



**City of Sutherlin  
Urban Renewal Agency  
Monday, April 8, 2024 at 6:30 p.m.  
Civic Auditorium**

**AGENDA**

**Agency Members**

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

- 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. February 12, 2024 Minutes
- 6. AGENCY BUSINESS**
  - a. Public Safety Structural Improvements
  - b. Public Hearing – Supplemental Budget Adjustment
  - c. Resolution 2024.01 – Supplemental Budget Adjustment
  - d. Grant Application Approval – Heavenly Hair & Nails Salon
  - e. Everett Property Proposal
- 7. 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/83772495106?pwd=Vcd7bbpIMawpa3jyKwzCeRkYb0SjiO.1>

**CITY OF SUTHERLIN**  
**Urban Renewal Agency Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, February 12, 2024 – 6:45 p.m.**

**AGENCY MEMBERS:**

Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley, Michelle Sumner, Larry Whitaker, and Lisa Woods

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

City Recorder, Melanie Masterfield  
Finance Director, Tami Trowbridge  
Finance & Administrative Asst., Lindsay Priest  
Community Development Director, Kristi Gilbert  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Deputy Fire Chief, Scott McKnight  
Livability Services Director/Library Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Kathleen Brinegar, John Banducci, Chris & Melissa McGee, Linda Zumwalt, James Norrington, Steve Simmons, Brett Findlay, Alan Woods, Dani Vallotton, Michael Hogsett, Wayne Kittelson, Wade Scarbrough, Sheri Esterbrook, Maryanne Anderson, Ron Rodriguez, Stewart Fowler, Mike & Karen Meier, Nancy Rodriguez, Dar Yarbrough, Ronald Brinegar, Kathy DeVries, Janice Franklin, Jessica Cannon, Darnell & Jean Hlavink, Chuck Park, Kerry Miller, Dorian Rodriguez, Jill & Dave Gillen, Chris Hunter, Kathleen & Richard Sampson, Dana Foley, Lisa Hammersmith

**Via Zoom:** Beth Houseman, Peter Duncan, Karen's iPhone, Larry Bahr, Jamie Fugate

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

**Roll Call:** All present

**Introduction of Media:** None

**\*\*Chair Hamilton made an announcement for Zoom attendees.**

**PUBLIC COMMENT**

- None

**CONSENT AGENDA**

- **November 13, 2023 Minutes**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**AGENCY BUSINESS**

- Budget Calendar Approval – 2024-25 FY

Finance Director, Tami Trowbridge, presented the Agency with the FY 2024-25 budget for review.

**MOTION** made by Sumner to approve Budget 2024-25 FY as presented; second by Woods.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**ADJOURNMENT**

With no further business, meeting adjourned at 6:51 p.m.

Approved:

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

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, City Recorder, CMC

\_\_\_\_\_  
Debbie Hamilton, Chair



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

## Urban Renewal Agency

STAFF REPORT					
<b>Re: Urban Renewal Grant Application</b>				Meeting Date:	04-08-2024
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Troy Mills, Police Chief; Mike Lane, Fire Chief; Jerry Gillham, City Manager,</b>				Administrator Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>	Urban Renewal District Minor Amendment Proposal - Public Safety Structural Improvements				

### WHAT IS BEING ASKED OF THE AGENCY?

The Urban Renewal Agency is being asked to consider a minor amendment to the Urban Renewal District to include monies for Public Safety Structural Improvements to the Sutherlin Police Department and the Sutherlin Fire Department buildings.

### EXPLANATION

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

The Sutherlin Police and Fire Departments both received grant funds for Seismic Rehabilitation Retrofits. In conjunction with the seismic rehabilitation, the much-needed additional facility improvements fall within the urban renewal district criteria as described in the attached.

### OPTIONS

To direct staff to move forward with the Urban Renewal District minor amendment process.

To direct staff not to move forward with the Urban Renewal District minor amendment process.

### SUGGESTED MOTION(S)

To direct staff to move forward with the Urban Renewal District minor amendment process.

## **Unquestionable City Improvements Worthy of Urban Renewal Agency Support**

In the course of establishing the Sutherlin Urban Renewal District, public buildings were not considered to be a benefactor of Urban Renewal (UR) assistance. In the interim, a significant public safety grant for building improvements has been awarded to the City of Sutherlin Police and Fire Departments which has now created a unique and time-constrained opportunity to complete a broader city facilities improvement.

Therefore, the “unquestionable” reasons for amending our Urban Renewal Plan and expending UR monies are outlined below:

1. Both the Police and Fire Departments are, as required, within the boundaries of the urban renewal district.
2. Both buildings are not only in the urban renewal district but also in the heart of our downtown. The current plan has identified such building improvements in the heart of our downtown as one of our highest priorities. Our plan depicts mostly along Central Avenue from Calapooia Street going East to Umatilla. Further, if one were to look at the planned-for and completed improvements along this three-block corridor, they would see that almost all the work thus far is on the block at Calapooia, with one project occurring now on the corner of State Street and none from State Street to Umpqua Street. Therefore, the current \$4.5M federal grant coupled with \$1.5M new urban renewal dollars, would complete safety, structural, and aesthetic improvements lasting for 30 or more years into the future and show for all to see a book-end downtown beautification. In summary, this is again, a “one-time” opportunity to take advantage of federal funding provided to upgrade and reconfigure public safety facilities while also completing years-needed modernization and repair of interior and exterior of City of Sutherlin buildings in the heart of our downtown. While not fully “blighted” currently, one cursory walk-thru would easily show clear signs of deterioration generally thought to be unacceptable in public buildings.
3. As referenced above, the eradication of blight is a significant expectation built into the UR plan. In another context, a “higher quality of life” is almost always embodied where there is a vibrant downtown thus, resulting in a “Sense of Place” community. The downtown subsequently serves as a “canary in the mine” so to speak demonstrating the overall attitude of the people and the economic activity necessary in constructing a “sense of place” community. A “Sense of Place” community cannot coexist with blight, high crime, and a deteriorating downtown. Therefore, this work, when completed, will have significantly and positively improved the “vibrancy of downtown”, establishing an environment restraining blighted conditions, and eliminating the appearance of dilapidated facilities. The city’s public safety response systems across multiple critical functions of effective public safety services, both in downtown and throughout the community, have been improved for decades. Ultimately, all of this proposed most-significantly contributes to the eradication of blight.
4. Finally, proportionally, this \$1.5M request comes as a “minor amendment” and represents less than 10% of the fully anticipated UR expenditures throughout the life of the district.



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## Urban Renewal Agency

STAFF REPORT					
Re: Public Hearing for Supplemental Budget Adjustment				Meeting Date:	04/08/2024
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: Tami Trowbridge, City Finance Director				Administrator Review	<input checked="" type="checkbox"/>
Attachments: Public Notice, Resolution UR-2024.01					

### WHAT IS BEING ASKED OF THE AGENCY?

This is a public hearing for Resolution UR-2024.01 for interested parties to speak regarding the proposed changes to the fiscal year 2023-24 budget. After the hearing, the Agency Board is being asked to consider approving Resolution UR-2024.01 to adopt the Supplemental Budget Adjustment for fiscal year 2023-24 as described herein.

### EXPLANATION

This supplemental budget moves Contingency funds to repay a portion of the Line of Credit that has been extended by the City of Sutherlin. This repayment was discussed during the budget approval process, but because of the unknown factor of the tax revenue receipts, it was not budgeted at that time.

### OPTIONS

- 1) Adopt Resolution UR-2024.01 Supplemental Budget Adjustment.
- 2) Do not adopt Resolution UR-2024.01 Supplemental Budget Adjustment.

### SUGGESTED MOTION(S)

After considering any public comment, move that Resolution UR-2024.01 Supplemental Budget Adjustment be adopted as presented.

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for Sutherlin Urban Renewal Agency, Douglas County, State of Oregon  
(District Name)  
for the current fiscal year will be held at Civic Auditorium (175 E Everett Ave), Sutherlin, Oregon  
(Location)

The hearing will take place on April 8, 2024 at 6:45 ☐ AM ☒ PM .  
(Date) (Time)

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after March 29, 2024 at  
126 E Central Ave, Sutherlin, OR, between the hours of 9:00 a.m.-5:00 p.m.  
(Location) (Time)

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: Urban Renewal Debt Service Fund

1 Contingency	300,000	1 Principal - Line of Credit	300,000
<b>Revised Total Fund Resources</b>	<b>459,500</b>	<b>Revised Total Fund Requirements</b>	<b>459,500</b>

#### Comments:

This supplemental budget moves Contingency funds to repay a portion of the Line of Credit extended by the City of Sutherlin.

This repayment was discussed during the budget approval process, but because of the unknown of tax revenue receipts, it was not budgeted at that time.

## RESOLUTION NO. UR-2024.01

### A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET ADJUSTMENT, AMENDING THE 2023-2024 BUDGET

#### The Sutherlin Urban Renewal Agency finds that:

- A. That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budget adjustments when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget adjustment.
- B. The procedure includes the municipal corporation providing notice of a supplemental budget adjustment hearing and holding a public hearing on the supplemental budget adjustment prior to adopting a resolution to change the budget by more than ten percent.
- C. Public notice has been provided as required by ORS 294.473 and a public hearing related to the supplemental budget adjustment was held on April 8, 2024, and
- D. Due to unknown events at the time of adoption, fiscal year 2023-24 budget requires adjustment including but not limited to the following:
  - a. Urban Renewal Debt Service Fund
    - i. This supplemental budget makes changes to allow for partial repayment of the Line of Credit which has been extended by the City of Sutherlin, based on the Tax Revenue received. The amount was unforeseeable at the time that the budget was prepared.

**NOW, THEREFORE, based upon the above findings,**

**BE IT RESOLVED by the Sutherlin Urban Renewal Agency as follows:**

**Section 1.** That the budget for the Sutherlin Urban Renewal Agency for the fiscal year 2023-2024, which was adopted by the Agency on June 12, 2023 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

Urban Renewal Debt Service Fund:		Adjustment	Amended Total
Resource			
Contingency		\$300,000	\$459,500
Requirement			
Principal-Line of Credit		\$300,000	\$459,500



**APPROVED BY THE URBAN RENEWAL AGENCY ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2024**

\_\_\_\_\_  
Debbie Hamilton, Agency Chair

ATTEST:

\_\_\_\_\_  
Melanie Masterfield, City Recorder, CMC



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## Urban Renewal Agency

STAFF REPORT					
<b>Re: Urban Renewal Grant Application</b>				Meeting Date:	04-08-2024
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Kristi Gilbert, Community Development Director</b>				Administrator Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Grant Application – 117B W. Central Ave					

### WHAT IS BEING ASKED OF THE AGENCY?

The Urban Renewal Agency is being asked to review and discuss options for a grant funding request received from 117B W. Central Ave. The subject lot is located in the downtown area, identified as Tax Lot 7100 in Section 17DC of T25S, R5W, Property ID No. R55981.

### EXPLANATION

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

We have received an application for façade improvements at 117B W. Central Ave. The applicant/owner has submitted a request for \$25,000 for the façade improvements. The applicant/owner currently has contracted the services of Buglin Heights Drafting for the architectural drawings of the façade improvements. Based on the lineal frontage of the business, the application qualifies for \$25,000.

At the Urban Renewal Task Force meeting held on March 20, 2024, the Task Force made a recommendation to the Urban Renewal Agency to approve the funding request for the Façade Improvement located at 117B W. Central Ave.

### OPTIONS

To approve the grant application for the façade improvement for 117B W. Central Ave. in the amount of \$25,000.

To approve the grant application for the façade improvement for 117B W. Central Ave. in the amount of \$25,000 with modifications.

To deny the grant application for the façade improvement for 117B W. Central Ave. in the amount of \$25,000.

### SUGGESTED MOTION(S)

To approve the grant application for the façade improvement for 117B W. Central Ave. in the amount of \$25,000.









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## Urban Renewal Agency

STAFF REPORT					
<b>Re: Urban Renewal Development Proposal</b>				Meeting Date:	04-08-2024
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Kristi Gilbert, Community Development Director</b>				Administrator Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Everett Property Proposal					
<b>WHAT IS BEING ASKED OF THE AGENCY?</b>					

The Urban Renewal Agency is being asked to consider a development proposal for the Everett Property.

<b>EXPLANATION</b>
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Upon our early urban renewal creation, in July of 2022, the URA made three initial bold decisions with the purpose of demonstrating and indeed, visually showing examples of how these projects could serve as a catalyst for improving the downtown.

These three project investments are:

1. Providing incentive funding to bring Backside Outpost to downtown,
2. Initiate a grant program to incentivize business owners to make beautification and modernization changes to the front and interior of their businesses, and
3. Moved to purchase a small lot with the specific intent to incite new investment and seek the possibility of inciting the establishment of a food-cart village at the corner of Calapooia and Everett streets.

Projects #1 and #2 above have exceeded our expectations and now #3 has arrived just as we had anticipated. This specific project, again, was identified as one of five project categories.

As referenced above, therefore, a redevelopment/development proposal was received from Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC on properties identified as Tax Lots 11100 and 11200 in Section 17DC of T25S, R5W, Property ID No. R56219, R56226 and R56212, purchased in July, 2022, located at the corner of S. Calapooia and W. Everett.

The proposal received from Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC, proposes a professional, well-designed space for the community to meet and enjoy good food and activities together. Our proposal consists of a 1600 SF building with roll up doors for an open-air feel, including a beer garden and food service, no cost video games for kids, and an adults ax throwing section.

In addition, the proposal includes another 1000 SF covered patio area with outdoor tables and portable heaters in the colder months. There will additionally be four permanent food trucks/vendors on site for a nice variety of cuisines. Areas would also be provided for live music and potentially a small mini golf area. Wifi will be provided for all patrons. The area will be fenced with unobtrusive but secure/locking fencing.

The proposal also includes demolition.

The Urban Renewal Task Force held a meeting on March 20, 2024, reviewed and discussed the proposal submitted by Lucas Main Construction / Richard Lundstrom / Foreal Development LLC, and made a recommendation to the Urban Renewal Agency to approve the request for the redevelopment/development of the W. Everett Property. Additional development parameters were proposed by staff to include the possibility of waived System Development Charges or a portion thereof, deeding the land to the developers Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC over a period of time of successful business operations (i. e. 5-years), and to negotiate dump fees for the demolition of the existing transmission shop.

#### **OPTIONS**

To approve Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC, proposed development/redevelopment of the W. Everett Property, and direct staff to create a Memorandum of Agreement (MOA) between the Urban Renewal District and the developers to include the parameters included within this staff report.

To approve Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC, proposed development/redevelopment of the W. Everett Property, and direct staff to create a Memorandum of Agreement (MOA) between the Urban Renewal District and the developers, with modifications and/or additional conditions.

To deny Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC, proposed development/redevelopment of the W. Everett Property

#### **SUGGESTED MOTION(S)**

To approve Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC, proposed development/redevelopment of the W. Everett Property, and direct staff to create a Memorandum of Agreement (MOA) between the Urban Renewal District and the developers.

Good Afternoon,

This email proposal is for the Everett Avenue Property that abuts the Umpqua Bank Parking lot located in Sutherlin, Oregon.

Proposal From: Lucas Main Construction / Richard Lundstrom / Foreal Development, LLC

Property: Everett Avenue Property that abuts the Umpqua Bank Parking lot, Sutherlin, Oregon.

Proposal:

We would like to propose a professional, well designed space for the community to meet and enjoy good food and activities together. Our proposal consists of a 1600 SF building with roll up doors for an open air feel, including a beer garden and food service, no cost video games for kids, and an adults ax throwing section.

In addition there will be another 1000 SF of covered patio area with outdoor tables and portable heaters in the colder months. There will additionally be 4 permanent food trucks/vendors on site for a nice variety of cuisines.

There will be areas for live music and potentially a small mini golf area. Wifi will be provided for all patrons. The area will be fenced with unobtrusive but secure/locking fencing.

Demolition: In regards to the building on site, we will demo and remove the current building at no cost other to the city. We would like to have the opportunity to discuss the disposal fees that we will incur during this process.

Upon Acceptance of this proposal we will have architects and engineers produce conceptual drawings to the City for approvals.

We appreciate the community involvement and participation from the City of Sutherlin and we look forward to providing opportunities for the community to come together.

Thank you,

Alyssa Main  
Lucas Main Construction  
695 E. Vilas Rd STE 102,  
Central Point, OR 97502  
C: 541-660-4053  
<https://www.lmcoregon.com/>

## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Wednesday, April 3, 2024 9:47 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 UR and CC Agendas  
**Attachments:** 4.8.24 URA Agenda.pdf; 5. CC APR 8.24 Meeting.pdf

Good morning. Please see the attached meeting agendas for Sutherlin Urban Renewal and Council Meetings on Monday, April 8, 2024 beginning at 6:30pm.



**Melanie Masterfield, CMC**

*City Recorder/Community Engagement Manager*

[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)

City of Sutherlin

126 E Central Ave.

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541.459.2857 x 208

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**\*\*DO NOT REPLY ALL\*\***

**PUBLIC NOTICE – CITY OF SUTHERLIN**  
**URBAN RENEWAL AGENCY & CITY COUNCIL MEETINGS**

The April 8, 2024, Urban Renewal Agency & City Council meetings will be held in Civic Auditorium at 175 E Everett beginning at 6:30 p.m. 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: Urban Renewal Agency & City Council Meetings

Time: April 8, 2024 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83772495106?pwd=Vcd7bbpIMawpa3jyKwzCeRkYb0SjiO.1>

Meeting ID: 837 7249 5106

Passcode: 177425

Find your local number: <https://us06web.zoom.us/u/kbF2CUydWl>