

**Urban Renewal Agency Board of Directors Agenda
City of North Plains
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, June 15, 2015
8:00 P.M.
Special Session**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
 - A. Approval of Special Session agenda
 - B. Approval of minutes of 06/01/15 Special Session URA Board of Directors
4. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
5. **PUBLIC HEARING:**
 - A. Approve URA Resolution No. 15-0001 Adopting the Annual North Plains Urban Renewal Agency (URA) Budget for Fiscal Year 2015-16
6. **NEW BUSINESS:**
None scheduled
7. **UNFINISHED BUSINESS:**
None Scheduled
8. **ADJOURNMENT**

North Plains Urban Renewal Agency meetings are accessible for disabled individuals. The Agency will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555.

City of North Plains
Urban Renewal Agency (URA) Board of Directors
Monday, June 1, 2015, Special Session
MINUTES

1. **Call to Order:** Chair Kindel called the meeting to order at 7:55 p.m.

2. **ROLL CALL:**
Directors present:
Chair Robert Kindel, Jr., Directors: David Hatcher, Teri Lenahan, Charlynn Newton, Sherrie Simmons, Scott Whitehead

Absent: Sandi King

Staff present: City Manager Blake Boyles, Police Chief Bill Snyder, Library Director Debra Brodie, City Recorder Margaret Reh

3. **CONSENT AGENDA**
 - A. Regular Session Agenda Approval
 - B. Approval of minutes of 04/06/15 Special Session URA Board of Directors

Motion by Hatcher. Seconded by Simmons to approve the Consent Agenda. The motion was approved unanimously.

4. **PUBLIC COMMENT**
None were forthcoming

5. **PUBLIC HEARING:**
None Scheduled

6. **NEW BUSINESS:**
 - A. Discussion of options for Vanderzanden Property at 30933 NW Commercial Street

Boyles stated this property was a topic brought up during the City Council's goal discussion regarding the acquisition of property. Boyle invited the property owners to attend this meeting to be able to answer any questions the Board may have. Rodney Linz and Frank Vanderzanden appeared before the URA Board. As of this date, this property is proposed to be developed with 15 residential lots. It is possible for the URA Board to purchase the property and rezone it back to commercial and change the zone map to reflect this change. As of this date the property is listed for \$499,000. In conversations that Boyles has had with John Rankin, a price of \$450,000 was discussed. An appraisal was completed last year and was submitted to the City Council. That appraisal was part of the URA Board's Agenda Packet for this meeting. Discussion ensued.

Lenahan inquired of the funds that are available for this type of purchase. Blake stated he had Finance Director Rachael Lembo produce the URA agency's opening fund balance and received some ideas as to what it will look like as of July 1. Chair Kindel suggested they move on to the next item of discussion on the agenda as long as they are talking about

funding ideas.

B. Discuss of funding options for City Council goals

The URA budget currently has \$310,915 with a \$250,000 contingency in the URA fund. There could be \$450,000 available in a very short time. Discussion continued regarding options for funding property purchases and where revenues will be coming in from.

The topic of discussion migrated back to the Vanderzanden property. It was mentioned that the property east of the Vanderzanden property is zoned commercial already. This could end up being a complete stretch of commercial property along Commercial Street. This could be an ideal location for mixed use. Discussion ensued.

Kindel stated to Vanderzanden that the URA Board needs a little more time to work some numbers before moving forward with committing to this purchase.

Boyles will work with Lembo to report on the options for the possible purchasing of this property and/or other property. Boyles will have Lembo present any information that Boyles and Lembo are able to prepare prior to the June 15 meeting, which Boyles is not able to attend. Lembo and Boyles will present a fully prepared report at a special URA session on July 6, 2015 after the City Council meeting scheduled for that night.

Boyles stated he would work with Lembo to come up with projected costs and guestimates for the other City Council goals which include: 1.) the four corner project at Glencoe and Commercial Street; 2.) the mural project in the downtown area; 3.) the parking lot on Kaybern. He will have Lembo work on how we could use this URA budget to fund the project. They will investigate if it would work to use all the URA funds, or a portion of the URA funds and take out a loan for the balance.

Boyles also mentioned he met with Woofter Architecture regarding the Jessie Mays project. Hatcher stated he would like to see Woofter first focus on the project at the four corners of Commercial and Glencoe. Hatcher stated there is a more immediate need for completing the four corner project. The Parks Board is working on gathering a group that could possible include a mix of Parks Board members, Chamber of Commerce members, Garden Club members and the Library Boards members that could give input to the design of the Jessie Mays project. Discussion ensued.

7. UNFINISHED BUSINESS:

None Scheduled

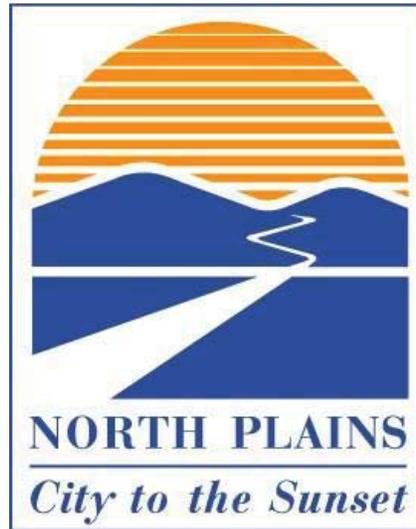
8. ADJOURNMENT

Chair Kindel adjourned the meeting at 8:30 p.m.

Robert Kindel, Jr., URA Chairperson

Margaret L. Reh, City Recorder

Date approved _____



North Plains Urban Renewal Agency Annual Budget 2015-16

North Plains Urban Renewal Agency
2015-2016 Annual Budget
Budget Committee
Approved May 11, 2015

URA Board:

Chairperson Teri Lenahan

URA Directors:

David Hatcher, Robert Kindel, Sandi King,
Charlynn Newton, Sherrie Simmons, Scott Whitehead

Citizen Members

Marrina Abeln, Vernon Epling, Cindy Hirst,
Lani Miles, Trista Papen, Russ Sheldon, Jim Wieskamp

Budget Officer

Interim City Manager Blake Boyles

Document prepared by Finance Manager Rachael Lembo

Budget Message

April 13, 2015

Urban Renewal Board and Budget Committee Members,

The Urban Renewal Agency was created in 2006 to accomplish a series of goals and objectives which were established by the community. Projects of the URA include:

Completed Projects:

- Purchase of lot at Kaybern and Main for parking
- Glencoe road Gateway Improvements: Installation of spires and street furniture
- Purchase of property at 31311 Commercial Street for future economic development

Current Projects:

- Signage for central business district

Future Projects:

- Façade improvement program
- Development of parking lot at Kaybern and Main
- Railroad crossing improvements at Glencoe
- Central business district street scape improvements

Urban Renewal Agency property tax revenues are expected to increase significantly in 2015-2016, due to the completed Highland Court development and the ongoing McKay Fields development, both within the URA. Expenditures have decreased since expenditures in FY14-15 are below the threshold to require a review by our CPA firm. There is a large contingency, \$250,000, to allow access to funds should the Board choose to pursue a project.

Respectfully submitted,

Martha DeBry,
City Manager

URBAN RENEWAL AGENCY 113		HISTORICAL DATA		CURRENT YEAR 2014-15			FY2015-16	FY2015-16	FY2015-16
Account	Description	Actual 2012-2013	Actual 2013-2014	Budget	Actuals 3/25/15	Year End Estimate	Initial Proposal	Approved by Budget Comm.	Adopted by City Council
OPENING FUND BALANCE		135,883	146,617	270,400	209,832	209,832	310,915	310,915	310,915
REVENUES									
411000	Property Taxes	91,534	100,441	100,000	131,911	140,290	173,070	173,070	173,070
462000	Property Rental Fees	6,800	7,800	7,200	5,400	7,200	7,200	7,200	7,200
461000	Interest	711	906	590	614	1,053	1,500	1,500	1,500
493000	Debt Proceeds	90,000	185,000	-	-	-	-	-	-
440000	Miscellaneous	165	-	-	-	-	-	-	-
TOTAL REVENUES		189,210	294,147	107,790	137,925	148,543	181,770	181,770	181,770
EXPENDITURES									
Urban Renewal Dept									
330000	Professional Services	2,109	10,733	3,000	3,157	2,887	1,000	1,000	1,000
610000	Supplies	-	113	5,000	-	113	500	500	500
	Materials and Services	2,109	10,846	8,000	3,157	3,000	1,500	1,500	1,500
770000	PW Projects	130,006	-	-	-	-	-	-	-
	Capital Outlay	130,006	-	-	-	-	-	-	-
URBAN RENEWAL DEPT		132,115	10,846	8,000	3,157	3,000	1,500	1,500	1,500
830000	Debt Service - Kaybern	6,000	110,975	-	-	-	-	-	-
830000	Debt Service - Comm St	9,354	86,503	-	-	-	-	-	-
831000	Debt Service - Glencoe	23,094	22,608	22,494	16,322	22,494	22,194	22,194	22,194
830000	Debt Service - GF Loan	-	-	21,966	21,966	21,966	21,966	21,966	21,966
DEBT SERVICE		38,448	220,086	44,460	38,288	44,460	44,160	44,160	44,160
810610	Transfers Out - ISF Alloc.	7,913	-	-	-	-	-	-	-
810110	Transfers Out - Gen Fund	-	-	2,500	-	-	-	-	-
TRANSFERS		7,913	-	2,500	-	-	-	-	-

URBAN RENEWAL AGENCY 113		HISTORICAL DATA		CURRENT YEAR 2014-15			FY2015-16	FY2015-16	FY2015-16
Account	Description	Actual 2012-2013	Actual 2013-2014	Budget	Actuals 3/25/15	Year End Estimate	Initial Proposal	Approved by Budget Comm.	Adopted by City Council
	CONTINGENCY	-	-	5,000	-	-	250,000	250,000	250,000
	TOTAL EXPENDITURES	178,476	230,932	59,960	41,445	47,460	295,660	295,660	295,660
	CHANGE IN FUND BALANCE	10,734	63,215	47,830	96,480	101,083	(113,890)	(113,890)	(113,890)
	UNAPPROPRIATED ENDING FUND BALANCE	146,617	209,832	318,230	306,312	310,915	197,025	197,025	197,025

(1) Appropriation level

Urban Renewal Agency Purpose

The Urban Renewal Agency was created in 2006 to accomplish a series of goals and objectives which were established by the community. These goals and objectives include the following:

Goal: Promote a Mix of Retail, Commercial and Residential Uses Oriented to Pedestrians.

The Area's location in the Central Business District and the Commercial Street – Glencoe Road corridor makes it an ideal location for a mix of pedestrian-oriented retail and residential development.

Objective: Implement public utility, transportation and streetscape improvements that will make the Area a safe and attractive location for pedestrian-oriented commercial and mixed-use development.

Objective: Facilitate the improvement and redevelopment of existing, under-utilized commercial buildings to expand the range of retail, commercial and residential services.

Objective: Promote the development of housing units, including locations above commercial and office space, to increase the range of housing opportunities in the Area.

Objective: Promote mixed-use development, including office space above ground floor commercial and retail space, to attract a broad range of businesses, increase

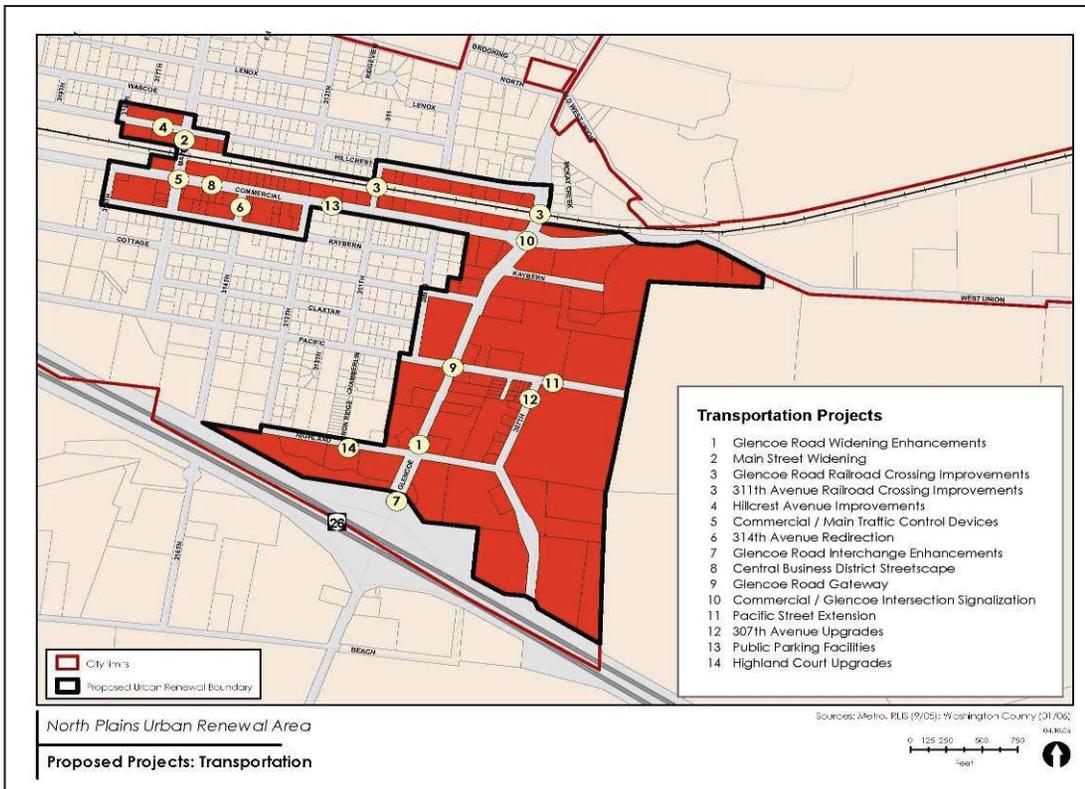
employment density, and create a lively downtown commercial community.

Goal: Provide a Broader Level of Goods and Services for North Plains.

Currently, North Plains' residents must travel outside the City for many goods and services that are not available within the community. Redevelopment of the Central Business District and the adjacent Highway Commercial District can increase the diversity of goods and services available at the local level.

Goal: Increase Employment and Business Activity within the Area.

Due to the limited availability of local jobs, many North Plains residents must commute outside of the City for work. Redevelopment of the downtown/commercial core can increase the number and type of jobs that are available locally.



rehabilitation and/or redevelopment of existing commercial space that is currently under-utilized or vacant.

Objective: Ensure that public facilities and services support increased business activity and employment.

Goal: Improve Access, Safety and Connectivity Throughout the Area.

Transportation improvements will make the Area a more attractive and accessible location for retail, business and recreational activities.

Objective: Provide additional public parking to encourage retail and commercial activity in the central business district.

Objective: Implement street system improvements that will increase traffic circulation and safety.

Objective: Develop sidewalks and bike lanes in conjunction with street improvements to promote multimodal access.

Objective: Promote land uses and design that are efficient in their use of transportation. Mixed use (retail/office/residential) projects can eliminate the need for

Objective: Create a more attractive development environment for professional and general office space. The Plan can facilitate the development of streetscape improvements and public amenities that would make the downtown/commercial core a more attractive environment for office development.

Objective: Provide opportunities for small businesses and business incubators to locate to the Area by facilitating the

some trips. For example, a restaurant located within the Area can serve Area residents, patrons and employees with no need for a vehicle trip. Housing units that incorporate a work or shop space (“live/work”) units can reduce vehicle trips between work and home.

Urban Renewal Agency Projects

Transportation

Sidewalks, curbs, gutters, street lighting and other streetscape and landscape improvements may be provided in conjunction with the street improvements identified below.

Glencoe Road Widening Enhancements (Complete) -

The provision of a comprehensive system of streetscape enhancements, including landscaping improvements, bike lanes and pedestrian facilities, in conjunction with the widening of Glencoe Road, is a project under the Plan.

Main Street Widening Project, including Railroad Crossing (Complete) -

The widening of Main Street, a minor collector, is a project under the Plan. The existing Willamette Pacific railroad crossing will be replaced by a new multiuse crossing, and the existing rail spur will be removed as part of this project.

Glencoe Road and 311th Avenue Railroad Crossing Improvements -

Improvements to the existing Glencoe

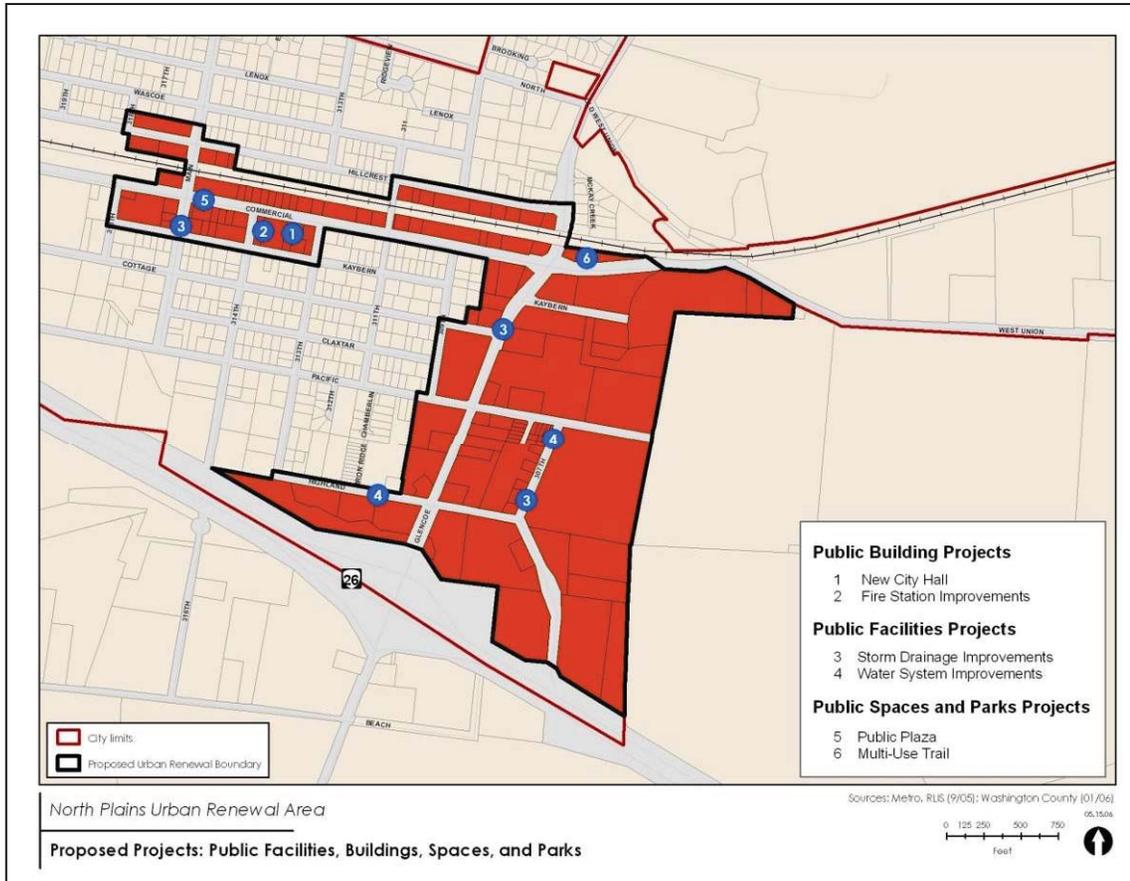
Road and 311th Avenue Railroad Crossings are a project under the Plan.

Hillcrest Street Improvements - Improvements to Hillcrest Street, a minor collector, are a project under the Plan. Under existing conditions, the roadway is in substandard condition and unsafe for pedestrians and bicyclists.

Commercial/Main Street Traffic Control Devices - The design and installation of traffic control devices that will improve multimodal safety at the intersection of Commercial Street and Main Street is a project under the Plan.

Highland Court Upgrades - Currently, Highland Court is in substandard condition. Upgrades to the existing roadway will increase access to adjacent commercial and residential property.

314th Avenue Redirection (Complete) - Under existing conditions, 314th Avenue is a two-way street. To improve traffic circulation in the Central Business District and increase vision clearance at the intersection of 314th and Commercial Street, 314th Avenue will be converted to a one-way southbound street between Commercial Street and Kaybern Street.



Central Business District Streetscape Improvements - The North Plains Revitalization Plan identifies landscaping features, street lighting, street furniture and other streetscape improvements that will enhance the physical appearance of the Central Business District (CBD) and attract a broader range of users, including shoppers, tourists and commercial employers. Most of the streetscape improvements will be concentrated on Commercial Street.

Glencoe Road Gateway Improvements (Glencoe/Pacific Complete) - The design and construction of formal gateway areas that mark the entrance to the City of North Plains and the Central Business District are a project under the Plan. The gateway to the City will be located at the intersection of Glencoe Road and Pacific Street. The gateway to the Central Business District will be located at the intersection of Glencoe Road and Commercial Street.

Glencoe Road Interchange Enhancements (Started) - The provision of streetscape enhancements, including landscaping features, pedestrian amenities and bicycle facilities, in conjunction with the construction of the new Glencoe Road/US 26 Interchange, is a project under the Plan.

Commercial Street/Glencoe Road Intersection Signalization -

The signalization of the Commercial Street/Glencoe Road intersection is a project under the Plan. Under existing conditions, multimodal safety is compromised by the lack of a traffic signal at this busy intersection.

Pacific Street Extension - Currently, access to undeveloped residential property east of Pacific Street is constrained by the lack of an existing roadway. The extension of Pacific Street from its terminus at 307th Avenue to the North Plains city limits is a project under the Plan.

307th Avenue Upgrades - Under existing conditions, 307th Avenue is in substandard condition. Upgrades to the existing roadway will improve access to residential and industrial property in the southeast portion of the Area that is currently undeveloped.

Public Parking

The design and construction of public parking facilities within the Plan's commercial areas is a project under the Plan.

Public Facilities

Storm Drainage Improvements - The provision of storm drainage improvements throughout the Area, in accordance with the Stormwater Master Plan, is a project under the Plan.

Water System Improvements - The provision of water system improvements throughout the Area, in accordance with the Water Master Plan, is a project under the Plan.

Parks and Open Space

Multi-use Recreational Trail

The design and development of a multi-use recreational trail, that provides new opportunities for pedestrians and bicyclists to enjoy the Area's natural amenities and promotes the preservation of environmentally sensitive areas, is a project under the Plan.

Public Spaces

Public Plaza - The design and development of a public plaza in the Central Business District is a project under the Plan.

Public Buildings

New City Hall - Because such a use is key to the vitality of the Area, the Plan authorizes participation in the development of a new City Hall. The participation in the project shall be proportional to the benefits of the facility to the Area. Anticipated benefits specific to the Area include increased activity that creates commercial and residential development and provision of facilities for administration of the Plan.

Before allocating Agency funds for this project, the Agency shall be required to adopt a minor amendment of the Plan that states findings of proportionality and benefits to the Area specific to the allocation of funds.

Fire Station Improvements - Building improvements and site improvements to the Washington County Fire District No. 2 Fire Station and station-related traffic control devices are a project under the Plan.

Planning and Development Assistance - Offering the following types of planning and development assistance to support the development, redevelopment and rehabilitation of private property in the Area is a project under the Plan. Detailed rules and regulations for the administration of financial and technical assistance programs will be established by the Agency after adoption of the Plan in order to ensure that urban renewal funds are used in compliance with the Plan and for the agreed-upon Plan purposes. The adoption and amendment of such programs, rules and regulations would not be considered changes to the Plan.

Rehabilitation/Redevelopment Grant/Loan Program - The Urban Renewal Plan authorizes loans and/or grants for property rehabilitation and redevelopment. Property to be improved may be residential or commercial. Loans may be at or below market rates, and assistance may include direct loans or guarantees of loans made by third parties.

New Development Grant/Loan Program - In addition to providing rehabilitation and redevelopment assistance, the Urban Renewal Plan authorizes loans and/or grants for

new development. Property to be improved may be residential or commercial. Loans may be at or below market rates, and assistance may include direct loans or guarantees of loans made by third parties.

Technical Assistance Program - The Urban Renewal Plan authorizes technical assistance in the form of site studies, market studies, feasibility analyses, engineering and design and other activities directly related to development of property in the urban renewal area. An example of such technical assistance may include structural analysis of buildings to promote the rehabilitation of under-utilized buildings.

Commercial Façade Improvement Loans - To create a distinct identity for the North Plains Central Business District and surrounding Highway Commercial Area that is visually appealing and unified, the Urban Renewal Plan authorizes façade improvement loans for commercial development. Improvements will be used to enhance the architectural integrity and character of historic commercial buildings and storefronts in need of a “face lifts.” The City may establish design standards for specific areas and appoint a design review committee to review loan applications and ensure that proposed improvements are consistent with City standards.

How Urban Renewal Projects are Funded

Tax Increment Financing

Tax increment financing consists of using annual tax increment revenues collected by the Agency to make payments on debt incurred by the Agency, usually in the form of tax increment bonds. The proceeds of the bonds are used to pay for the urban renewal projects authorized in the Plan. Debt, including bonds, may be both long-term and short-term, and does not require voter approval.

Tax increment revenues equal most of the annual property taxes imposed on the cumulative increase in the total assessed value within an urban renewal area over the total assessed value at the time an urban renewal plan is adopted.

General Description of the Proposed Financing Methods

The Plan will be financed using a combination of revenue sources. These include:

- Tax increment revenues;
- Advances, loans, grants and any other form of financial assistance from the Federal, State or local governments or other public body;
- Loans, grants, dedications or other contributions from private developers and property owners; and
- Any other source, public or private.

Revenues obtained by the Agency will be used to pay or repay costs, expenses, advancements and indebtedness incurred in planning or undertaking project activities or otherwise exercising any of the powers granted by ORS Chapter 457 in connection with the implementation of this Plan.

Tax Increment Financing and Maximum Indebtedness

The Urban Renewal Plan may be financed, in whole or in part, by tax increment revenues allocated to the Agency as provided in ORS Chapter 457. The ad valorem taxes, if any, levied by a taxing district in which all or a portion of the Area is located, shall be divided as provided in Section 1c, Article IX of the Oregon Constitution, and ORS 457.440. Amounts collected pursuant to ORS 457.440 shall be deposited into the unsegregated tax collections account and distributed to the Commission based upon the distribution schedule established under ORS 311.390.

The maximum amount of indebtedness that may be issued or incurred under the Urban Renewal Plan, based upon good faith estimates of the scope and costs of projects in the Plan and the schedule for their completion is \$17,112,306. This amount is the principal of such indebtedness and does not include interest or indebtedness incurred to refund or refinance existing indebtedness.

Prior Indebtedness

Any indebtedness permitted by law and incurred by the Agency or the City of North Plains in connection with the preparation of this Plan or prior planning efforts related to the Urban Renewal Plan may be repaid from tax increment revenues from the Area when and if such funds are available.

Impact of Tax Increment Financing on Public Schools

This Plan has been adopted with consideration of information in the Report accompanying the Plan regarding the impact of tax increment financing on the K-12 public school system. Under current law providing for substantial state funding of K-12 schools, the tax increment financing of the Urban Renewal Agency Plan has minimal impacts on the revenues received by the Hillsboro School District.

Duration of Plan

No projects may be commenced and no new indebtedness may be incurred after the twentieth anniversary of the effective date of the Plan (2026). As is common practice in urban renewal plans in Oregon, tax increment revenues may continue to be collected beyond this date. Collection may continue until it is found that deposits in the Agency’s debt service fund are sufficient to fully pay principal and interest on indebtedness issued during the twenty years following the effective date of the Plan, either through direct payment of the indebtedness or by payment of

principal and interest on bonds or notes issued to finance the indebtedness. Tax increment revenues collected after the twentieth anniversary of the Urban Renewal Plan may only be used to retire outstanding debt.

Current Debt

LOCAP Series 2011A - URA (Glencoe), 3-5.7% interest

Fiscal Year	Principal	Interest	Total
2016	10,000	12,194	22,194
2017	10,000	11,825	21,825
2018	10,000	11,388	21,388
2019	10,000	10,950	20,950
2020	10,000	10,513	20,513
2021-25	75,000	42,216	117,216
2026-30	95,000	19,774	114,774
2031	20,000	570	20,570
	240,000	119,430	359,430

General Fund Internal Loan, 3.5% interest

Fiscal Year	Principal	Interest	Total
2016	16,471	5,494	21,965
2017	17,007	4,959	21,966
2018	17,559	4,406	21,965
2019	18,130	3,835	21,965
2020	18,719	3,246	21,965
2021-2024	81,161	6,700	87,861
	169,047	28,640	197,687

RESOLUTION NO. 15-0001

**A RESOLUTION OF THE NORTH PLAINS URBAN RENEWAL AGENCY,
ADOPTING THE BUDGET, MAKING APPROPRIATIONS AND DECLARING TO
COLLECT THE TAX INCREMENT REVENUE FOR FISCAL YEAR 2015-2016**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH PLAINS
URBAN RENEWAL AGENCY AS FOLLOWS:**

Section 1: That the Board of Directors of the North Plains Urban Renewal Agency hereby adopts the budget for fiscal year 2015-2016 in the total of \$492,685 now on file in the office of the City Manager.

Section 2: That the Board of Directors of the North Plains Urban Renewal Agency hereby resolves to certify to the county assessor for the North Plains Urban Renewal Agency Plan Area request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and Chapter 457.

Section 3: That the amount for the fiscal year beginning July 1, 2015, and for the purposes shown are hereby appropriated as follows:

Urban Renewal	\$ 1,500
Debt Service	44,160
Contingency	250,000
Total Appropriation	295,660
Unappropriated	197,025
Total Adopted Budget	\$ 492,685

Section 4: This Resolution shall become effective July 1, 2015.

INTRODUCED the 15th day of June, 2015 **AND ADOPTED** the
1st day of July, 2015.

CITY OF NORTH PLAINS, OREGON

BY: _____
Teri Lenahan, Chairperson

ATTEST:

BY: _____
Margaret L. Reh, City Recorder