



Newberg Urban Renewal Agency

August 19, 2024

Newberg Public Safety Building 401 E. Third Street

Denise Bacon Community Room

Hybrid Meeting

Hybrid: <https://us06web.zoom.us/j/89536547180>

Public Comment Registration: <https://bit.ly/nbgcomment>

1. CALL TO ORDER

2. ROLL CALL

3. COMMITTEE BUSINESS

3.1. [RBA: Changes to the NURA Citizen Advisory Commission Bylaws](#)

a [Exhibit A: Approved NURA CAC Bylaws](#)

3.2. [RBA: NURA Citizen Advisory Committee Recommendations](#)

a [Attachment 1: Letter to NURA August 2024](#)

4. ADJOURNMENT

ADA STATEMENT

Contact the City Recorder's Office for physical or language accommodations at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.



NEWBERG URBAN RENEWAL AGENCY

REQUEST FOR BOARD ACTION

Date Action Requested: (August 19, 2024)

Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2024-11	
Subject: A resolution to remove section B from Article VI of the NURA CAC bylaws and by so doing move section C into the B position.	Staff: Will Worthey CM Department: Administration

Recommendation:

Staff recommends that the NURA board motion as follows,

“I move to strike Article VI section B from the NURA CAC bylaws causing section C to become section B”

Executive Summary:

After deliberation at the last NURA CAC meeting the sub committee debated and then voted to request that Article VI section B be struck from their bylaws.

This resolution would have that effect if passed by the board.

The NURA CAC has asked for this action as they feel confident that the existing order of operations in the NURA plan is consistent with what is in the best interests of the city at this time.

It is the unanimous opinion of the NURA CAC that the time is not yet ripe to begin a holistic scoring process that might change the order of projects, and they desire to keep to the plan as published for the foreseeable future. While the NURA CAC does feel that a grading rubric could be added later the consensus is that this is not needed in the medium term.

This passage would be struck:

ARTICLE IV PURPOSE AND AUTHORITY

~~B. Scoring mechanism The NURA CAC will develop, refine and maintain a scoring mechanism that can be used to assess potential projects that fall within the scope of the Newberg Urban Renewal plan. The purpose of this scoring mechanism is to provide findings so as to provide guidance to NURA on possible uses of tax increment funding in support of its objectives. NURA CAC will recommend the scoring rubric, and any scoring rubric modifications that may occur periodically, for approval by NURA.~~

By striking this passage Article IV will then read:

ARTICLE IV PURPOSE AND AUTHORITY

A. PURPOSE The purpose of the NURA CAC is to work with the city staff to explore the opportunities for use of the tax increment financing to fund urban renewal projects that incentivize redevelopment that is consistent with the City's Comprehensive Plan and make recommendations to the Newberg Urban Renewal Agency.

B. Authority The committee is authorized by the NURA under their bylaws allowing the creation of said committee, the requirements for its members, terms and chair. NURA Bylaws ARTICLE 10B, including the adoption of bylaws for approval by the Agency. NURA will retain all final decision-making powers, and the NURA Citizens Advisory Committee will function solely in an advisory role.

Fiscal Impact:

This decision has no fiscal impact but administratively re-affirms the NURA CAC's desire to get initial pricing on the first few capital projects in the NURA plan.

RESOLUTION No. 2024-11

A Resolution Striking Article VI Section B from the NURA CAC bylaws

Recitals:

- 1. The Newberg Urban Renewal Agency, Citizens Advisory Committee (NURA CAC) met on July 30 2024.
- 2. The NURA CAC debated the correct order of operations for capital projects within the district.
- 3. The NURA CAC has voted unanimously to request that the NURA board strike Article VI Section B from the NURA CAC bylaws.

The Newberg Urban Renewal Agency Resolves as Follows:

- 1. To strike Article VI section B from the NURA CAC bylaws causing section C to become section B

Effective Date of this resolution is the day after the adoption date, which is August 20, 2024.

Adopted by the Newberg Urban Renewal Agency, Oregon, this 19th day of August 2024.

Rachel Thomas, City Recorder

Attest by the Chair this _____ day of _____, 2024.

Derek Carmon, Chair



Approved Newberg Urban Renewal Agency Citizens Advisory Committee Bylaws

Pending approval by the NURA board

ARTICLE I NAME

The name of the NURA (Newberg Urban Renewal Agency) Citizens Advisory Committee shall be NURA Citizens Advisory Committee. The abbreviation NURA CAC is hereby recognized and established.

ARTICLE II AUTHORITY

The NURA CAC operates as an advisory committee to NURA under its statutory authority.

ARTICLE III LOCATION

The NURA CAC does not have an office per se; however, the meetings will be held at a building operated by the City of Newberg.

ARTICLE IV PURPOSE AND AUTHORITY

- A. **PURPOSE** The purpose of the NURA CAC is to work with the city staff to explore the opportunities for use of the tax increment financing to fund urban renewal projects that incentivize redevelopment that is consistent with the City's Comprehensive Plan and make recommendations to the Newberg Urban Renewal Agency.
- B. **Scoring mechanism** The NURA CAC will develop, refine and maintain a scoring mechanism that can be used to assess potential projects that fall within the scope of the Newberg Urban Renewal plan. The purpose of this scoring mechanism is to provide findings so as to provide guidance to NURA on possible uses of tax increment funding in support of its objectives. NURA CAC will recommend the scoring rubric, and any scoring rubric modifications that may occur periodically, for approval by NURA.
- C. **Authority** The committee is authorized by the NURA under their bylaws allowing the creation of said committee, the requirements for its members, terms and chair. NURA Bylaws ARTICLE 10B, including the adoption of bylaws for approval by the Agency. NURA will retain all final decision-making powers and the NURA Citizens Advisory Committee will function solely in an advisory role.

ARTICLE V Membership

- A. **MEMBERSHIP** As Per NURA Bylaws ARTICLE 10B. The committee will consist of no more than seven voting members and two non-voting ex-officio members. The Agency shall strive to appoint voting members who represent each of the following categories:
- Property owners or business owners from within the urban renewal district.
 - Residents from within the urban renewal district
 - Persons with extensive knowledge of finance, accounting, or economics.
 - Persons with extensive knowledge of real estate, development, or land planning.
 - Persons with extensive knowledge of affordable housing development or programs.
 - Persons with extensive knowledge of public services, utilities, or infrastructure.
 - A member of the Newberg Urban Renewal Agency
 - A student member
 - Two non-voting ex-officio members representing special service districts (e.g. Tualatin Valley Fire and Rescue, Chehalem Park and Recreation District, etc.)
 - The committee will be chaired by a member appointed by the Agency.
- B. **TERMS OF OFFICE AND VACANCIES** As per NURA bylaws ARTICLE 10B the terms shall be 3 years with no more than 2 consecutive terms except for the initial members of the committee which may service three consecutive terms to allow for the establishment of staggered terms. Vacancies can be filled with the approval of the Agency.

ARTICLE VI OFFICERS AND STAFFING

- **Officers.** The officers shall consist of a chair and vice chair.
- **Chair.** The chair position shall be filled by the NURA member.
- **Vice Chair.** At the first meeting of the calendar year, the NURA Citizens Advisory Committee shall elect a vice chair for a one-year term. The vice chair shall perform the duties of the chair in the absence of the chair for the committee. The vice chair does not assume the duties of the chair with respect to the NURA itself.
- **Recorder.** The city recorder will be the ex-officio clerk of the NURA CAC, attend all the meetings unless excused and keep an accurate record of the proceedings of the NURA CAC meetings. The city manager will appoint and supervise the city recorder. The city manager may appoint deputy city recorders as needed to assume this role.

ARTICLE VII MEETINGS

- A. **Regular Meetings**. The Citizens advisory committee will meet monthly unless the chair and NURA chair jointly agree that there is no business to be conducted. The Citizens advisory committee chair will then notify each member and request the city to arrange for official public notice of the meeting.
- B. **Special Meetings**. The NURA chair or Citizen's Advisory Committee chair may call a special meeting.
- C. **Quorum**. A majority of the members of the committee shall constitute a quorum. The concurrence of a majority of the whole committee is required for a recommendation.
- D. **Open Meetings**. All meetings of the committee are open to the public.
- E. **Order of Business**. The chair shall have the authority to arrange the order of business as it is deemed necessary to ensure an orderly and efficient meeting. In general, the order of business will be as follows:
 - a. Call to order
 - b. Approval of minutes
 - c. Report out on Agency activities
 - d. Public Comment
 - e. New Business
 - f. Training and Presentations
 - g. Adjournment
- F. **Rules of Order**
 - 1. *Robert's Rules of Order*, the most recently published edition, will guide all proceedings.
 - 2. Committee members are encouraged to avoid invoking the finer points of parliamentary procedure found within *Robert's Rules of Order* when such points will obscure the issues or confuse members of the public.
 - 3. Whenever these rules and *Robert's Rules of Order* conflict, these rules shall govern the proceedings of the NURA CAC.
- G. **Public Comment**
 - 1. Comment about items not on the agenda

Persons speaking to the NURA CAC from the floor concerning items not on the agenda will speak under public comments. Those people will be given the opportunity to speak for no more than five (5) minutes. Speakers may share their time at the discretion of the chair. The maximum time allowed for public comments, including all speakers, is thirty (30) minutes. The chair has the discretion to extend these time limits. The chair also has the discretion to reduce individual time limits if there is a great volume of public comment but not so as to limit the time per speaker below three (3) minutes. Speakers may address the NURA CAC for less than their allotted time.

Comments including any attachments, can be emailed to the City Recorder by 12:00 p.m. (noon) the Monday before the meeting or dropped off at City Hall.

2. Comment about agenda items.

Except as required by state statute, the following procedure will apply to comments on agenda items. People will be given the opportunity to speak for no more than five (5) minutes. Speakers may share their time at the discretion of the chair. The chair has the discretion to extend these time limits. The chair also has the discretion to reduce individual time limits if there is a great volume of public comment but not so as to limit the time per speaker below three (3) minutes. Speakers may address the NURA CAC for less than their allotted time. Comments including any attachments can be emailed to the City Recorder by 12:00 p.m. (noon) the Monday before the meeting or dropped off by City Hall. Materials more than 10 pages long should be submitted prior to the deadline to ensure sufficient time for NURA CAC review.

3. Written Materials Received after Deadline.

Written material received later than the deadlines set forth in point 1. or 2. above will be accepted only by affirmative vote of the majority of the NURA CAC.

4. Electronic Materials.

Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the NURA CAC meeting as a part of their comment but must provide the materials in a readable format to city staff Friday by 12:00 p.m. prior to the NURA CAC meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting.

5. Multiple Speakers.

Should there be more speakers than can be heard during the 30 minutes allowed for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard or may extend the comment period.

6. NURA CAC Inquiries and Registration.

NURA CAC commissioners may, upon recognition by the chair, ask questions of speakers during public comment. Commissioners shall use restraint when exercising this option and shall attempt to limit questions to no more than three minutes. The NURA CAC chair may intervene if a commissioner is violating the spirit of this guideline.

In order to properly notify citizens who participate in the hearing and to be able to send them information, it is necessary for the interested person to register at the NURA CAC meeting before making oral comments and/or providing input at the meeting. The interested person shall register for each subject under which they wish to provide comment. The public comment registration forms will be made part of the meeting records in accordance with OPML. The registration forms will contain a provision by which a person may indicate that they do not wish for their address, phone number, and email address to be released in any public records request. When the interested person addresses the NURA CAC or gives oral comments, that person should state their name, but does not need to state their mailing address, phone number, or email address. A form complying with this rule will be available at all meetings of the NURA CAC. The city manager is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.

H. **Attendance.**

Members of the committee are encouraged to attend every committee meeting and should notify the chair prior to missing a meeting. A member is allowed to be absent from three regular Committee meetings in any twelve-month period. The chair may request NURA to remove a member if they fail to attend two (2) consecutive meetings without notifying the chair of their absence prior to the meeting.

ARTICLE IX AMENDMENTS

- **AMENDMENTS TO BYLAWS.** The bylaws of the urban renewal citizen's advisory committee shall be amended only with the approval of a majority of all members of the Agency at a regular meeting.



NEWBERG URBAN RENEWAL AGENCY

REQUEST FOR BOARD ACTION

Date Action Requested: August 19, 2024

Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input checked="" type="checkbox"/>	
Subject: Update from the Citizen Advisory Committee	Staff: Will Worthey Department: NURA Administrator

Recommendation: Receive the update from the NURA Citizen Advisory Committee.

Executive Summary: The attached letter includes the recommendations of the Citizen Advisory Committee for prioritizing urban renewal efforts over the next four years. See Attachment 1.



Citizen Advisory Committee

Peggy Kilburg,
Chair URD CAC
Newberg, OR 97132

August 1, 2024

Derek Carmon
Chair NURA
Newberg, OR 97132

Attention: Derek Carmon
Subject: URD Project Implementation Schedule

This letter is to advise you that during the July 30th, 2024 Citizen Advisory Committee meeting, the committee voted unanimously in support of the following recommendation to the Agency:

As funding becomes available the Agency should begin urban renewal starting with River Street and the Rail Crossing in Sub-area B and the Lift Station in Sub-area C. When additional money becomes available the next project should be River Street in Sub-area E.

Sincerely,
Peggy Kilburg
Chair URD CAC