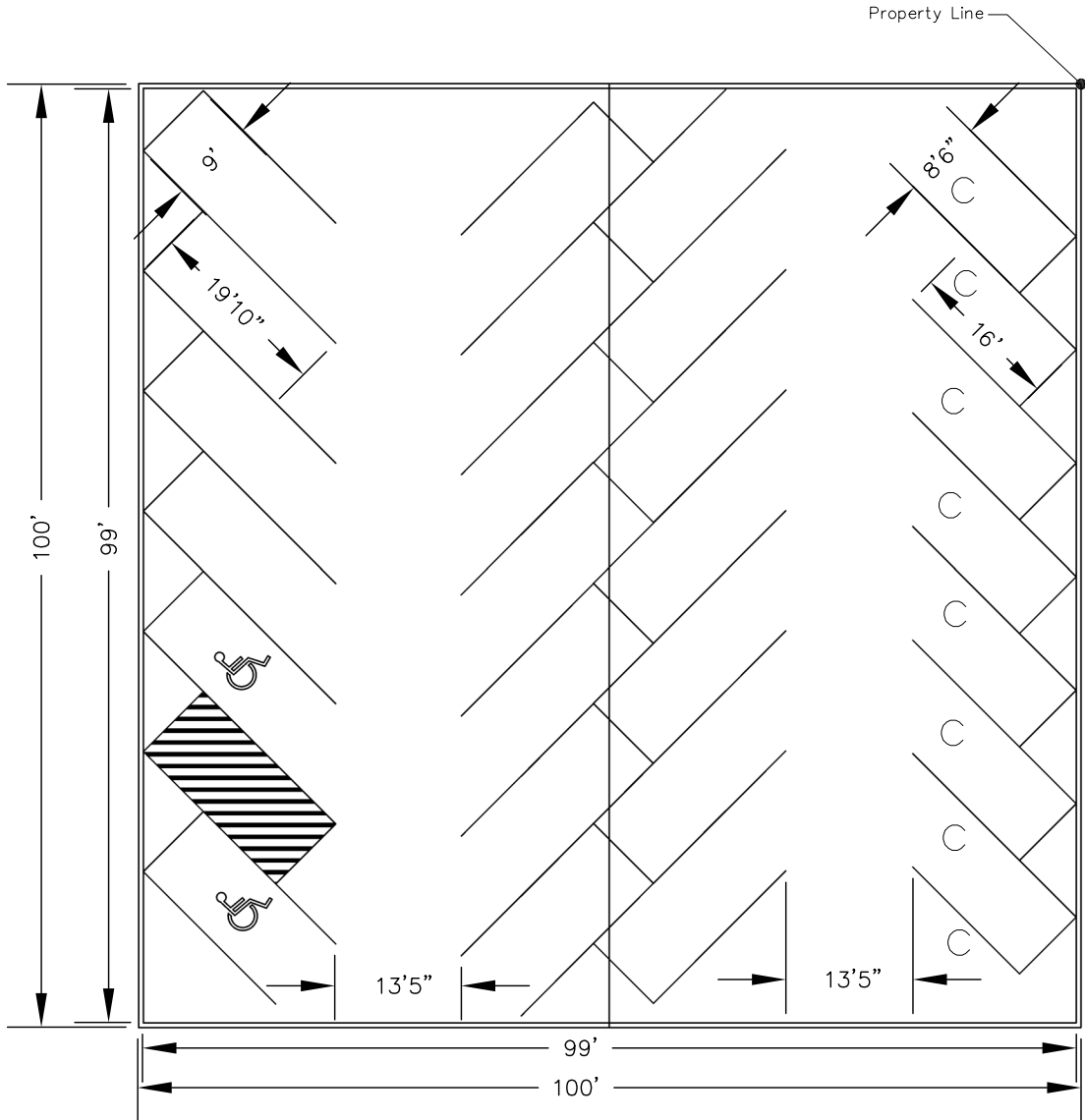
Type	Stall Depth	Stall Width	Number of Stalls
Standard	19'10"	9'	18
Compact (C)	16'	8'6"	7
ADA Parking	19'10"	9'	2

Parking Stall 2 Table

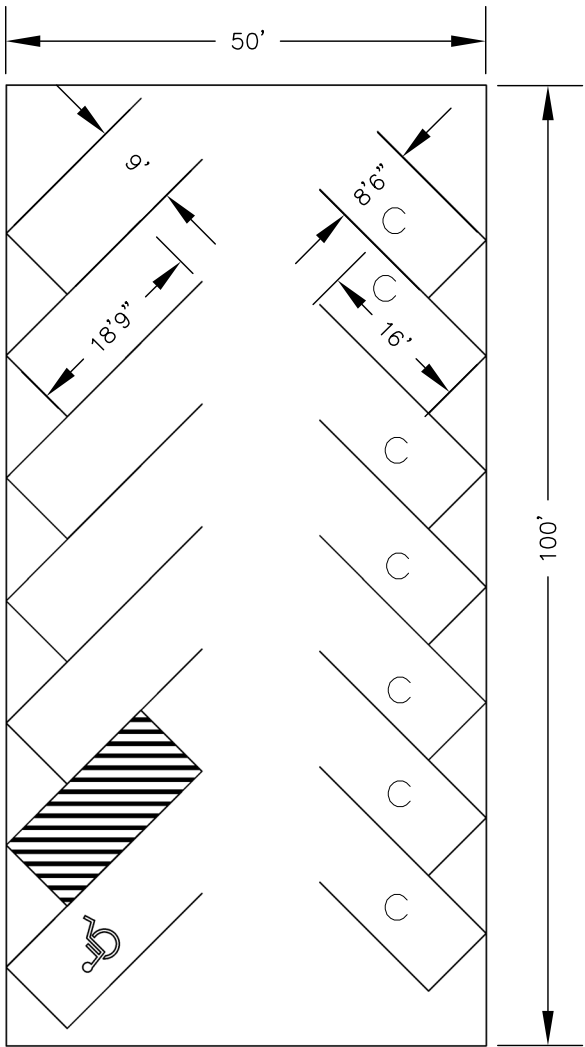
Type	Stall Depth	Stall Width	Number of Stalls
Standard	18'9"	9'	5
Compact (C)	16'	8'6"	7
ADA Parking	18'9"	9'	1

* "C" Denotes Compact

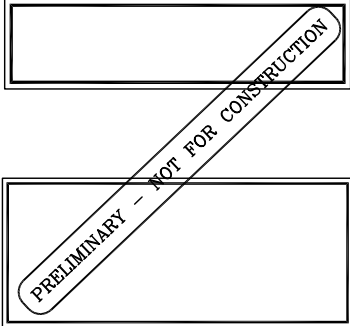
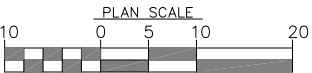
W. FIRST AVE.



Parking Stall 1



Parking Stall 2



DESIGNED: ###

DRAWN: ###

APPROVED BY: DATE:

REVISIONS				
REVISED	DESCRIPTION	SUBMIT.	APPR'D.	DATE

D

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.
1330 TEAKWOOD AVENUE
COOS BAY, OREGON 97420
TELEPHONE: (541) 269-0732
www.dyerpart.com

LINE IS 1 INCH
AT FULL SCALE
IF NOT 1-INCH - SCALE ACCORDINGLY

City of Sutherlin
W. 1St Ave. Parking Layout

146.00
W. 1St Ave. Parking Layout

PROJECT NO.
146.00

DRAWING NO.
1

DATE
Jan. 2022

SHEET NO.
1 OF 1



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

Urban Renewal Agency

STAFF REPORT					
Re: Resolution 2022.02 Supporting Oregon Revitalization Grant Application submitted by Sutherlin Downtown Development Inc. (SDDI) for Improvements to the Old Bank Building in Sutherlin, Oregon				Meeting Date:	03-14-2022
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Kristi Gilbert, Community Development				Administrator Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2022.02					

WHAT IS BEING ASKED OF THE AGENCY?

The Urban Renewal Agency is being asked to support the Oregon Revitalization Grant Application submitted by SDDI for improvements to the Old Bank Building, located in the northeast corner of the intersection at W. Central Avenue and N. State Street, in the Downtown District within the city limits of Sutherlin, approve match funding and finance the reimbursement grant.

EXPLANATION

As part of the Urban Renewal/TIF (Tax Increment Finance) Plan, Downtown Development/Redevelopment was identified as one of the five project categories.

As part of the Urban Renewal Downtown Development/Redevelopment, SDDI would like to request 30% match dollars to support their \$200,000 Oregon Revitalization Grant Application. the grant application will outline proposed improvements as follows; a new roof, HVAC system removal and installation, sprinkler system installation, and interior demo/asbestos removal. Proposed improvements will bring the building up to code allowing it to be occupied with commercial and residential uses as permitted, improving the economic vitality in the downtown district.

As a reimbursement grant, SDDI requests the Sutherlin Urban Renewal Agency to provide initial funding, to be reimbursed by SDDI throughout the grant process. City Staff will prepare an Intergovernmental Agreement (IGA) between SDDI and the Urban Renewal Agency. Resolution 2022.02 would authoriz the City Manager to sign IGA.

City Staff holds a SDDI Board position and will be the financial contact on the grant.

OPTIONS

To approve the funding request for match dollars, supporting SDDI's Oregon Revitalization Grant Application and provide initial funding to be reimbursed by SDDI throughout the grant process via a signed IGA.

Not to approve the funding request for match dollars, supporting SDDI's Oregon Revitalization Grant Application and provide initial funding to be reimbursed by SDDI throughout the grant process via a signed IGA.

SUGGESTED MOTION(S)

To approve the funding request for match dollars, supporting SDDI's Oregon Revitalization Grant Application and provide initial funding to be reimbursed by SDDI throughout the grant process via a signed IGA.

**CITY OF SUTHERLIN URBAN RENEWAL AGENCY
RESOLUTION NO. 2022.02**

**A RESOLUTION SUPPORTING AN OREGON REVITALIZATION GRANT
APPLICATION BEING SUBMITTED BY THE SUTHERLIN DOWNTOWN
DEVELOPMENT INC. (SDDI) FOR IMPROVEMENTS TO THE OLD BANK
BUILDING IN SUTHERLIN, OREGON.**

WHEREAS, the Oregon Main Street is accepting applications for the Oregon Revitalization Grant for communities that participate in the Oregon Main Street Network;

WHEREAS, SDDI will apply for grant funds in the amount of \$200,000 to pay for critical improvements to the Old Bank Building, while the new owners execute and pay for additional building improvements to complete the expected restoration. This building is located at the northeast corner of the intersection at W. Central Avenue and N. State Street, in the downtown district within the city limits of Sutherlin;

WHEREAS, the grant application will outline proposed improvements as follows; a new roof, HVAC system removal and installation, sprinkler system installation, and interior demo/asbestos removal. Proposed improvements will bring the building up to code allowing it to be occupied with commercial and residential uses as permitted, improving the economic vitality in the downtown district;

WHEREAS, the Sutherlin Urban Renewal Agency desires to participate in this grant program to the greatest extent possible as a means of providing improvements and enhancements to the Old Bank Building;

WHEREAS, the Sutherlin Urban Renewal Agency will provide match funding of 30%, not to exceed \$60,000 towards SDDI's grant application;

WHEREAS, the Sutherlin Urban Renewal Agency will provide initial funding to be reimbursed by SDDI throughout the grant process. Urban Renewal Agency will have a signed Intergovernmental Agreement with SDDI;

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.

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

- Section 1:** The Urban Renewal Agency of the City of Sutherlin, Oregon hereby endorses the application of a grant through the Oregon Main Street Program that would lead to improvements of a Historical landmark in the City of Sutherlin.
- Section 2:** This Resolution shall be effective following its adoption by the City of Sutherlin Urban Renewal Agency.
- Section 3:** Projects for this property are identified in the Sutherlin Tax Increment Finance Plan.
- 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 effective as of the date of adoption.

ADOPTED BY THE SUTHERLIN URBAN RENEWAL AGENCY,

ON THIS ____ DAY OF ____, 2022.

Tom Boggs, Agency Chair

ATTEST:

Diane Harris, City Recorder, CMC



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

Urban Renewal Agency

STAFF REPORT					
Re: Financial Reports for Current Fiscal Year				Meeting Date:	3/14/2022
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Tami Trowbridge, Finance Director				Administrator Review	<input checked="" type="checkbox"/>
Attachments: Budget Outline					

WHAT IS BEING ASKED OF THE AGENCY?

N/A

EXPLANATION

This is the current Fiscal Report showing the revenue received and the expenditures YTD for the agency.

The initial budget for the Sutherlin Urban Renewal Agency was adopted in June of 2021. Expenses are falling within the plan and the Tax Incremental Funding received is higher than projected.

OPTIONS

1. Review and comment on the reports.
2. Give staff feedback regarding any changes to the report.

SUGGESTED MOTION(S)

N/A

URA Gen'l Fund		07/01/21 2021-22 Curr Year Budget	01/31/22 2021-22 Cur YTD Actual
BEGINNING FUND BALANCE		-	-
Revenue			
97-00-420245	ADMIN BORROWING-CoS	34,000	12,000
97-00-420250	LINE OF CREDIT-CoS	1,000,000	343,543
Total Revenue		1,034,000	355,543
Total Resources		1,034,000	355,543
URA Mat'l & Services			
97-50-520415	CONTRACTED SERVICES	-	12,000
97-50-521050	DOWNTOWN IMPROVEMENTS	384,000	-
Total Mat'l & Services		384,000	12,000
URA Capital Outlay			
97-50-530150	EXIT 136 CORRIDOR	300,000	-
97-50-530152	Downtown Parking Lot #1	-	43,543
97-50-530155	IND PARK WETLANDS MITIGATION	350,000	300,000
Total Capital Outlay		650,000	343,543
Other Requirements			
97-50-560100	CONTINGENCY	-	-
Total Other Requirements		-	-
Total Expenditures & Other Requirements		1,034,000	355,543
Revenue		1,034,000	355,543
Expenditures		1,034,000	355,543
Revenue Over/(Under) Expenditures		-	-
Beginning Fund Balance		-	-
Ending Fund Balance		-	-

URA Debt Service		07/01/21 2021-22 Curr Year Budget	01/31/22 2021-22 Cur YTD Actual
BEGINNING FUND BALANCE		-	-
Revenue			
77-00-410100	CURRENT TAXES	75,600	96,462
	Total Debt Proceeds	75,600	96,462
Miscellaneous			
77-00-470210	INTEREST EARNED	1,000	-
	Total Miscellaneous	1,000	-
	Total Revenue	76,600	96,462
	Total Resources	76,600	96,462
URA Debt Service			
77-50-540100	PRINCIPAL-Admin	34,000	-
77-50-540120	INTEREST ON L.O.C.	22,500	-
	Total Capital Outlay	56,500	-
Other Requirements			
77-50-560100	CONTINGENCY	20,100	-
	Total Other Requirements	20,100	-
	Total Expenditures & Other Requirements	76,600	-
Revenue		76,600	96,462
Expenditures		76,600	-
Revenue Over/(Under) Expenditures		-	96,462
Beginning Fund Balance		-	-
Ending Fund Balance		-	96,462

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, March 9, 2022 12:14 PM
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: Sutherlin City Council & Urban Renewal Meeting Public Notice
Attachments: CC MAR 14.22 AGENDA.pdf; 3.14.22 URA Agenda.pdf

Good afternoon. Please see the attached agendas for our City Council and Urban Renewal meetings on Monday, March 14, 2022.



Melanie Masterfield
Deputy City Recorder

City of Sutherlin
126 E Central Ave
Sutherlin, OR 97479
541-459-2857
m.masterfield@ci.sutherlin.or.us

PUBLIC NOTICE – CITY OF SUTHERLIN

URBAN RENEWAL AGENCY

The March 14, 2022, City of Sutherlin's Urban Renewal Agency Meeting, will begin at 6:45 p.m. in the Civic Auditorium at 175 E Everett. This meeting will be a teleconference style meeting with Urban Renewal Agency members and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings, physical distancing, and Oregon public meeting laws, a limited number of staff and city officials will be present. Citizens are welcome to attend in person; however, seats are very limited. We encourage citizens to use the video link or phone number provided below to join meeting from their home.

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

Topic: Sutherlin Urban Renewal Meeting

Time: Mar 14, 2022 06:45:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85484073400?pwd=YXpZeEROTG90NWZMSk5qdGhpWXJVZz09>

Meeting ID: 854 8407 3400

Passcode: 810494

One tap mobile

+12532158782,,85484073400#,,,,*810494# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 854 8407 3400

Passcode: 810494

Find your local number: <https://us06web.zoom.us/u/ke1FINR3g>