



# AGENDA

## ASTORIA DEVELOPMENT COMMISSION

August 15, 2016  
Immediately Follows Council Meeting  
2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street · Astoria OR 97103

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REPORTS OF COMMISSIONERS**
4. **CHANGES TO AGENDA**
5. **CONSENT CALENDAR**

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

  - (a) ADC Minutes of 5/16/16
  - (b) ADC Minutes of 6/6/16
  - (c) ADC Minutes of 6/20/16
6. **REGULAR AGENDA ITEMS**

All agenda items are open for public comment following deliberation by the ADC. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

  - (a) Astor West Urban Renewal District – Plan Amendment Study (Community Development)
7. **EXECUTIVE SESSION**
  - (a) ORS 192.660(2)(e) – Real Property Transactions

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA  
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August 12, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF AUGUST 15, 2016

**Item 5(a): ADC Minutes**

The minutes of the ADC meeting of May 16, 2016 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

**Item 5(b): ADC Minutes**

The minutes of the ADC meeting of June 6, 2016 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

**Item 5(c): ADC Minutes**

The minutes of the ADC meeting of June 20, 2016 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

**REGULAR AGENDA ITEMS**

**Item 6(a): Astor West Urban Renewal District – Plan Amendment Study (Community Development)**

The Astor West Urban Renewal Area (URA) was established by the Astoria Development Commission (ADC) in 2002 as an important catalyst for the Port of Astoria industrial area and Uniontown commercial district. The City Council established FY2015-16 goals to "develop a master plan for the western entrance to Astoria" and "promote positive economic development through strengthening partnerships." In addition, the City Council has expressed strong interest in reopening Bond Street to two-way traffic and facilitate revitalization of this key

connecting street between the Uniontown and Downtown neighborhoods. On March 21, 2016 the ADC authorized staff to initiate a plan amendment study that would examine the boundary expansion options to include Bond Street and other key properties ripe for redevelopment. On August 1, 2016 staff provided a project update to ADC after a public open house that was held on July 28, 2016.

The City has mapped a proposed area, developed a potential project list of investments, initiated the public outreach phase, conducted an initial financial analysis of the maximum indebtedness ("credit card limit"), and developed an overall timeline for the project. The proposed expansion area has been slightly amended from the open house version to include a vacant commercial property at 75 W Marine Drive, which is a former gas station and car wash that had previously been environmentally contaminated, but remediated. A map of the proposed expansion area is attached. Included in the memorandum are lists of proposed projects that are being considered.

## **EXECUTIVE SESSION**

### **Item 7(a): ORS 192.660(2)(e) – Real Property Transactions**

The City Council will recess to executive session to discuss a real property transaction issue.

**ASTORIA DEVELOPMENT COMMISSION**

City Council Chambers  
May 16, 2016

**ADC JOURNAL OF PROCEEDINGS**

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 8:47 pm.

Commissioners Present: Price, Herzig, Warr, Mayor LaMear

Commissioners Excused: Nemlowill

Staff Present: City Manager Estes, Police Chief Johnston, Community Development Director Cronin, Planner Ferber, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Library Director Tucker, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

**REPORTS OF COMMISSIONERS:** No reports.

**CHANGES TO AGENDA:** No changes.

**CONSENT CALENDAR:**

There were no items on the Consent Calendar.

**REGULAR AGENDA ITEMS:****Item 6(a): Urban Renewal Legal Services – Contract for Services (Community Development)**

The Astoria Development Commission contracted with Jeannette Launer for urban renewal legal services for many years. As a result of Ms. Launer's retirement, staff has researched available lawyers and firms who are capable of providing this unique skill set. Beery Elsner & Hammond LLP has practiced in local government since 1998 providing a range of legal services for local cities in Oregon, including urban renewal, and is a leader in this field. Attached is a contract with Beery Elsner & Hammond LLP. The contract is an on call for services type contract. It has been reviewed by the City Attorney as to form. The contract requires ADC review and consideration. It is recommended that the Commission execute the contract for legal services.

Commissioner Herzig said he hoped the City would use the firm's legal assistants as much as possible because their fees are lower than that of the partners. City Manager Estes confirmed Staff would be as judicious as possible.

**Commission Action:** Motion by Commissioner Warr, seconded by Commissioner Price, that the Astoria Development Commission execute a contract for legal services with Beery Elsner & Hammond LLP. Motion carried unanimously. Ayes: Commissioners Warr, Herzig and Price, and Mayor LaMear. Nays: None.

**Item 6(b): Lease Agreement with Astoria Downtown Historic District Association (ADHDA) for the 15<sup>th</sup> Annual Pacific Northwest Brew Cup Beer Festival (City Manager)**

The Annual Pacific Northwest Brew Cup Beer Festival (Brew Cup) is proposed be held September 23 – 25, 2016. It is proposed that the festival be located on the Astoria Development Commission (ADC) owned land east of the train depot. ADHDA has been in contact with the Columbia River Maritime Museum and the Museum's approval for the event is conditioned upon ADHDA monitoring and controlling where Brew Cup patrons park in the Museum's lot. The ADHDA will provide liability insurance. Attached to the memorandum is a letter from ADHDA President, Dulcye Taylor, which requests use of the ADC owned property. Proceeds from this event would benefit ADHDA. Also attached to this memo is a draft Lease Agreement. It is recommended that the Development Commission approve the Lease Agreement with ADHDA for a total sum of \$1.00.

**Commission Action:** Motion by Commissioner Warr, seconded by Commissioner Price, that the Astoria Development Commission approve the Lease Agreement with ADHDA. Motion carried unanimously. Ayes: Commissioners Warr, Herzig and Price, and Mayor LaMear. Nays: None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:50 pm.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Manager

DRAFT

**ASTORIA DEVELOPMENT COMMISSION**

City Council Chambers  
June 6, 2016

**ADC JOURNAL OF PROCEEDINGS**

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 8:37 pm.

Commissioners Present: Herzig, Warr, Price, Mayor LaMear

Commissioners Excused: Nemlowill

Staff Present: City Manager Estes, Community Development Director Cronin, Planner Ferber, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Police Chief Johnston, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

**REPORTS OF COMMISSIONERS:** No reports.

**CHANGES TO AGENDA:** No changes.

**CONSENT CALENDAR:**

The following items were presented on the Consent Calendar:

- 5(a) Uniontown Revitalization – Oregon Transportation and Growth Management (TGM) Grant Authorization (Community Development)

**Commission Action:** Motion by Commissioner Herzig, seconded by Commissioner Warr, to approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, Price, Herzig, and Mayor LaMear. Nays: None.

**REGULAR AGENDA ITEMS:**

**Item 6(a): Public Hearing and Resolution Adopting Astor East and Astor West Urban Renewal Districts Budgets for Fiscal Year 2016-2017 (Finance)**

Oregon Local Budget Law requires that the Astoria Development Commission hold a public hearing on the budget, as approved by the Budget Committee. Notice of this hearing, scheduled for June 6, 2016, was published in the Daily Astorian on Wednesday, May 18, 2016. The budget for the ADC is ready for the Commission to consider for adoption. The attached resolution will adopt resources and appropriations and authorize the collection of tax increment funding available to the Astor East and Astor West Renewal Districts for FYE June 30, 2017. It is recommended that the Astoria Development Commission hold a public hearing on the FYE June 30, 2017 budget as approved by the Budget Committee. After the hearing, it is recommended that the Commission consider the resolution to adopt this budget.

Mayor LaMear opened the public hearing at 8:38 pm and asked anyone wanting to comment on the Astor East and Astor West Renewal Districts budgets for FYE June 30, 2017 to come forward. Hearing none, she closed the public hearing at 8:38 pm.

**Commission Action:** Motion by Commissioner Warr, seconded by Commissioner Herzig, that the Astoria Development Commission adopt the resolution adopting Astor East and Astor West Urban Renewal Districts Budgets for Fiscal Year 2016-2017. Motion carried unanimously. Ayes: Commissioners Warr, Price, Herzig, and Mayor LaMear. Nays: None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:39 pm to the City Council continued to Executive Session.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Manager

DRAFT

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 8:21 pm.

Commissioners Present: Price, Herzig, Warr, and Nemlowill

Commissioners Excused: Mayor LaMear

Staff Present: City Manager Estes, Community Development Director Cronin, Planner Ferber, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Police Chief Johnston, Library Director Tucker, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

**REPORTS OF COMMISSIONERS:** No reports.

**CHANGES TO AGENDA:** No changes.

**CONSENT CALENDAR:**

There following items were presented on the Consent Calendar:

5(a) ADC Minutes of 5/12/16

**Commission Action:** Motion by Commissioner Herzig, seconded by Commissioner Price, to approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, Nemlowill, Herzig, and Price. Nays: None.

**REGULAR AGENDA ITEMS:**

**Item 6(a): Resolution Adopting Supplemental Budget for Fiscal Year 2015-2016 (Finance)**

ORS 294.473 provides a procedure for a municipality to pass a supplemental budget that adjusts for changes that happen during a fiscal year. The process is to advertise a supplemental budget not less than 5 days before a Commission meeting. Since the supplemental budget is less than 10 percent of the total expenditures, there is no requirement to hold a hearing for this adjustment. Commission may consider a resolution to adopt the supplemental budget as advertised. For the Astor East Urban Renewal District Fund, the supplemental budget increases the Beginning Fund Balance by \$65,000 to reflect a higher beginning cash amount than was budgeted. As background, in February, 2016, Commission approved additional cleanup costs related to issues identified with Heritage Square. Specifically costs related to soil handling, containment box required to haul hazardous material, shoring for elevated parking structure, modifications related to extricating materials, archeologist activities related to automotive parts under parking structure, Department of Environmental Quality (DEQ) oversight and additional consultant time related to these items. The City and ADC anticipate receipt of grant funds from Business Oregon to cover additionally identified costs and groundwater monitoring. Professional Services appropriation will be increased by \$64,900. Interest on Debt Service was more than budgeted due to a variation of actual interest calculations compared to the originally prepared amortization schedule. The Debt Service appropriation is increased by \$100.00. It is recommended that Commission adopt the resolution for the supplemental budget.

Mayor Pro Tem Warr opened the public hearing at 8:24 pm.

Commissioner Herzig noted that since the supplemental budget was less than 10 percent of the total expenditures, there was no requirement to hold a hearing. City Manager Estes explained that Staff did not know the exact amount as the supplemental budget was being developed, so the City decided to publish a public notice just to provide flexibility. Ultimately, the hearing was not required, but the hearing had already been noticed.

Mayor Pro Tem Warr closed the public hearing at 8:25 pm and confirmed there was no Council discussion.

**Commission Action:** Motion by Commissioner Price, seconded by Commissioner Nemlowill, that the Astoria Development Commission adopt the Supplemental Budget for Fiscal Year 2015-2016. Motion carried unanimously. Ayes: Commissioners Warr, Nemlowill, Herzig, and Price. Nays: None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:26 pm.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Manager

DRAFT



CITY OF ASTORIA  
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COMMUNITY DEVELOPMENT

August 11, 2016

TO: ASTORIA DEVELOPMENT COMMISSION

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTOR WEST URBAN RENEWAL DISTRICT – PLAN AMENDMENT STUDY

### **DISCUSSION/ANALYSIS**

The Astor West Urban Renewal Area (URA) was established by the Astoria Development Commission (ADC) in 2002 as an important catalyst for the Port of Astoria industrial area and Uniontown commercial district. The City Council established FY 15-16 goals to “develop a master plan for the western entrance to Astoria” and “promote positive economic development through strengthening partnerships.” In addition, the City Council has expressed strong interest in reopening Bond Street to two-way traffic and facilitate revitalization of this key connecting street between the Uniontown and Downtown neighborhoods. On March 21, the ADC authorized staff to initiate a plan amendment study that would examine the boundary expansion options to include Bond Street and other key properties ripe for redevelopment. On August 1, staff provided a project update to ADC after a public open house that was held on July 28.

### **PROCESS**

The City has mapped a proposed area, developed a potential project list of investments, initiated the public outreach phase, conducted an initial financial analysis of the maximum indebtedness (“credit card limit”), and developed an overall timeline for the project.

The proposed expansion area has been slightly amended from the open house version to include a vacant commercial property at 75 W Marine Drive, which is a former gas station and car wash that had previously been environmentally contaminated, but remediated. A map of the proposed expansion area is attached.

Included below is a list of proposed projects that are being considered. Please note that there are existing projects identified in the original URA Plan from 2002 and there are new projects proposed to be added as part of the plan amendment and refresh of the URA Plan.

## Existing Projects

- Street Improvements - West Marine Drive
- Street Improvements - Couplet: Bay to Hamburg
- Street Improvements - Portway, Hamburg, Bay, Basin
- Terminal/Multi-purpose bldg inc. public restroom

## New Projects

- Bond Street Reconnect: Retaining Wall/Traffic Calming
- Housing Rehabilitation (Bond Street)
- Maritime Memorial Park (Acquisition/Matching Grant)
- Storefront Improvement Program
- Redevelopment Assistance

Only one project from the 2002 URA Plan is recommended for removal: Conference Center. The "West Marine Drive" item refers to the western gateway improvement project. The "Redevelopment Assistance" line item is a "catch all" category that can be used to incent redevelopment of private property in a public-private partnership model. There are no specific projects that are on the drawing board, but those funds would allow the ADC to leverage and financially participate on projects which could possibly impact the Uniontown area.

The project is expected to be completed before the holidays. The timeline is as follows:

- October 3: ADC – Review Draft Plan & Report
- October TBD: Clatsop County Commission - Briefing
- October 25: Planning Commission Public Hearing
- November 7: ADC/City Council Public Hearing First Reading
- November 21: ADC/City Council Second Reading

If the plan amendment is adopted, funds will be become available for New Projects in early 2017.

## **RECOMMENDATION**

No formal action is being requested. However, staff is requesting feedback from ADC on the proposed project list and proposed boundary amendment to provide direction in advance of a Draft URA Plan & Report to be presented on October 3.

By: \_\_\_\_\_

Kevin A. Cronin, Community Development Director

PROPOSED ADDITION  
TO ASTOR-WEST  
URBAN RENEWAL AREA  
AUGUST 2016

