



AD HOC URBAN RENEWAL CITIZENS ADVISORY COMMITTEE AGENDA

February 10, 2020 5:30 PM

CITY OF NEWBERG PUBLIC SAFETY BUILDING

401 E THIRD STREET

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENTS** (5-minute maximum per person – for items not on the agenda)
- IV. APPROVAL OF MINUTES – JANUARY 23, 2020**
- V. NEW BUSINESS**
 - **Project overview**
 - **Timeline**
 - **Urban Renewal at a Glance**
 - **Public Input**
 - **Boundary**
- VI. ITEMS FROM COMMITTEE MEMBERS**
- VII. ADJOURNMENT**

QUESTIONS? COME TO THE COMMUNITY DEVELOPMENT DEPT. AT 414 E FIRST STREET, OR CALL 503-537-1240

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: *In order to accommodate persons with physical impairments, please notify the Community Development Department Office Assistant II of any special physical or language accommodations you may need as far in advance of the meeting as possible as and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant at (503) 537-1240. For TTY services please dial 711.*

AD HOC URBAN RENEWAL CITIZENS ADVISORY COMMITTEE MINUTES

Thursday January 23, 2020, 6:00 PM

Newberg City Hall Permit Center Conference Room
414 E First Street

CALL MEETING TO ORDER

Chair Bridges opened the meeting at 6:00 PM.

ROLL CALL

Members Present:	John Bridges, Chair	Francisco Stoller, Vice Chair
	Patrick Johnson	Molly Olson
	Angel Aguiar	Don Griswold
	Shannon Buckmaster	

Members Absent: Don Clements, Joe Morelock, Loni Parrish, Cassandra Ulven (all excused)

Staff Present: Doug Rux, Community Development Director

Guests: None

Members briefly shared their interest on being on the Committee.

APPROVAL OF MINUTES

N/A.

MOTION:

Motion carried ().

PUBLIC COMMENTS

None.

ORIENTATION SESSION

CDD Rux reviewed setting up email accounts. If Committee members have questions or issues setting up their accounts he provided contact information for the City's IT Department to contact. It was noted that all Committee material will be sent to their City email account one week prior to a meeting. Material for the meetings will also be available on the City web site to access. Hard copies of meeting packet material will be available at each meeting.

CDD Rux reviewed that the Committee is a public body, meetings are open to the public, and that Committee members will follow Oregon Government Ethics requirements.

CDD Rux provided a Power Point Presentation on Tax Increment Financing covering What is Tax Increment Financing – Does not increase property taxes – a redistribution of existing taxes paid, History of Tax Increment Financing, History of Tax Increment Financing in Newberg, Why consider a Tax Increment Financing program in Newberg, Step and Process to creating a Tax Increment Financing program in Newberg. A copy of the Power Point Presentation is available on the City Web Site at <https://www.newbergoregon.gov/planning/page/tax->

[increment-financing-urban-renewal-feasibility-study](#). There were general questions for clarification posed by Committee members on various slides.

CDD Rux discussed the meeting dates for meetings. A copy of the meeting dates schedule was reviewed. Committee members discussed the starting time for meetings and agreed to start at 5:30 p.m. All meetings will be held in the Public Safety Building at 401 E Third Street.

CDD Rux noted that Best Practices for Tax Increment Financing Agencies in Oregon was included in the packet. He encouraged members to review the document to gain a better understanding on Tax Increment Financing. He also noted additional background documents that can be revised including the Downtown Improvement Plan, Riverfront Master Plan, Newberg Economic Development Strategy, and A NewBerg Community Visioning. These documents identify various infrastructure improvement projects, economic strategies and vision and actions developed by the community.

Chair Bridges asked if the list of projects from the 2001 Tax Increment Financing Plan could be shared as background material. CDD Rux noted he would distribute that document.

NEXT MEETING

The next meeting will be February 10, 2020.

ADJOURNMENT

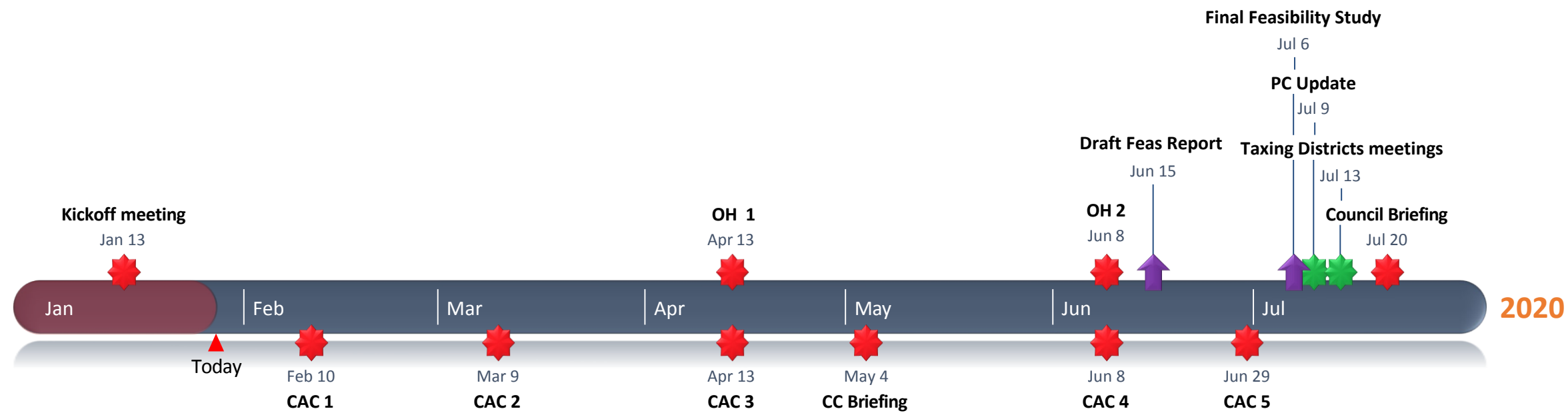
The meeting was adjourned at 7:32 p.m.

Approved by the Ad Hoc Urban Renewal Citizens Advisory Committee on February 10, 2020.

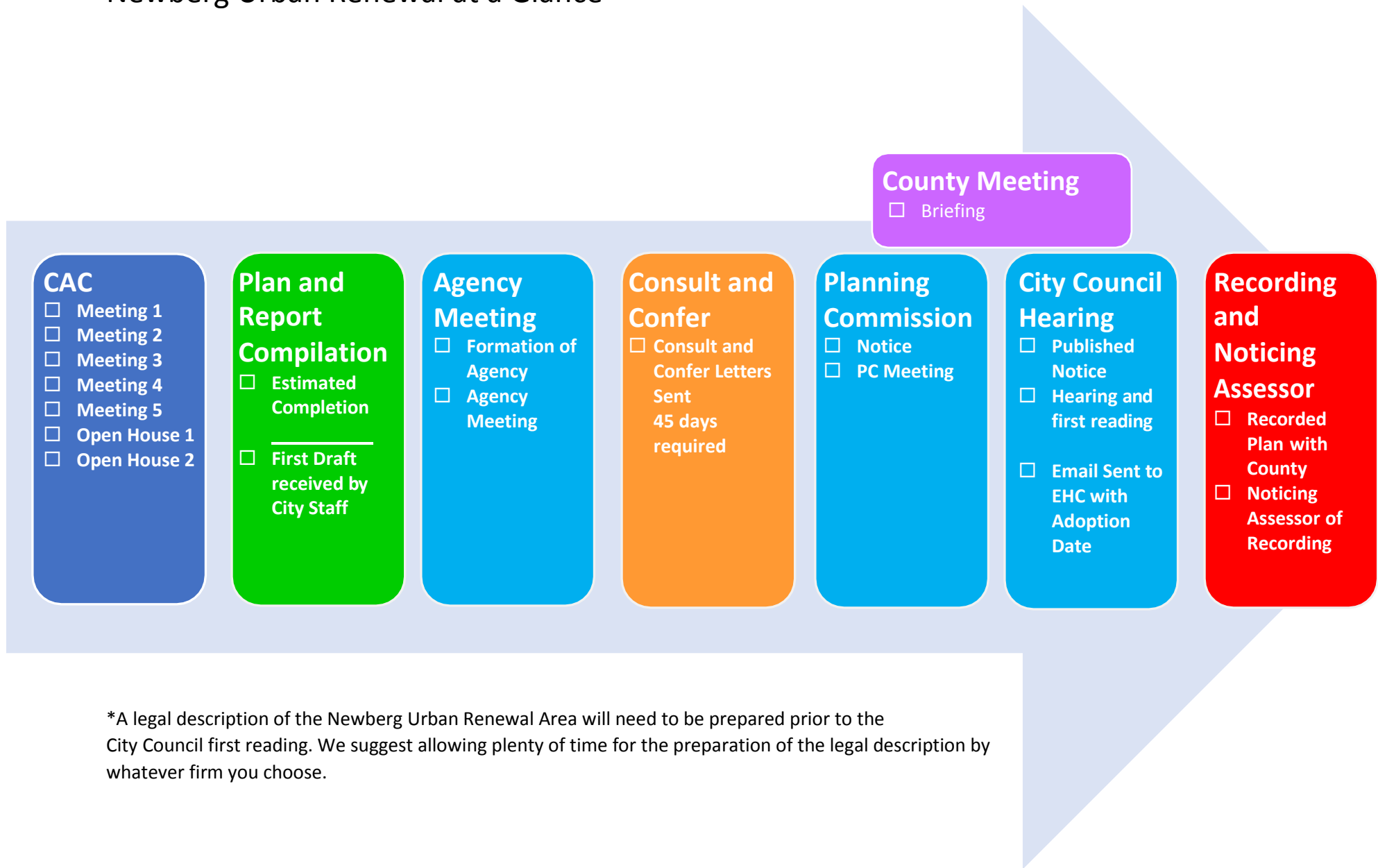
Doug Rux, Recording Secretary

John Bridges, Ad Hoc Urban Renewal Advisory Committee Chair

Newberg Urban Renewal Feasibility Study Timeline



Newberg Urban Renewal at a Glance



Newberg Urban Renewal at a Glance

Citizens Advisory Committee

<u>Meeting 1</u>	<u>February 10, 2020</u>
<u>Meeting 2</u>	<u>March 9, 2020</u>
<u>Meeting 3</u>	<u>April 13, 2020</u>
<u>Open House 1</u>	<u>April 13, 2020</u>
<u>Meeting 4</u>	<u>June 8, 2020</u>
<u>Open House 2</u>	<u>June 8, 2020</u>
<u>Meeting 5</u>	<u>June 29, 2020</u>
<u>Description</u>	

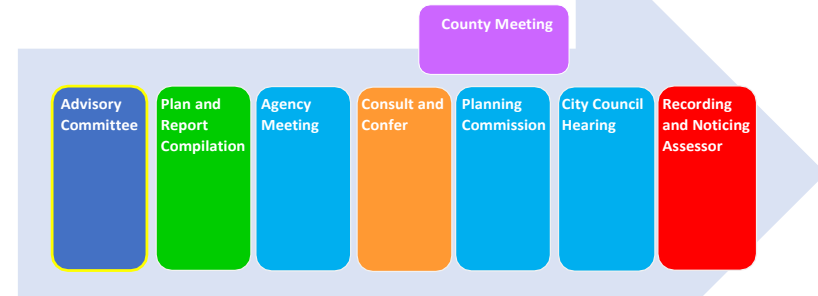
The Advisory Committee more than fulfills the public input requirements set forth by ORS 457. There are 5 meetings in the Feasibility Study stage and an additional 3 meetings if the decision is made to develop an urban renewal plan and report.

Two Open Houses are scheduled for the Feasibility stage.

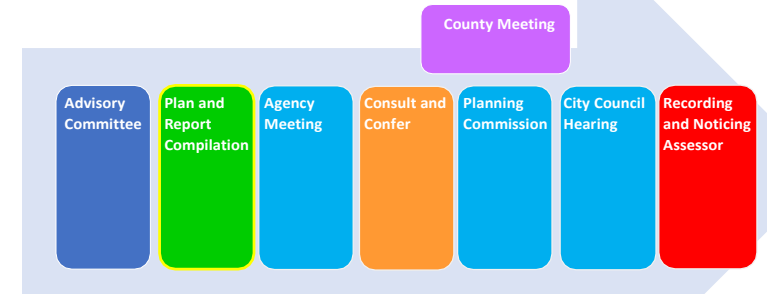
Materials Provided by Elaine Howard Consulting, LLC

We will provide the following; however we do request you print any handout materials:

- PowerPoints which summarize the relevant information for each meeting.
- Agendas for each meeting.
- Urban Renewal FAQ handouts.
- Financial handouts.



Plan and Report Compilation



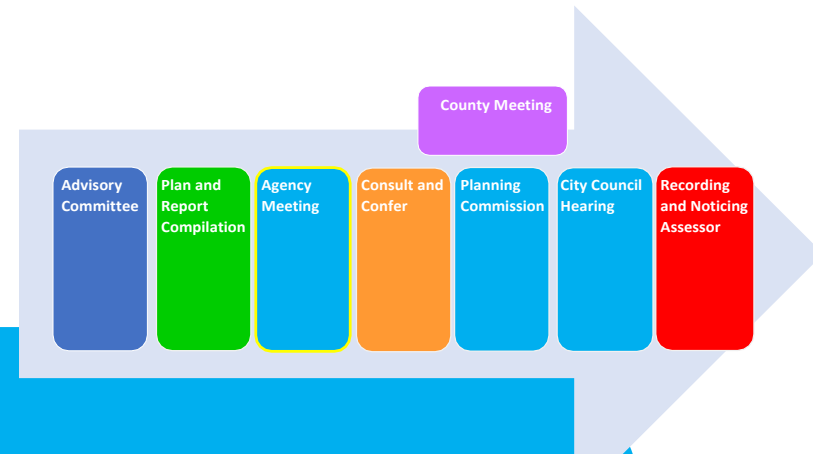
Description

Compiling the Urban Renewal Plan and Report is the most time-consuming task that Elaine Howard Consulting, LLC performs in terms of weeks or months on the timeline. It is not necessarily time-consuming because of the hours we spend compiling the Plan and Report, but moreover it is time-consuming because we must coordinate with city staff, assessor, local utilities, taxing districts, etc. The more quickly we can get the necessary information the more quickly the Plan and Report are compiled. Below is a list of questions we will ask and documents we will need.

Questions and Documents

1. What is the total acreage of the City of Newberg?
2. Can your City Council adopt an Urban Renewal Plan in one meeting? (Newberg is two)
3. Does the City of Newberg have a separate Fire District? YES
4. We will eventually need to know all the capital projects from the following generic master plans that are INSIDE the proposed Urban Renewal Boundary (this is for existing conditions/blight findings):
 - a. Transportation System Plan
 - b. Water Master Plan
 - c. Stormwater Master Plan
 - d. Wastewater Sewer Master Plan
 - e. Parks and Open Space Master Plan (or any specific park master plan in the URA)
 - f. Other Utilities Master Plans (for example, fiber optics)
 - g. Comprehensive Plan
 - h. Economic Development Plan (if applicable)

Newberg Urban Renewal at a Glance



Agency Meeting

Description

The Urban Renewal Agency Meeting has the role of sending out the draft Urban Renewal Plan and Report for "public review". "Public review" means review by the City of Newberg Planning Commission for the Urban Renewal Plan's conformance to the City of Newberg's Comprehensive Plan, briefing to the County Commission and a formal hearing in front of Newberg City Council to review an ordinance adopting the Urban Renewal Plan. The Agency Meeting is just the first step in this process and is really just the Agency putting their seal of approval on the draft version of the Plan and Report.

Will Elaine Howard Consulting, LLC Attend this Meeting?

Yes, we will send at least one representative to give a presentation summarizing the staff report. The presentation also includes an urban renewal 101 as an introduction.

Agency Creation

The Urban Renewal Agency must be established by City Council. **This must be done by non-emergency ordinance, and thus must be done 30 days prior to your initial Agency meeting.**

Materials Provided by Elaine Howard Consulting, LLC

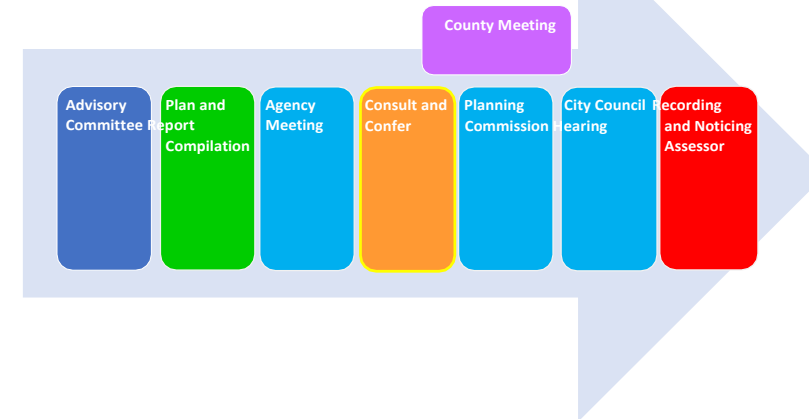
We will provide the following materials. Any documents provided will be in word format, and City staff must transition them to City templates.

- Draft Agency creation ordinance.
- The draft the Urban Renewal Plan and Report and
- An Urban Renewal Agency Staff Report with a suggested motion for sending the Plan and Report out to public review.
- A PowerPoint presentation containing an Urban Renewal 101 and a summary of the Urban Renewal Plan.

Are there noticing requirements for the Agency Meeting?

There are none in ORS 457. However, we recommend noticing as you would a City Council meeting.

Newberg Urban Renewal at a Glance



Consult and Confer

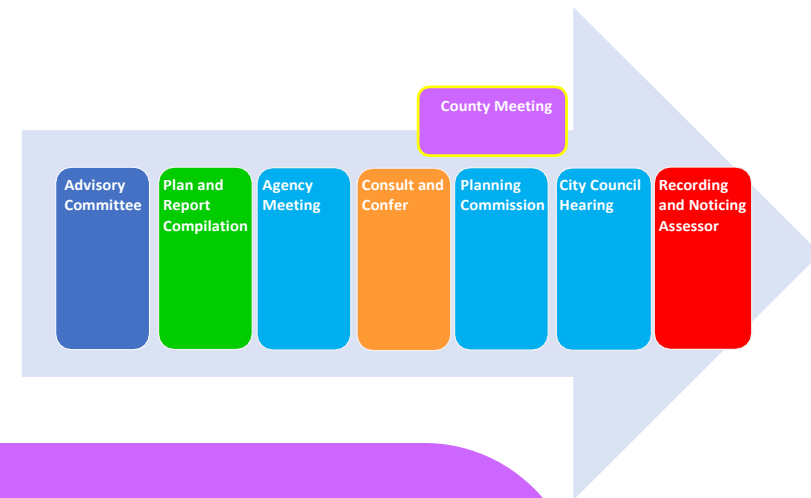
Consult and Confer is the formal process of notifying and receiving input from the overlapping taxing districts impacted by the Urban Renewal Plan. Typically, the same draft of the Plan and Report that is reviewed at the Agency Meeting is sent to all the overlapping taxing districts with a cover letter letting them know how to provide their input and the process by which they can expect a response from the City Council. There is usually a set date by which responses must be received in order to be considered. There is a required 45 day notification period for the taxing districts.

Materials Provided by Elaine Howard Consulting, LLC

We will provide the following:

- The draft Urban Renewal Plan and Report.
- Cover letters for the taxing districts.
- (If needed) Contact information for taxing districts.

Newberg Urban Renewal at a Glance



County Meeting

Description

The role the County plays in the public review process of an Urban Renewal Plan varies based on whether there is unincorporated County property in the given Urban Renewal Boundary. If there are properties in unincorporated areas, Yamhill County must also approve the urban renewal plan. In any case, you must provide a briefing with the County Commissioners highlighting the maximum indebtedness (statute requires you mention this).

Will Elaine Howard Consulting, LLC Attend this Meeting?

We will attend.

Materials Provided by Elaine Howard Consulting, LLC

We will provide the following materials. Any text materials will be supplied in default word format, and County staff must transition them to County templates

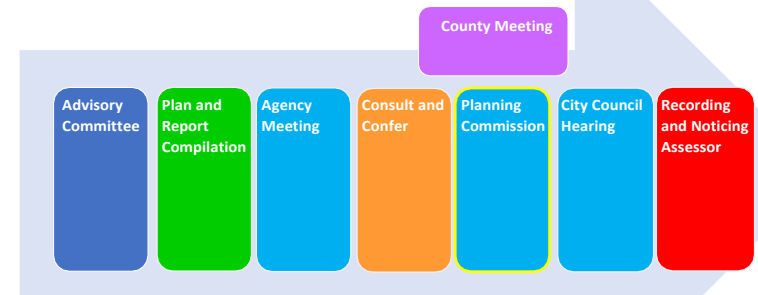
- If needed, a draft of the Urban Renewal Plan updated with changes from the Agency Meeting.
- Draft resolution for County consideration if there are unincorporated properties.
- A County Commission memo that summarizes the Plan and Report. In many cases the County Consult and Confer Letter will suffice. The memo will also highlight the maximum indebtedness per ORS 457.
- A PowerPoint presentation containing the following elements: 1) an Urban Renewal 101 (if necessary) 2) a summary of the Urban Renewal Plan and Report.

Are there noticing requirements for the County Meeting?

The requirements for noticing the County meeting are up to the County. There are no requirements designated in ORS 457.

Newberg Urban Renewal at a Glance

Planning Commission



Description

The Newberg Planning Commission will have a rather narrow scope when it comes to the public review process concerning the Urban Renewal Plan and Report. The Planning Commission's role in the public review process is to determine whether the Urban Renewal Plan is in conformance with the City of Newberg's Comprehensive Plan. There is an entire section in the Urban Renewal Plan devoted to findings concerning the Urban Renewal Plan's conformance to the Comprehensive Plan. That section, and the projects section, should be the major focus of the Planning Commissions evaluation of the Urban Renewal Plan.

Will Elaine Howard Consulting, LLC Attend this Meeting?

Yes, we will send at least one representative to give a presentation summarizing the staff report. The presentation also includes an urban renewal 101 as an introduction for any concerned citizens attending the meeting.

Materials Provided by Elaine Howard Consulting, LLC

We will provide the following materials. Any text materials will be supplied in default word format, and City staff must transition them to City templates

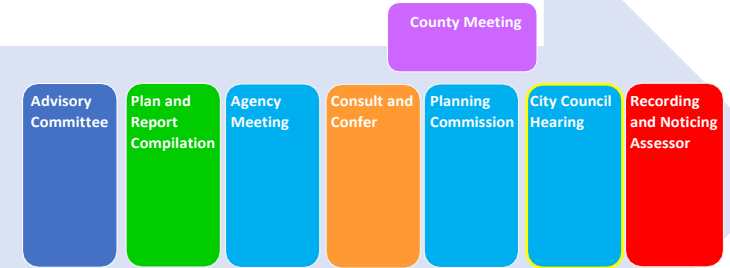
- If needed, a draft of the Urban Renewal Plan updated with changes from the Agency Meeting.
- A Planning Commission staff report with a suggested motion that encompasses the role of the Planning Commission according to state statute ORS 457. The staff report will also summarize the relevant sections of the draft Urban Renewal Plan and Report (conformance to City of Newberg's Comprehensive Plan and Projects) and the advisory committee and public input processes that led to the compilation of the Urban Renewal Plan and Report.
- We will also provide a PowerPoint presentation containing the following elements: 1) an Urban Renewal 101 2) a summary of the Urban Renewal Plan and Report and 3) a summary of the conformance to Comprehensive Plan findings.

Are there noticing requirements for the Planning Commission Meeting?

Noticing the Planning Commission meeting is not required in ORS 457. Because there are no noticing requirements for the Planning Commission meeting, the noticing audience is up to City staff. We recommend noticing just as you would notice any other Planning Commission meeting.

Newberg Urban Renewal at a Glance

City Council



Description

The Newberg City Council, according to statute, will hold a hearing to consider an ordinance adopting the Newberg Urban Renewal Plan. Adopting this ordinance typically requires two readings. In the City of Newberg this takes two meetings. By this time the Newberg Urban Renewal Plan and Report should be in final draft form, barring any last-minute dramatics at the City Council hearing. The City Council will open a hearing, take testimony, deliberate, then vote on adoption OR move to a second reading and vote. One caveat that must be remembered is the fact that any response from a taxing district received as a part of the consultant confer process must be addressed in the ordinance considered by City Council.

Will Elaine Howard Consulting, LLC Attend this Meeting?

Yes, we will send at least one representative to give a presentation summarizing the staff report and the Newberg Urban Renewal Plan and Report. The presentation also includes an Urban Renewal 101 as an introduction for any concerned citizens attending the hearing.

Materials Provided by Elaine Howard Consulting, LLC

We will provide the following materials. Any text materials will be supplied in default word format, and City staff must transition them to City templates

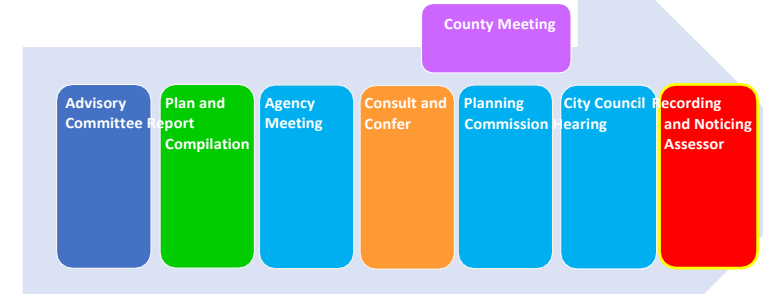
- The draft the Newberg Urban Renewal Plan and Report, updated with any changes requested at the Agency and Planning Commission Meetings, and
- An Ordinance for Adoption of the Plan by City Council.
- A City Council staff report. The staff report will summarize the most relevant sections of the Newberg Urban Renewal Plan and Report and the advisory committee and public input processes that led to the compilation of the Newberg Urban Renewal Plan and Report.
- A PowerPoint presentation containing an Urban Renewal 101 and a summary of the Newberg Urban Renewal Plan and Report.
- A notice that conforms to the requirements of ORS 457.120.

Are there noticing requirements for the City Council Meeting?

Yes, the City Council hearing considering the ordinance for adoption must be noticed in a specific manner. As mentioned earlier, we will provide you with a notice containing very specific language that conforms to state statute ORS 457. Please do not alter the language in the notice unless you ask us first, as the language is very specific. The notice must be published according to ORS 457.120 which specifically states: As for where to publish the notice of adoption, according to ORS 457.120 (a) Owners of real property that is located in the municipality;(b) Electors registered in the municipality;(c) Sewer, water, electric or other utility customers in the municipality; or(d) Postal patrons in the municipality.

You must also notice adoption four days after plan adoption of the Plan according to ORS 457.115 as follows, "Notice of adoption of an urban renewal plan shall be published in the newspaper having the greatest circulation in the municipality and which is published within the municipality. If no newspaper is published within the municipality, the required notice shall be published in the newspaper having greatest circulation within the municipality published nearest to the municipality."

Newberg Urban Renewal at a Glance



Recording with County, Transmit to Assessor

Description

Once City Council has adopted the Newberg Urban Renewal Plan, City staff will need to record the Plan with the County Recording Office 30 days later, or more easily on the above date. Staff MUST also notify the Assessor of the adoption and recording of the plan. Transmitting your Plan with the Assessor involves sending a copy of the final Plan and Report and a cover letter to the assessor by a certain date. This is especially important for plans that are adopted near the end of the year, as missing your recording and notice date could delay your first year of tax increment proceeds by one year. We will reiterate, you must 1) record the Plan with the County Recording Office and 2) transmit to the Assessor to ensure your first year TIF revenues arrive without a hitch.

Will Elaine Howard Consulting, LLC participate in the Recording?

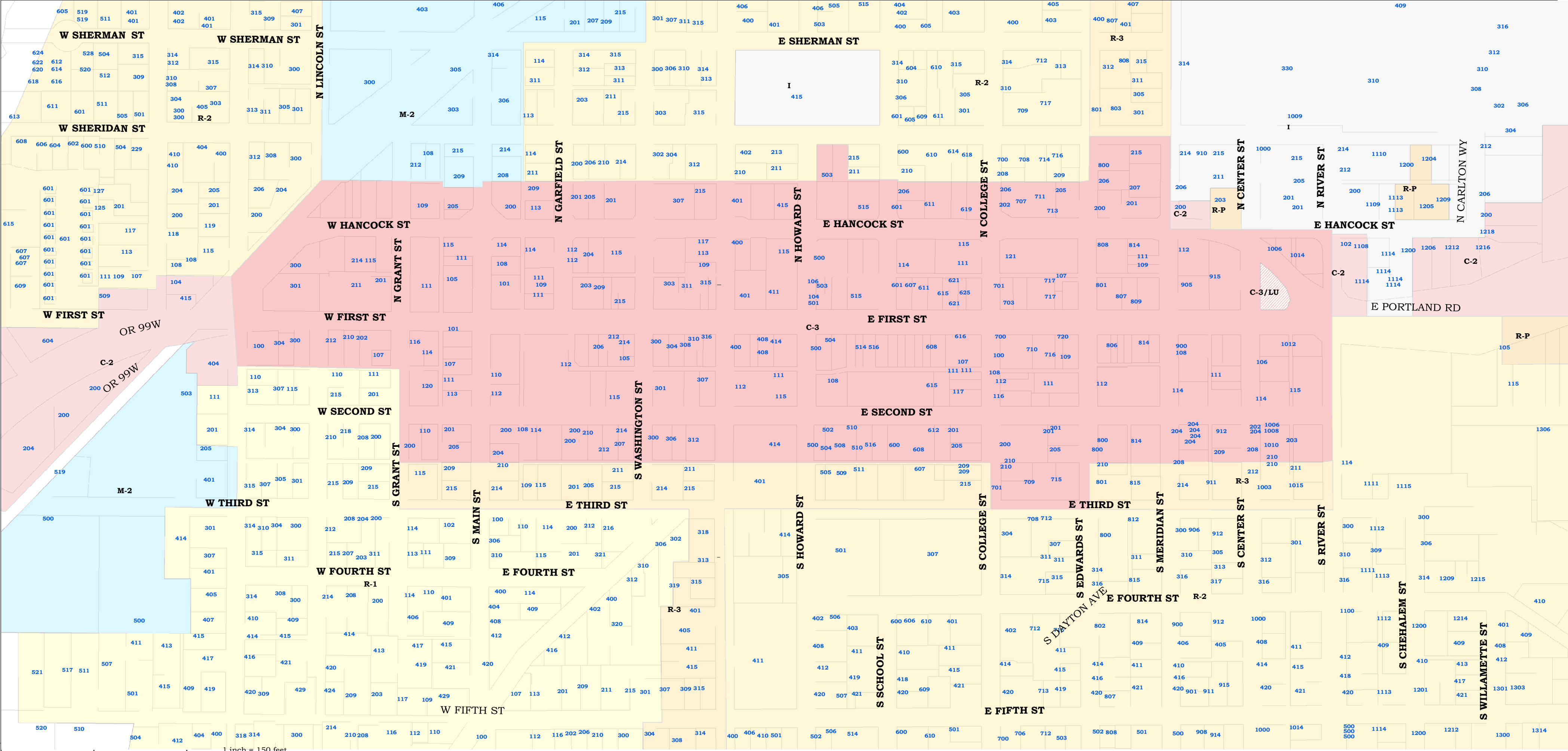
Yes and no, we will provide materials for you, but you will have to send them to the assessor by the proper date.

Materials Provided by Elaine Howard Consulting, LLC

We will provide the following:

- The final draft the Newberg Urban Renewal Plan and Report.
- A cover letter for Recording.
- A cover letter for Assessor notice.

Vertical Housing Development Zone - Proposed





0 150 300 600 Feet 1 inch = 150 feet



 Vertical Housing Development Zone - Proposed

 City Limit
 UGB
 URA

 C-2 Community Commercial
 C-3 Central Business District
 C-3/LU Central Business District - Limited Use

 I Institutional
 M-2 Light Industrial District
 R-1 Low Density Residential

 R-2 Medium Density Residential
 R-3 High Density Residential
 R-P Residential Professional

 Tax Lots
 Railroad Tracks

Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl
Projection: Lambert Conformal Conic
Datum: North American 1983 HARN
False Easting: 8,200,000.000
False Northing: 0.0000
Central Meridian: 120.5000
Standard Parallel 1: 44.3333
Standard Parallel 2: 46.3000
Latitude Of Origin: 43.6667
Units: Feet
Document Path: O:\GIS\MapRequest\Keith Leonard\Proposed Vertical Housing Development.mxd
Date Saved: 1/29/2025 5:52:13 PM
Author: Keith McKinnon, GIS Analyst

IMPORTANT NOTICE TO ALL USERS:

DISCLAIMER AND LIMITATION OF LIABILITY

This information is not guaranteed to be accurate and may contain errors and omissions.

The City of Newberg provides

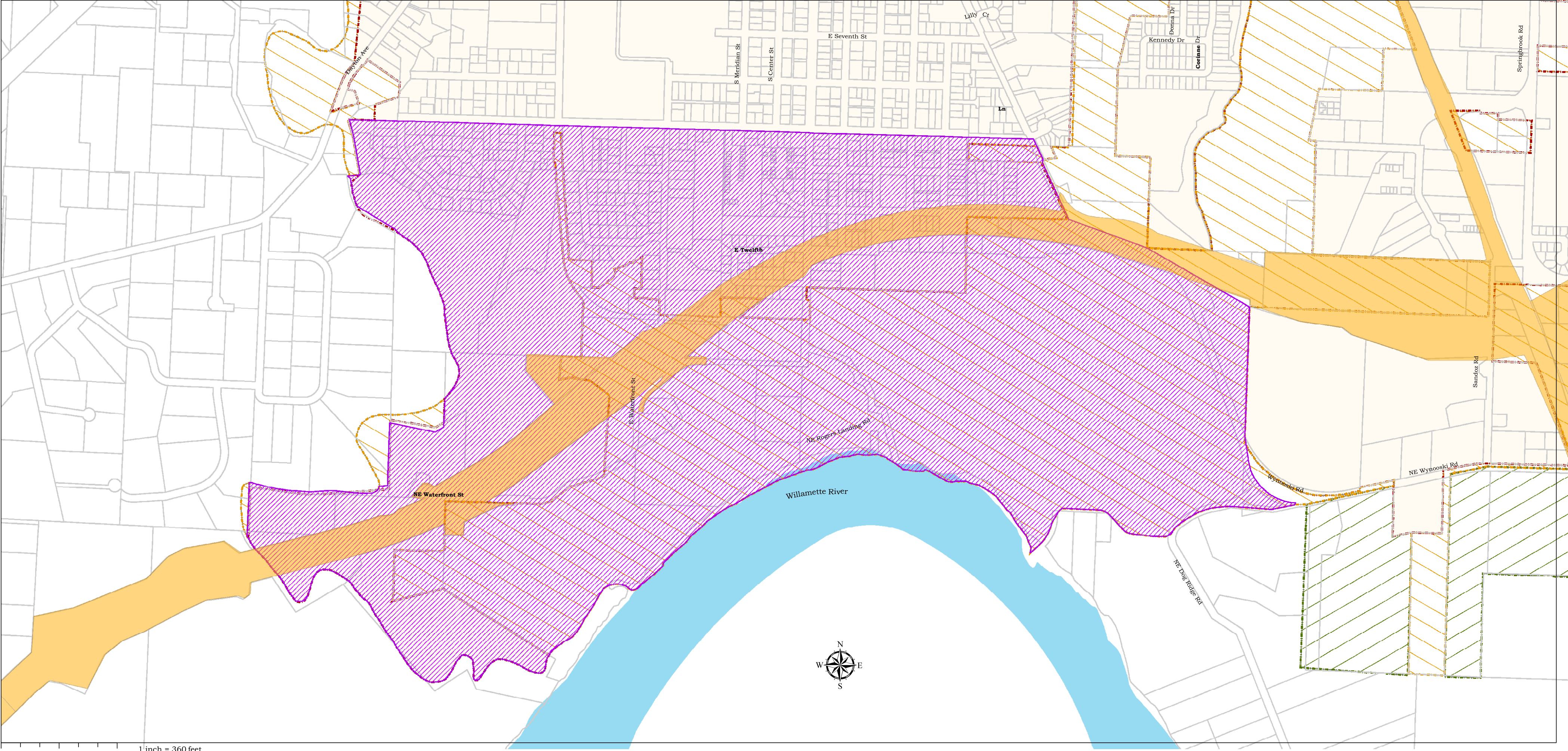
NO WARRANTY AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR ANY INFORMATION HEREIN.

Page 14 of 15

This map is created from various data sources and is subject to change without notice. This map is intended for general planning purposes only.



Riverfront Master Plan



Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl
Projection: Lambert Conformal Conic
Datum: North American 1983 HARN
False Easting: 9,500,000.71715
False Northing: 0.00000
Central Meridian: -120.50000
Standard Parallel 1: 44.33333
Standard Parallel 2: 46.00000
Latitude of Origin: 43.60667
Units: Feet
Document Path: O:\GIS\MapRequest\Cheryl\Riverfront Master Plan.mxd
Date Saved: 1/20/2025 10:49:22 AM
Author: Keith McKinnon, GIS Analyst

Riverfront Master Plan
Tax Lots

City Boundaries
City Limit
UGB
URA

OR-18 Bypass
Willamette River

IMPORTANT NOTICE TO ALL USERS:
DISCLAIMER AND LIMITATION OF LIABILITY
This information is not guaranteed to be accurate and may contain errors and omissions.
The City of Newberg provides
NO WARRANTY AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR ANY INFORMATION HEREIN.
This map is created for informational purposes only. It is not intended for use in legal proceedings or for any other purpose without express written permission from the City of Newberg.

