

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*

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Tom Boggs

Tom Boggs, Agency Chair

APPROVED BY URBAN RENEWAL AGENCY ON SEPTEMBER 13, 2021