



City of Sutherlin
Urban Renewal Agency
Monday, September 13, 2021 at 6:30 p.m.
Civic Auditorium

AGENDA

Agency Members

Chair – Tom Boggs
Vice Chair – Debbie Hamilton
Joe Groussman, Shawn Smalley
Michelle Sumner, Seth Vincent, 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. August 16, 2021 Minutes
6. AGENCY BUSINESS
 - a. Resolution No. UR-2021.02 – Parking Lot Purchase
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.

CITY OF SUTHERLIN
Urban Renewal Agency Meeting
Sutherlin Civic Auditorium
Monday, August 16, 2021

AGENCY MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, Michelle Sumner, Seth Vincent, 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 Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Public Works Director, Aaron Swan
Deputy Fire Chief, Scott McKnight
City Attorney, Chad Jacobs (via Zoom)

Audience:

Via Zoom: Wayne Ellsworth

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

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT

- None

CONSENT AGENDA

- **June 14, 2021 Minutes**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

AGENCY BUSINESS

- **Agency Chair Appointment**

Vice Chair Boggs asked agency members for nominations.

Sumner nominated Boggs for Agency Chair; second by Whitaker. Vice Chair Boggs agreed to be Agency Chair.

MOTION made by Sumner to appoint Boggs as Agency Chair as nominated; second by Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Agency Vice Chair Appointment**

Chair Boggs asked agency members for nominations.

Whitaker nominated Hamilton
Hamilton nominated Sumner
Vincent seconded Whitaker

MOTION made by Whitaker to appoint Hamilton as Agency Vice Chair as nominated; second by Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Parking Lot Purchase/Development (behind Backside Brewing)**

Staff Report – Urban Renewal Administrator, Pat Lynch handed the discussion to Community Development Supervisor, Kristi Gilbert. The Urban Renewal Task Force recommended the purchase of the 0.13-acre vacant downtown lot in the amount of \$103,510 for development of a city parking lot. This amount includes \$40,000 for property purchase, and \$63,510 for title/recording fees, surveying, engineering, construction, storm drainage, grading, asphalt and concrete.

MOTION made by Whitaker to approve Parking Lot Purchase/Development as presented; second by Hamilton.

Discussion:

- Whitaker thought the lot was bigger. *Gilbert – Staff would like to include the surrounding lots in the future, if the property owners are willing to participate.*
- Sumner – Are the other lots owned by different individuals? *Yes.*
- Wayne Ellsworth (via Zoom) – Does this purchase include the lot behind The Body Shop. *Not at this time.*
- Vincent expressed concern for the edges of the pavement deteriorating since the entire area won't be paved. *Swan – The north, south, and east sides will be smoothed into existing pavement. The west side will have an edge, but there'll be designated parking spaces Stoppers will be installed on the east side. The north side will have a sidewalk and approaches.*
- Whitaker suggested installing a curb or stopper on the west side. *Swan – We'll look into it.*
- Boggs – What is the purpose of this parking lot? *Lynch – The intent is for downtown parking and it'll be marked accordingly.*
- Sumner – How will the parking be monitored? *Gilbert – Once the lot is purchased, it'll become city property, therefore ordinances and the municipal code would apply.*
- Groussman – Will the final parking lot design be brought back to Council? *Elliott – Yes, a final design can be presented as well as a conceptual drawing of the entire area if all lots are utilized.*

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

Opposed: None

Motion carried unanimously.

- **Downtown Development Grant Applications**

Staff Report – Lynch presented two grant applications from businesses requesting funding. Grants are available for business owners to improve building façade, signage, business relocation, and/or other (i.e. interior remodel). The Task Force has approved requests from Buglin Heights Drafting and Design for interior remodel in the amount of \$12,000; and The Body Shop Total Fitness for façade improvements in the amount of \$25,000 with the request to apply for additional grant funds due to building size.

MOTION made by Sumner to approve Downtown Development Grant Applications for Buglin Heights Drafting and Design in the amount of \$12,000, and The Body Shop Total Fitness in the amount of \$25,000 as presented; second by Groussman.

Discussion:

- Sumner – Can a business apply for more funding? **Lynch – Yes, however there’s potential for non-approval based on funds available and other variables that may arise.**
- Boggs – Some business owners have expressed an intimidation factor in filling out the grant application. **Gilbert – Staff is available to help through the process.**

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

Opposed: None

Motion carried unanimously.

REPORTS/DISCUSSIONS

- None

ADJOURNMENT

With no further business, meeting adjourned at 6:51 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					
Re: Resolution 2021.02 - Downtown Parking Lot Purchase				Meeting Date:	09-13-2021
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 & Pat Lynch, UR Administrator				Administrator Review	<input checked="" type="checkbox"/>
Attachments: Resolution UR-2021.02					

WHAT IS BEING ASKED OF THE AGENCY?

To approve Resolution UR-2021.02 to purchase the 0.13 acre vacant lot, located in the downtown area, as discussed at the August 16, 2021 Urban Renewal Agency meeting. The subject lot is identified as Tax Lot 5300 in Section 17DC of T25S, R5W, Property ID No. R55911.

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.

As discussed at the August 16, 2021 meeting, 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

To approve Resolution UR-2021.02 to authorize the acquisition of property as identified above.

To deny Resolution UR-2021.02 to authorize the acquisition of property as identified above.

SUGGESTED MOTION(S)

To approve Resolution UR-2021.02 to authorize the acquisition of property as identified above.

**CITY OF SUTHERLIN URBAN RENEWAL AGENCY
RESOLUTION NO. UR-2021.02**

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 5300 IN SECTION 17DC of T25S, R5W, PROPERTY ID NO. R55911) 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 5300 in Section 17DC of T25S, R5W, Property ID No. R55911).

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.

**PASSED BY THE SUTHERLIN URBAN RENEWAL AGENCY,
ON THIS ____ DAY OF ____, 2021.**

Tom Boggs, Agency Chair

ATTEST:

Diane Harris, CMC, City Recorder

PUBLIC NOTICE – CITY OF SUTHERLIN

URBAN RENEWAL AGENCY AND CITY COUNCIL MEETING

The September 13, 2021, City of Sutherlin’s Urban Renewal Agency Meeting will begin at 6:30, followed by the City Council Meeting at 7:00pm, in the Civic Auditorium located at 175 E Everett. This meeting will be a teleconference style meeting with City Council 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, or for those that are otherwise unable to attend. We encourage and welcome citizens that are able to use the link provided, to join the meeting from your home.

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

Topic: Urban Renew Agency 6:30pm & City Council Meeting 7:00pm

Time: Sep 13, 2021 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83295580861?pwd=N1FKNU1ja09OMjczME9pekkrZ1Zhdz09>

Meeting ID: 832 9558 0861

Passcode: 170584

One tap mobile

+17207072699,,83295580861#,,,,*170584# US (Denver)

+12532158782,,83295580861#,,,,*170584# US (Tacoma)

Meeting ID: 832 9558 0861

Passcode: 170584

Find your local number: <https://us06web.zoom.us/u/kb2sliZXo>

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, September 8, 2021 9:22 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 Agency Meeting
Attachments: 9.13.2021 AGENDA.pdf; URA Zoom Public Meeting Notice.docx

Good morning. Attached is the Agenda and Zoom Link for the Urban Renewal Meeting on September 13, 2021 at 6:30 p.m.



Melanie Masterfield
Deputy City Recorder

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