

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
APRIL 8, 2024**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF
MARION, STATE OF OREGON, APRIL 8, 2024**

CONVENED The meeting convened at 6:45 p.m. with Chair Lonergan presiding.

ROLL CALL

Chair Lonergan	Present
Member Schaub	Present
Member Cornwell	Present
Member Cantu	Present
Member Morris	Present
Member Cabrales	Present
Member Wilk	Present

Staff Present: City Administrator Derickson, Assistant City Attorney Killmer, Assistant City Administrator Row, Economic Development Director Johnk, Community Development Director Kerr, Special Projects Director Wakeley, City Recorder Pierson, Public Works Director Stultz

CONSENT AGENDA

A. Urban Renewal Agency minutes of February 12, 2024

Schaub/Cabrales... adopt the Consent Agenda. The motion passed unanimously.

URG #2024.02 – 111 N. FRONT STREET | EZ STOP GROCERY & DELI

Economic Development Director Johnk provided a staff report. Chair Lonergan noted a typo on page 9 under Stealth Contracting where the siding is listed as \$72,000 and should be \$7,200. **Schaub/Cabrales...** approve the Building Improvements Program Grant Application from EZ Stop Grocery & Deli (Applicant) in the amount of \$35,825; 50% of the overall cost (\$71,650) for the replacement of building roof and exterior improvements for the property located at 111 N. Front Street. The motion passed unanimously.

URG #2024.03 – 405 N. FIRST ST. | PLAZA MONTE ALBAN

Economic Development Director Johnk provided a staff report. **Schaub/Cabrales...** approve the Building Improvements Program Grant Application (Program) from Plaza Monte Alban in the amount of \$50,000; 25% of the interior improvements and 50% of exterior sign cost up to the grant cap of \$50,000. Total project cost is estimated \$372,201.25 for the property located at 405 N. First Street. The motion passed unanimously.

ADJOURNMENT

Schaub/Cabrales... move to adjourn. The motion passed unanimously. Chair Lonergan adjourned the meeting at 6:54 p.m.

APPROVED _____
FRANK LONERGAN, CHAIR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon



Agenda Item

June 10, 2024

TO: Woodburn Urban Renewal Agency Chair and Board through City Administrator

FROM: Tony Turley, Finance Director

SUBJECT: **Fiscal Year (FY) 2024-25 Woodburn Urban Renewal Agency Budget Adoption**

RECOMMENDATION:

Conduct a public hearing to consider the budget as approved by the Budget Committee, and upon completion of the hearing, approve the resolution adopting the budget and capital improvement plan, making appropriations, and imposing taxes for FY 2024-25.

BACKGROUND:

On April 27, 2024, the Woodburn Urban Renewal Agency (URA) Budget Committee approved the proposed FY 2024-25 Woodburn Urban Renewal Agency Budget. A financial summary of the Budget Committee's approved budget and a notice of the budget hearing before the Woodburn URA Board were published in the *Woodburn Independent* on May 29, 2024, in accordance with Oregon Local Budget Law (ORS 294.438).

DISCUSSION:

Under Oregon Budget Law (ORS 294.456) the URA Board may modify the Budget Committee's approved budget by an amount not to exceed \$5,000 or 10% of a fund's expenditures, whichever is greater, without publishing a notice of a second budget hearing. The Finance Department is proposing adoption of the budget as approved by the Budget Committee.

FINANCIAL IMPACT:

The resolution adopts the FY 2024-25 annual budget of \$1,870,590.

Agenda Item Review: City Administrator City Attorney Finance

WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2024-01

A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2024-25; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES

WHEREAS, the Woodburn Urban Renewal Agency Budget Committee met and approved the Proposed Budget on April 27, 2024; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on May 29, 2024, as required by ORS 294.438; and

WHEREAS, a public hearing was held on June 10, 2024: **NOW, THEREFORE,**

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. The Woodburn Urban Renewal Agency Board adopts the budget for the fiscal year 2024-25 in the sum of \$1,870,590. A copy of the budget document is now on file at City Hall, 270 Montgomery St, Woodburn, Oregon.

Section 2. The amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated as follows:

Urban Renewal Fund	FY 2024-25
Administration	676,680
Debt Service	335,860
Transfers	
Contingency	70,000
	<hr/>
	1,082,540
Unappropriated & Reserves	788,050
Total Budget	1,870,590

Section 3. Pursuant to Article IX (Finance) Section 1c (Financing Redevelopment and Urban Renewal Projects) of the Oregon Constitution and ORS Chapter 457, the Woodburn Urban Renewal District, as an "Option 1" urban renewal agency, authorizes certification to the Marion County

Assessor for the Woodburn Urban Renewal Agency Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under Article IX, Section 1c of the Oregon Constitution with none of this amount to be raised by a special levy.

Approved as to Form: _____
City Attorney Date

APPROVED: _____
Frank Lonergan, Mayor

Passed by the Council _____
Submitted to the Mayor _____
Approved by the Mayor _____
Filed in the Office of the Recorder _____

ATTEST: _____
Heather Pierson, City Recorder
City of Woodburn, Oregon



Urban Renewal Agenda Item

June 10, 2024

TO: Urban Renewal Agency
FROM: Jamie Johnk, Economic Development Director
McKenzie Granum, City Attorney
SUBJECT: **Woodburn Urban Renewal Plan Amendment**

RECOMMENDATION:

Adopt Resolution Number 2024-02 amending Section 600 Description of Projects to be Undertaken of the Woodburn Urban Renewal Plan and adding right of way and parcels to the Woodburn Urban Renewal Plan boundary.

BACKGROUND:

In July 2001, the City of Woodburn created the Woodburn Urban Renewal Plan pursuant to ORS Chapter 457 of the Oregon Constitution, and all applicable laws and ordinances of the State of Oregon and City of Woodburn respectively. The purpose of the Plan is to eliminate blighting influences found in the Renewal Area, to implement goals and objectives of the City of Woodburn Comprehensive Plan, and to implement development strategies and objectives for the Woodburn Urban Renewal Area.

During the development of the Plan, Woodburn identified goals which included:

- Promote Private Development
- Rehabilitate Building Stock
- Improvements to Streets, Streetscapes, and Open Spaces
- Utility Improvements
- Parking
- Public Facilities
- Housing
- Public Art

(Full description provided in Urban Renewal Plan)

Since adoption, the City has achieved many of the identified goals and completed numerous projects identified in the Plan. However, as the priorities in the Urban Renewal Area have evolved and many of the original projects listed have changed in scope and cost, an amendment to the Plan is needed.

Agenda Item Review: City Administrator City Attorney Finance

At the November 12, 2023, Urban Renewal Agency meeting, the Agency approved entering into a contract with Elaine Howard Consulting, LLC for the preparation of the 2024 Plan Amendments.

DISCUSSION:

Staff has reviewed the projects in the Plan and have identified high priority projects to be funded in the next four years of the Plan. Projects include:

- Evergreen Road Improvements
- Front Street Overpass @ 214 – Safety Improvements
- Highways 214, 211 and 99E Intersection Improvements
- Woodburn Community Center
- Affordable Housing
- Mill Creek Greenway
- Administration
- Materials
- Financing Fees

Funding these projects will use the remaining maximum indebtedness (MI) of the Plan. In order to pursue these projects, staff recommend adding one project to the Plan and specifying individual projects under other project categories.

The new project is the Woodburn Community Center. The funding from urban renewal would only cover a portion of the total costs and would be dependent on the bond measure passing in November for other funding. In 2019 there were changes to ORS 457 to require that public building projects have approval of three of the four most impacted taxing districts. ORS 457 specifically excludes recreation facilities from this public building requirement. The Woodburn Community Center is deemed by the Agency to be a recreation facility.

The other projects include completing other street and infrastructure projects that will facilitate new development in the Area and projects aimed at addressing affordable housing needs in our community. The Street, Curb, and Sidewalk Improvements projects in the Plan has been modified to include Evergreen Road Improvements, Front Street Overpass @ Highway 214, Hwy 214, and 211 and 99E Intersection Improvements. The Pedestrian, Bike and Transit Facilities project has been modified to include the Mill Creek Greenway Trail.

The Affordable Housing project is deemed to be an approved project under categories B. Redevelopment Through New Construction, C. Preservation, Rehabilitation, Development and Redevelopment, and D. Property Acquisition and Disposition. Any acquisition of property must follow the requirements of Section 700. Property Acquisition Procedures. If a property is to be acquired, it must be listed in the Plan pursuant to ORS 457.085.

Along with updating the projects list, the finances of the Plan have been updated to show the timing to undertake projects. This analysis is shown in the tables in the Report on the 2024 Woodburn Urban Renewal Plan Amendment.

The financial update was prepared with input from staff on existing maximum indebtedness, financial obligations, and project priorities for the future. The project priority assumptions are non-binding. The assumptions may be modified by the Agency through the life of the Plan. However, they provide sidebars for staff to know the amount of funding available and the potential projects that funding would allow the Agency to undertake. The financial analysis by Tiberius Solutions LLC projects that the Area could fund all remaining projects in fiscal year end (FYE) 2027 and be able to fully pay off debt in FYE 2037.

WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2024-02

A RESOLUTION AMENDING THE WOODBURN URBAN RENEWAL PLAN

WHEREAS, the Woodburn Urban Renewal Agency (“Agency”) adopted the Woodburn Urban Renewal Plan (“Plan”) in July 2001; and

WHEREAS, the Agency desires to amend Plan Section 600, Description of Projects to be Undertaken and to add property under one percent of the original boundary; and

WHEREAS, this amendment may be processed as a minor amendment to the Plan as defined in Section 900 of the Plan; and

WHEREAS, minor amendments are processed through the adoption of a resolution by the Agency: **NOW, THEREFORE,**

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. The Woodburn Urban Renewal Agency Board amends the Woodburn Urban Renewal Plan to add property and add projects to the Plan as shown in Exhibit A, 2024 Woodburn Urban Renewal Plan Amendment and Exhibit B. Report on the 2024 Woodburn Urban Renewal Plan Amendment.

Section 2. This amendment is effective immediately upon adoption.

Section 3. The Agency directs staff to send a copy of the updated legal description to the County Assessor for their records.

Approved as to Form: _____
City Attorney DATE

APPROVED: _____
Frank J Lonergan, Chair

Passed by the Agency _____
Submitted to the Chair _____
Approved by the Chair _____
Filed in the Office of the Recorder _____

ATTEST: _____

Heather Pierson, City Recorder
City of Woodburn, Oregon

EXHIBIT A. 2024 Woodburn Urban Renewal Plan Amendment
Additions are shown in *italics*, deletions are shown in ~~crossout~~.

Section 600. DESCRIPTION OF PROJECTS TO BE UNDERTAKEN is amended as follows:

A. Public Improvements

1. Street, Curb, and Sidewalk Improvements.

There are deficiencies in streets, curb, and sidewalks within the project area. Major deficiencies are in the historic Old Town area of the renewal plan, and in the Highway 214 corridor through the renewal area. To remedy these conditions, it is the intent of the Renewal Agency to participate in funding sidewalk and roadway improvements including design, redesign, construction, resurfacing, repair and acquisition of right-of-way for curbs, streets, and sidewalks, and pedestrian and bicycle paths. Street work anticipated by City staff includes *but is not limited to*:

- Repairs to streets, curbs, and sidewalks throughout the *Historic Downtown* area,
- Construction of new connector street between Highway 214 and Front Street,
- Participation in widening of Route 214 through the renewal area.
- *Evergreen Road improvements*
- *Front Street overpass at Highway 214*
- *Highways 214,211 and 99E intersection improvements*

4. Pedestrian, Bike, and Transit Facilities

These activities will include pedestrian, bicycle and transit connections between the renewal project area and Woodburn's downtown core and residential areas. Activities may include bikeways and paths, *trails*, bicycle parking and storage, transit stops, transit pullouts, and other related activities which will promote pedestrian, bicycle, and public transportation uses in the renewal area.

This category includes but is not limited to:

Mill Creek Greenway Trail – Cleveland to Lincoln

The Mill Creek Greenway Master Plan, adopted in 2006, includes a planned multi-use, multi-modal trail designed to connect users to Woodburn parks, facilities and resources, cultural and historic centers, and residential and employment centers along Mill Creek and its tributaries. Portions of the existing or planned Mill Creek Greenway Trail run through or serve the Woodburn Urban Renewal Area, providing increased economic development opportunities by increasing accessibility and transportation options and routes.

9. Woodburn Community Center.

Participate in the construction of the Woodburn Community Center. The Community Center project would expand the existing aquatic center into a full-service community center. This Community Center would serve and benefit the Woodburn Urban Renewal Area by providing a safe and secure facility that provides access to recreation, health and wellness and cultural programming for all ages and abilities. The total cost of the Woodburn Community Center project in \$2024 is approximately \$60,000,000 and would require a bond measure for the project to proceed.

Exhibit 1, Woodburn Urban Renewal Plan Area Boundary is removed and replaced by the following map. The addition of right of way is to complete projects. The addition of parcels is to install public art, a project already described in the Plan.

Exhibit 1. Woodburn Urban Renewal Plan Area Boundary

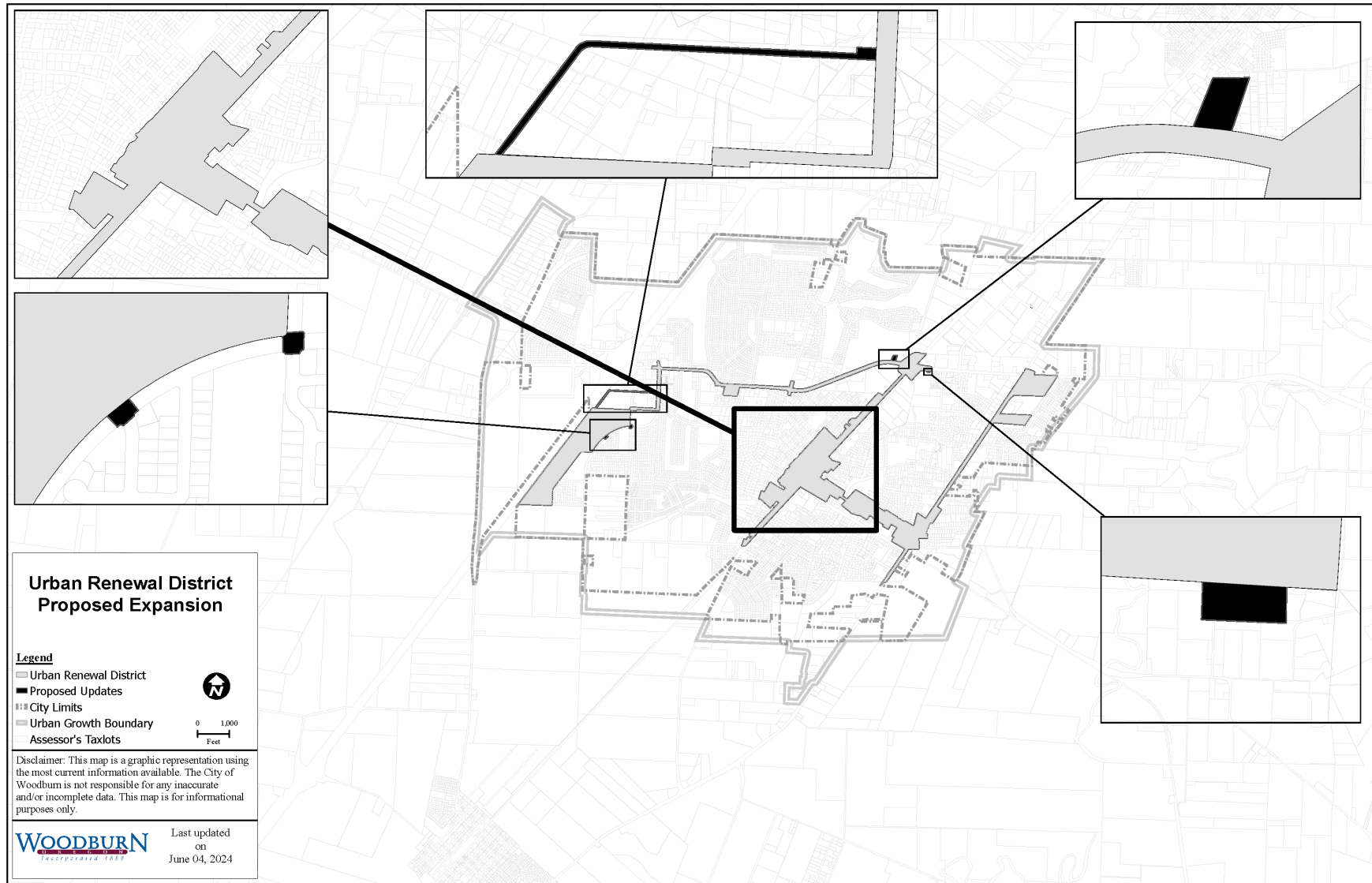


Exhibit B. Report on 2024 Woodburn Urban Renewal Plan Amendment

1.0 Boundary

The boundary of the Woodburn Urban Renewal Area (Area) is amended to include parcels and right of way as shown on Figure 2. Boundary Additions, Figure 3, Figure 4, and Figure 5. The total acreage of these additions is under one percent of the original boundary and therefore constitutes a minor amendment to the Woodburn Urban Renewal Plan (Plan) pursuant to Section 900. Amendments to the Renewal Plan and ORS 457.085. No prior amendments to the boundary have occurred.

Figure 1. 1% Limitation of Added Acreage

	Acres
Original Acreage	260
1 % Limitation	2.6
2024 Amendment	2.56

Source: Elaine Howard Consulting LLC

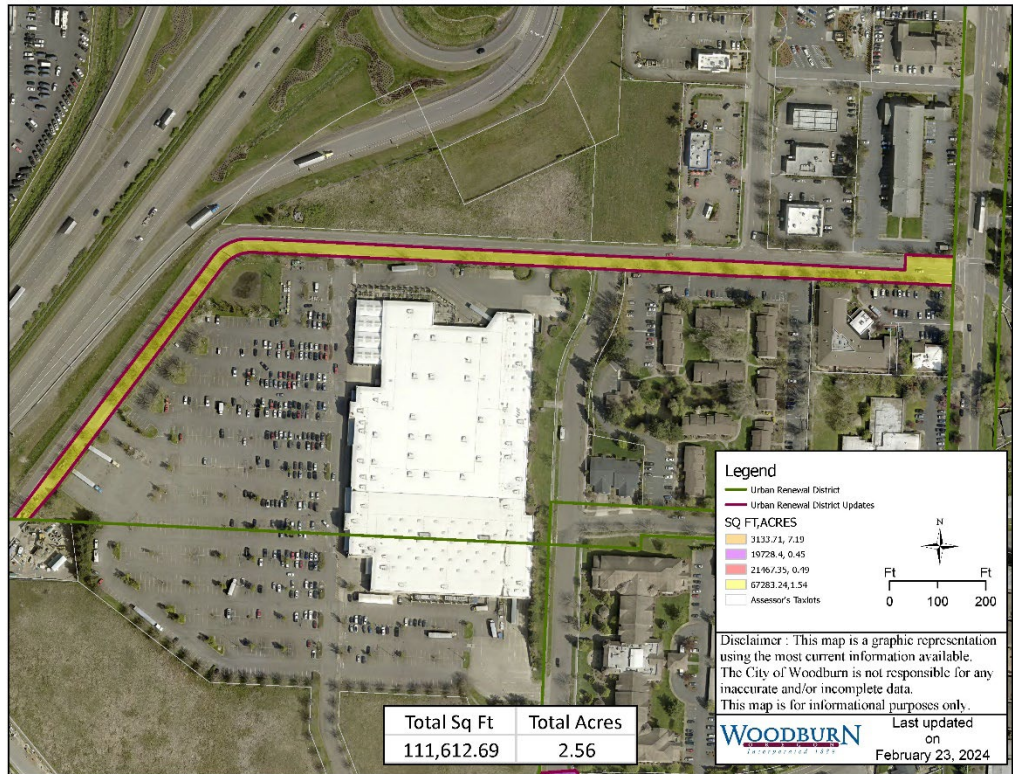
The specific additions to the boundary are shown in Figure 1 below and Figures 3,4 and 5.

Figure 2. Boundary Additions

Description	Acres	Sq. Feet
Right of way on Stacy Allison Way	1.54	67,283.24
Right of way intersections on Evergreen Road	.45	19,728.40
Parcels at Police Station and Woodburn High School	.49	21,467.35
Total	2.56	111,612.69

Source: City of Woodburn

Figure 3. Right of Way on Stacy Allison Way



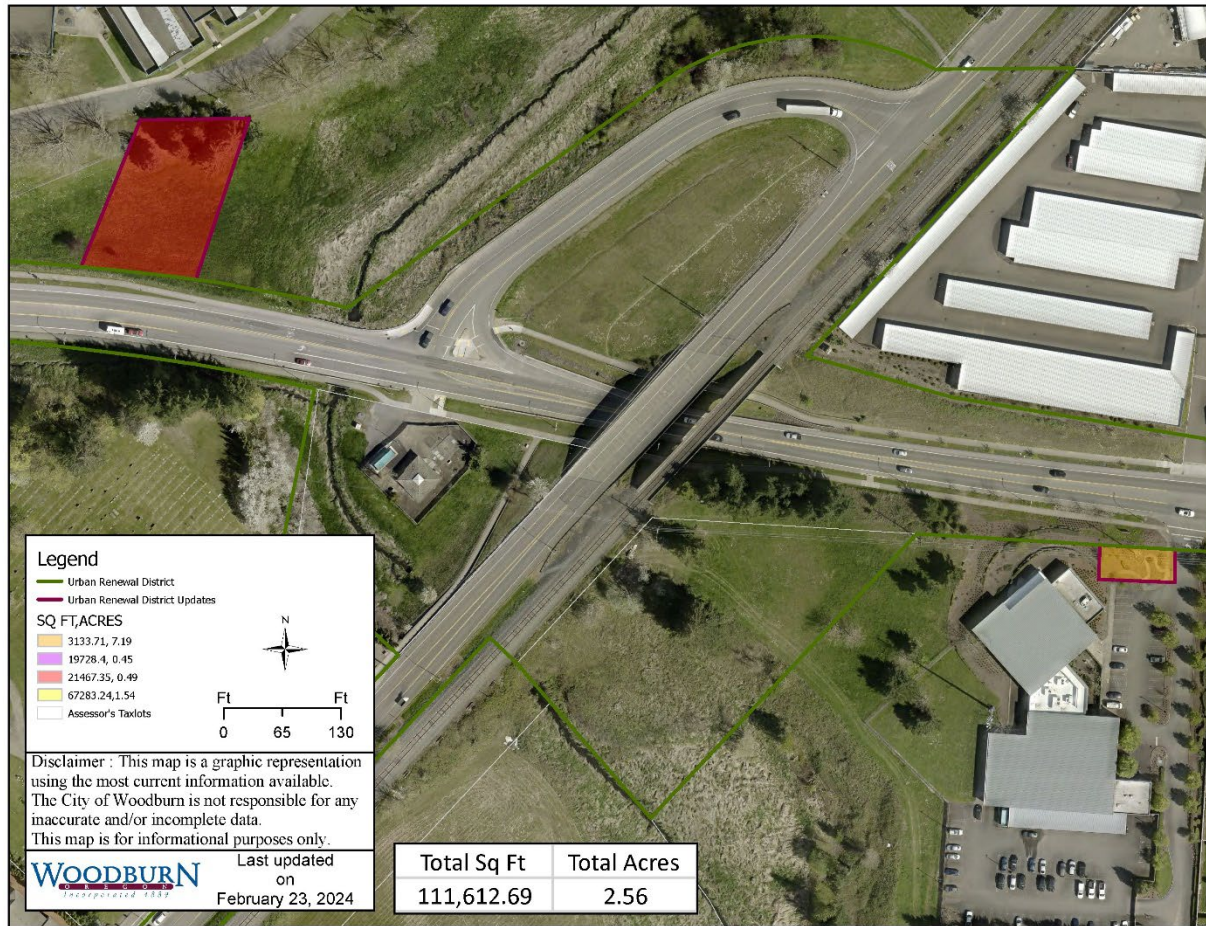
Source: City of Woodburn

Figure 4. Right of Way on Intersections on Evergreen Road



Source: City of Woodburn

Figure 5. Parcels at Police Station and Woodburn High School



Source: City of Woodburn

Source: Tiberius Solutions LLC

2.0 Existing Conditions of the Projects to be Added

2.1 Street, Curb, and Sidewalk Improvements.

Evergreen Road improvements

Existing conditions:

Evergreen Road is classified as a Minor Arterial in the Woodburn Transportation Systems Plan (TSP). There are five sub-projects for Evergreen Road. The urban renewal funding is a portion of the total costs of these projects.

Project R10 - OR 214/Evergreen Road Intersection - investigate corridor signal timing and coordination adjustments in coordination with ODOT. It is a medium priority project.

Project R21 of the TSP is the extension of Evergreen Road south to Parr Road. It is a high priority project.

Project R22 – Stacy Allison Way – extend south to UGB. It is a medium priority project.

This project includes roundabout and intersection improvements at Stacy Allison, W. Hayes, and Harvard.

Front Street overpass at Highway 214

Existing conditions:

Front Street is classified as a Minor Arterial in the TSP.

Project R12 of the TSP is to install an intersection capacity improvement such as a traffic signal (if warranted), turn lanes or a roundabout in coordination with ODOT.

Highways 214,211 and 99E intersection improvements

Existing conditions:

Project R14 - OR 214/OR211/OR 99E Intersection. Install a second left-turn lane on the southbound approach, install a second receiving lane on the east leg, and update signal timing in coordination with ODOT.

2.2 Mill Creek Greenway Trail – Cleveland to Lincoln

The Mill Creek Greenway Master Plan, adopted in 2006, includes a planned multi-use, multi-modal trail designed to connect users to Woodburn parks, facilities and resources, cultural and historic centers, and residential and employment centers along Mill Creek and its tributaries. Portions of the existing or planned Mill Creek Greenway Trail run through or serve the Woodburn Urban Renewal Area, providing increased economic development opportunities by increasing accessibility and transportation options and routes.

Existing conditions:

Project P 46 - Mill Creek Greenway - As identified in the Mill Creek Greenway Master Plan, construct a multi-use path including at-grade mid-block crossing treatments at the following street connections:

- Hazelnut Drive
- Bulldog Drive (east crossing)
- OR 214 (state highway)
- Hardcastle Avenue
- Lincoln Street
- Young Street
- Cleveland Street and railroad tracks

This project improves safe routes to school for Woodburn High School. The section anticipated to be funded from urban renewal is Cleveland Street to Lincoln Street.

2.3 Woodburn Community Center

Participate in the construction of the Woodburn Community Center. The Community Center Project would expand the existing aquatic center into a full-service community center. This Community Center would serve and benefit the Woodburn Urban Renewal Area by providing a safe and secure facility that provides access to recreation, health and wellness and cultural programming for all ages and abilities.

Existing conditions: There is currently no community center. The total cost of the Woodburn Community Center project in \$2024 is approximately \$60,000,000 and would require a bond measure for the project to proceed. Urban Renewal would only pay a portion of the total cost.

3.0 Financial Projections

Tiberius Solutions LLC updated the Area's financial projections to provide staff with guidance on the financial feasibility of these projects. The assumptions indicate that \$11,892,983 of the MI has been used through FYE 2023 with \$17,407,017 of MI remaining. It is projected that the Area will reach its MI in FYE 2028 and then continue taking tax increment through FYE 2037 to pay off all debt. Interest on debt is not included in the MI limitation. The principal amount of the debt is counted against the MI when the debt is incurred. This forecast is dependent on development assumptions for the Area and the continuation of the 3% increase in the assessed value of properties within the Area.