

URA

Forest Grove
Urban Renewal Agency



URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, MAY 24, 2021

ZOOM WEBINAR

COMMUNITY AUDITORIUM, 1915 MAIN STREET

Zoom Video Conferencing

Public Webinar ID: 922 8094 5913

Pass Code: 05242021

Click Link: <https://zoom.us/j/92280945913?pwd=ZjV6cnhmQlpyT3V2eHczdi8zdUcydz09>

For help with Zoom: <https://support.zoom.us/hc/en-us/articles/115004954946>

6:00 PM URBAN RENEWAL AGENCY EXECUTIVE SESSION (Property Transactions)

6:30 PM URBAN RENEWAL AGENCY REGULAR MEETING

During the pandemic, all public meetings are held in a “hybrid” format allowing the public to attend meetings both virtual and in-person. The Community Auditorium is open and has limited availability and social distancing measures. The public can observe the meetings **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming or **LIVE Channel 30** on their website: <http://208.71.205.11/CablecastPublicSite/?channel=15>. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President

Donna Gustafson, Director

Kristy L. Kottkey, Director

Timothy A. Rippe, Director

Elena Uhing, Director

Mariana Valenzuela, Director

All regular meetings of the Urban Renewal Agency are open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

Public Hearings: Hearings are held on each matter required by state law or City policy. Sign in before the meeting on the Public Hearing form posted in the foyer. The presiding officer will review the hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Board, please use the witness table (center front of the room), provide your full name and please limit your remarks to three (3) minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action. All testimony is electronically recorded. Written testimony may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Public Comment: This is a time provided for anyone wishing to speak to the Board on an item not on the agenda or on the agenda, and not scheduled for a public hearing. Sign in before the meeting on the form posted in the foyer. The presiding officer will review the instructions prior to public comment. The presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Board, please use the witness table (center front of the room), provide your full name. Please limit your comments to two (2) minutes unless the presiding officer grants an extension. All testimony is electronically recorded. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Accommodations: In accordance with the Americans with Disabilities Act, the City of Forest Grove will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours advance notice of the meeting.

FOREST GROVE URBAN RENEWAL AGENCY AGENDA

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Bryan Pohl, Community Development Director	6:00	<u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u> Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision. <u>Separate Unique Zoom Webinar ID Number & Passcode Required</u> <u>In accordance with ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.</u>
Paul Downey, Administrative Services Director	6:30	
Jesse VanderZanden, City Manager		
	6:30	1. <u>URBAN RENEWAL AGENCY REGULAR MEETING:</u> Call to Order and Roll Call.
Zoom Attendees:	6:35 5mins	2. <u>PUBLIC COMMENT:</u> Anyone wishing to speak to the Board on an item not on the agenda or on the agenda but not scheduled for a public hearing may be heard at this time. Please limit comments to two (2) minutes. Written comment may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov .
	6:40 5mins	3. <u>CONSENT AGENDA:</u> Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Board members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s). A. Approve Urban Renewal Agency Meeting Minutes of April 12, 2021. B. Approve Urban Renewal Agency Work Session (Festival Street) Meeting Minutes of April 12, 2021.
		4. <u>ADDITIONS/DELETIONS:</u>
		5. <u>PRESENTATIONS:</u> None
Bryan Pohl, Community Development Director	6:45 10mins	6. <u>URA RESOLUTION NO. 2021-02 AUTHORIZING APPROVAL OF AMENDMENT NO. 1 TO EXCLUSIVE NEGOTIATING AGREEMENT WITH WELSHCORP, D.B.A. FRESHFOODS AND MFF PROPERTIES, LLC, (DEVELOPER), FOR PROPERTY KNOWN AS SITE B AND AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT ON BEHALF OF URBAN RENEWAL AGENCY</u>
Jesse VanderZanden, City Manager		
	6:55	7. <u>ADJOURNMENT:</u>



Monday, April 12, 2021

Urban Renewal Agency Meeting Minutes

5:30 p.m., Zoom Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Malynda Wenzl, Urban Renewal Agency (URA) Vice Chair Director, called the URA meeting to order at 5:32 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency Board of Directors conducted the meeting in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium as spaced allowed. Members of the public could observe the meeting **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30. Written comments were accepted by 3:00 p.m. the day of the meeting.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Vice Chair; and Peter Truax, Chair (arrived at 5:37 p.m.).

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; and Anna Ruggles, City Recorder (in the Community Auditorium).

ZOOM ATTENDEES: 1

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Meeting Minutes of July 13, 2020.
- B. Approve Urban Renewal Agency Work Session (Rotating Outdoor Public Art Gallery) Meeting Minutes of January 25, 2020.
- C. Approve Urban Renewal Agency Work Session (Goals and Objectives Refinement) Meeting Minutes of March 15, 2021.

MOTION: Director Uhing moved, seconded by Director Rippe, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** **AYES:** Directors Gustafson, Kottkey, Rippe, Uhing, Valenzuela, and Director Vice Chair Wenzl. **NOES:** None. **ABSENT:** Director Chair Truax. **MOTION CARRIED 6-0.**

4. ADDITIONS/DELETIONS: None.

5. **PRESENTATIONS:** None.

6. **URA RESOLUTION NO. 2021-01 ADOPTING URBAN RENEWAL AGENCY 2021 WORK PLAN**

Staff Report:

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is adopting the URA's 2021 Work Plan, which adds Action Plans under each of the URA's Goals (5) and Objectives (13). Pohl reported staff met in work session with the Board on March 15, 2021, and presented the 2020 URA Work Plan Accomplishments and the draft 2021 URA Work Plan. Pohl reported one major item the URA accomplished this year that was not listed in the Work Plan was the creation and implementation of a Small Business Assistance Grant Program administered through CARES Act grant funding, noting the URA Board-approved program not only administered URA funds to struggling businesses early in the COVID-19 pandemic, it also served as a platform to administer two subsequent small business assistance grant programs. In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting the Work Plan will be integrated with the proposed budget process for Fiscal Year 2021-22.

Before proceeding with Board discussion, Vice Chair Wenzl asked for a motion to adopt URA Resolution No. 2021-01.

VanderZanden read URA Resolution No. 2021-01 by title.

MOTION: Director Uhing moved, seconded by Director Valenzuela, to approve URA Resolution No. 2021-01 Adopting Urban Renewal Agency 2021 Work Plan.

Board of Directors Discussion:

In response to Vice Chair Wenzl's inquiry pertaining to the Small Business Assistance Grant Program, Downey reported the URA received reimbursement of \$125,000 from the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for administering the program in Fiscal Year 2020.

Hearing no further concerns from the Board, Vice Chair Wenzl asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Gustafson, Kottkey, Rippe, Uhing, Valenzuela, Wenzl and Director Chair Truax. NOES: None. MOTION CARRIED 7-0.

7. **ADJOURNMENT:**

Vice Chair Wenzl adjourned the URA regular meeting at 5:43 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Urban Renewal Agency Work Session Minutes
Festival Street, MIG Consulting

Monday, April 12, 2021
5:50 p.m., Zoom Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 5:43 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the work session was conducted in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium as spaced allowed. Members of the public could observe the meeting **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY ZOOM REMOTELY: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Colleen Winters, Library Director (attendee); and Anna Ruggles, City Recorder (in the Community Auditorium).

ZOOM ATTENDEES: 1

2. WORK SESSION: FESTIVAL STREET

Pohl and VanderZanden facilitated the work session, noting the purpose of the work session was to address URA Goal 4, Objective 4.3 to select a preferred alternative for the Festival Street, between A Street and College Way, identify funding, and complete the design on the preferred alternative. Staff gave a presentation to Council on October 12, 2020, and presented the results of the concept analysis for the proposed festival street. Pohl introduced Alex Dupey, MIG Consulting, who presented a PowerPoint presentation overview of the Design Concepts for 21st Avenue, between A Street and College Way, Shared-Use Festival Street and Town Center Streetscape, noting the online survey resulted in 400+ participants. Dupey presented slides showing aerial descriptions of the street zones, which included pedestrian through zone; amenities/curb zone; buffer an aerial description zone; flex

zone; and vehicular through zone and the following Design Concept Options: Street Zones Two-Way Option; Street Zones Two-Way Option (Parallel); Street Zones One-Way Option; Street Zones One-Way Option (Diagonal); and Street Zones One-Way Option (Parallel).

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the Design Concept Options noted above for 21st Avenue Shared-Use Festival Street and Town Center Streetscape. Dupey and Pohl addressed inquiries pertaining to street closures and variations of the Street Zone Options, noting festival streets typically offer an enhanced streetscape and place-making opportunities that stay open to traffic during normal times and closed when used for public outdoor gatherings on an as-needed basis. Dupey and Pohl addressed inquiries pertaining to vehicular parking (diagonal/parallel) and number of parking spaces for Street Zones Two-Way Option (minus 4 parking spaces) and Street Zones One-Way Option (minus 7-8 parking spaces), noting there is adequate parking capacity based on preliminary parking analysis conducted for the Downtown District. In addition, the goal is to create a space that is pedestrian friendly that has amenities, such as flex space for businesses, public seating/gathering and features, such as a curb less street that slows vehicular traffic. In conclusion of the above-noted Board discussion, Pohl and VanderZanden advised the next steps are to meet with businesses and submit a recommendation on the preferred design concept and prepare cost estimates for the URA Board consideration and submit final Design Concept for 21st Avenue Shared-Use Festival Street and Town Center Streetscape to Council for consideration at a later date.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 6:22 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>05/24/2021</u>
FINAL ACTION:	<u>URA RESO</u> <u>2021-02</u>

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *May 24, 2021*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Approve ENA Amendment #1 and Authorize Executive Director to Execute*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT: The Forest Grove Urban Renewal Agency (URA) signed an Exclusive Negotiating Agreement (ENA) with WelshCORP LLC (Developer) to give the Developer time to explore developing a project for the URA-owned Site B on the corner of “B” Street and Pacific Avenue which is the vacant property next to the Jesse Quinn Apartments. The current proposed project is an approximate 20,000 square-foot grocery store with up to 20 affordable-housing apartments above the grocery store. Half of the units are projected to be for up to 60% of the County’s Area Median Income (AMI) with the other half of the units for up to 80% of AMI.

The Executive Director gave WelshCORP an automatic 120-day extension of time as allowed by the ENA. The Developer needs additional time to put the project together as affordable housing project funding from Washington County, if approved, will not be available until October 2021. More information is needed on the affordable housing funding before the URA and the Developer can negotiate a Disposition and Development Agreement (DDA). The Developer feels the project has a good probability of success and hopes to begin construction before the end of 2021.

Staff has drafted an amendment to extend the ENA through October ~~31~~, 2021, to give the Developer and City staff sufficient time to do their due diligence on the project. The DDA will probably need to be completed before that date but staff did not want to have to come back to the Board for another extension.

FISCAL IMPACT: There is no fiscal impact to the URA by granting the extension.

STAFF RECOMMENDATION: Staff recommends the URA Board of Directors approve the attached resolution to approve the amendment to the ENA and authorize the Executive Director to execute the agreement.

ATTACHMENT: Resolution Authorizing Approval Of Amendment No. 1 To The Exclusive Negotiating Agreement With WelshCORP, D.B.A. Freshfoods And MFF Properties, LLC, (Developer), For The Property Known As Site B And Authorizing The Executive Director To Execute The Agreement On Behalf Of The Urban Renewal Agency

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2021-02

**RESOLUTION AUTHORIZING APPROVAL OF AMENDMENT NO. 1
TO THE EXCLUSIVE NEGOTIATING AGREEMENT WITH WELSHCORP, D.B.A.
FRESHFOODS AND MFF PROPERTIES, LLC, (DEVELOPER), FOR THE PROPERTY
KNOWN AS SITE B AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
THE AGREEMENT ON BEHALF OF THE URBAN RENEWAL AGENCY**

WHEREAS, the developer has proposed a concept development on the Urban Renewal Agency (URA)-owned property known as Site B; and

WHEREAS, City staff and developer have signed an Exclusive Negotiating Agreement (ENA) on July 28, 2020, in order for the developer to do pre-development design with the ultimate goal of negotiating a Disposition and Development Agreement (DDA) between the developer and the URA; and

WHEREAS, the URA Executive Director granted the developer an extension of time until May 28, 2021, to negotiate a DDA with the URA as permitted by the ENA; and

WHEREAS, due to timing of funding availability for the project, the developer and the URA need more time to enter into the DDA; and

WHEREAS, staff is recommending an extension of time until October 31, 2021, when the last element of funding will be available.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
URBAN RENEWAL AGENCY AS FOLLOWS:**

Section 1. The URA approves Amendment No. 1 to the Exclusive Negotiating Agreement granting an extension of time for the ENA until October 31, 2021.

Section 2. That the URA Board of Directors authorize the URA Executive Director to sign the amendment in a form substantially akin to that attached to this resolution as Exhibit A.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 24th day of May, 2021.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 24th day of May, 2021, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Board Chair

Exclusive Negotiating Agreement Amendment #1

Amendment #1 to Exclusive Negotiation Agreement (the "Agreement") between Forest Grove Urban Renewal Agency ("Agency") and WelshCorp, d.b.a. FreshFoods and MFF Properties, LLC (together the "Developer").

Original Agreement Dated July 28, 2020

Amendment #1 to the Agreement – Developer is working to finalize the project on Site B at the corner of Pacific Avenue and "B" Street in Forest Grove. Developer will have to wait until October 2021 for affordable housing funding from Washington County. Developer received an automatic 120-day extension as provided by Article 2 of the Agreement which expires on May 28, 2021. Developer has requested additional timing to finalize the project including approval of the affordable housing component of the project. Agency is agreeable to an additional extension of time to complete the Disposition and Development Agreement (DDA) as the project has a good probability of success.

Agency hereby agrees to grant an extension of time for the Agreement until October 31, 2021, for the parties to complete the DDA. All other terms of the original agreement remain in effect.

SIGNED AND DATED THIS _____ day of _____ 2021, by

FOREST GROVE URBAN RENEWAL AGENCY

DEVELOPER

BY: _____

Title: Executive Director

BY: _____

Title: President and Owner, WelshCORP

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