



City of Tigard City Center Development Agency Board - Agenda

TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD

MEETING DATE AND TIME: June 4, 2013 - 6:30 p.m.
MEETING LOCATION: City of Tigard - Town Hall
13125 SW Hall Blvd., Tigard, OR 97223

PUBLIC NOTICE:

Times noted are estimated.

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Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA



City of Tigard

City Center Development Agency Board - Agenda

TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD

MEETING DATE AND TIME: June 4, 2013 - 6:30 p.m.

MEETING LOCATION: City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

1. CITY CENTER DEVELOPMENT AGENCY BOARD MEETING
 - A. Call to Order- City Center Development Agency
 - B. Roll Call
 - C. Call to Board and Staff for Non-Agenda Items

2. APPROVE CCDA MINUTES FOR:
 - May 7, 2013

3. PRESENTATION AND DISCUSSION ON OREGON URBAN RENEWAL BEST PRACTICES

4. RECEIVE UPDATE ON BROWNFIELDS INITIATIVE
 - EXECUTIVE SESSION: The Tigard City Center Development Agency will go into Executive Session to discuss real property negotiations, under ORS 192.660(2) (e). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

5. NON AGENDA ITEMS

6. ADJOURNMENT

AIS-1341

2.

CCDA Agenda

Meeting Date: 06/04/2013

Length (in minutes):

Agenda Title: APPROVE CCDA MINUTES

Submitted By: Carol Krager, City Management

City Center
Development

Item Type: Motion Requested

Meeting Type: Agency

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

APPROVE CCDA MINUTES

- May 7, 2013

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

N/A

OTHER ALTERNATIVES

N/A

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

N/A

DATES OF PREVIOUS CONSIDERATION

N/A

Attachments

May 7, 2013 Minutes



City of Tigard
 City Center Development Agency & City Council
 Meeting Minutes for May 7, 2013



CITY CENTER DEVELOPMENT AGENCY MEETING

1. A. Call to Order – At 6:33 pm Mayor Cook called to order the meeting of the Tigard City Center Development Agency and City Council.
- B. Deputy City Recorder Krager called the roll.

	Present	Absent
CCDA Director Snider	✓	
CCDA Chair Cook	✓	
CCDA Director Buehner	✓	
CCDA Director Henderson	✓	
CCDA Director Woodard	✓	

Staff present: CCDA Executive Director Wine, Assistant City Manager Newton, Community Development Director Asher, Redevelopment Project Manager Farrelly, City Attorney Bennett, Engineering Manager McMillan, and Deputy City Recorder Krager. CCAC Chair Shearer was also present.

- C. Call to Council and Staff for Non-Agenda Items - None
 - EXECUTIVE SESSION: At 6:36 pm Mayor Cook announced that the CCDA would enter into an Executive Session to discuss real property transaction negotiations under ORS 192.660(2) (e). The Executive Session ended at 7:28 pm.

2. APPROVE CCDA MINUTES FOR –

March 5, 2013
 April 2, 2013

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Director Buehner moved for approval of the CCDA minutes and Director Snider seconded the motion. All voted in favor.

	Yes	No
CCDA Director Snider	✓	
CCDA Chair Cook	✓	
CCDA Director Buehner	✓	
CCDA Director Henderson	✓	
CCDA Director Woodard	✓	

3. FAÇADE IMPROVEMENT AND TARGETED IMPROVEMENT PROGRAM UPDATES

Redevelopment Project Manager Farrelly updated the CCDA on the Façade Improvement Program which began in 2009 and has become very successful and is a true public/private partnership, funded by tax increment financing. Program goals are: economic development, encouraging investment in local, small businesses, and promoting good urban design and a walkable area in the downtown. So far, 22 properties have received architectural assistance; 11 matching grants have been awarded. Since January, five more applications were received, a possible sign that the economy is improving and things are taking off in the downtown. He presented a slide show featuring before and after pictures of businesses utilizing the program. A copy of the presentation is in the packet for this meeting.

Director Snider asked how many of the projects might not have happened without the city activating them through this program. Director Henderson replied that the improvement of Burnham Street encouraged the Tigard Liquor Store façade improvement and that got things moving. He estimated that 90 percent of the projects were attributable to the program and the architectural assistance helped business owners conceptualize what was possible, rather than going back to a 1960s design. Community Development Director Asher added, “It is hard to pass up free money and as business people, owners almost had to consider the program.”

Redevelopment Project Manager Farrelly discussed the Targeted Improvement Program and said the city offers a 50 percent grant for improvements (up to \$75,000) to targeted businesses that the city desires in the downtown. He said the city targeted food businesses last year and Symposium Coffee is moving into the downtown. He said they are going to have outdoor seating and are doing a great job renovating the inside of the Chamber of Commerce building. Their Targeted Improvement grant was \$24,000, and \$12,500 was awarded from the Façade Improvement Program.

Redevelopment Project Manager Farrelly presented the metrics of the projects. He reported \$104,000 was spent on architectural services and grants. This leveraged approximately \$451,000 in private investment. He said the CCAC asked if there are other ways to measure success so future grantees will be asked to track whether sales increase after the improvements are

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made. He heard anecdotally that business owners, after seeing the activity going on in the downtown, are deciding to open their businesses in Tigard.

Director Buehner requested more prominent signs or art be placed in the windows of the future Jeffrey Allen store on Main Street. Redevelopment Project Manager Farrelly said he will follow up on this. He said they are in the middle of making improvements to their space and are scheduled to open in the summer of 2014.

Director Woodard stated that he is removing himself as a CCDA representative on the Urban Renewal Improvement Programs Joint Committee due to a conflict of interest because his family may be applying for some design and interior grants within the next year. He said he also may recuse himself from future discussions or decisions if they affect his family's business. CCDA Executive Director Wine said another CCDA member will be solicited to serve on that committee.

4. URBAN RENEWAL PROJECT UPDATES

Redevelopment Project Manager Farrelly said the Burnham Street parking lot has been graded and leveled and may be completed within two weeks. CCDA Director Buehner suggested a discussion be held on how to get employees who park in front of Main Street business to use the lot instead.

Redevelopment Project Manager Farrelly said the artist is in the idea generation phase and he will present ideas at the May 22 meeting of the Downtown Art Subcommittee.

Chamber Director Mollahan presented a slide show on Tigard Farmers Market and other upcoming events and marketing activities.

The farmers market opens May 12 at the new location in the public works parking lot. Community feedback has been positive and she thanked the public works staff, City Manager Wine and Redevelopment Project Manager Farrelly for their support in moving the market to this location. Burgerville (the major sponsor) will put information on their inside LDC board and their outdoor sign. Young's Funeral Home will have information on their reader board directing people to the new location. It has been advertised on Facebook, in the city and chamber newsletters and there will be an article in the Tigard Times this week. She showed a slide of the market layout, which features a defined entrance and food court area. Vendors are excited about the new layout because it is a big rectangle and "all spots are good." She advised 15 vendors will also have an opportunity to park their van or truck behind their space, reducing time and effort spent on replenishing their products.

Ms. Mollahan credited Engineering Manager McMillan for coordinating vendor and customer parking across the street with Frontier and KEI Embroidery, and for co-marketing with the Dog Park Committee for some dog-oriented events. Engineering Manager McMillan spoke with the Tigard Pedestrian and Bike Advisory Committee about promoting

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walking and biking to the market. Assistant City Manager Newton commented that the committee has selected a date in June to promote a bike ride to the Tigard Market.

Chamber Director Mollahan gave an update on other downtown marketing events. She said the Third Friday event flyer was redesigned. Grant requests were submitted for Street Fair and Tree Lighting investments. A steering committee was formed to be the voice of the downtown merchants and currently consists of herself, Dianna Weston, Sherrie Devaney (representing downtown businesses), Deanie Bush (representing the CCAC), and Redevelopment Project Director Farrelly. Downtown Tigard is now registered as a dba because they are acting for downtown Tigard. Two local artists have been engaged to discuss recurring art walks or other art-related shows/events.

A monthly online merchant/owner-focused newsletter was created. A customer-oriented newsletter will be available soon to promote downtown businesses. She said a photographer went through the downtown and took new photos for the Facebook page and website. She attended the art visioning session in hopes that the art will help create an iconic identifier that can be used as a logo or brand for marketing the downtown.

An ad, paid for by the city, will appear in the Tigard Times for the next few weeks, highlighting the monthly Main Street Green Street meetings held at Max's Fanno Creek Brew Pub. It also advertises Third Friday events and the new website. She said they are in discussions with some artists about a "retro feel" poster that features four things people can do in downtown Tigard.

Ms. Mollahan said the Street Fair date is August 17, 2013. She pulled up the downtown Tigard website and demonstrated to the CCDA how to use it. She said she will refer comments on where to locate the Tigard Liquor Store in the categories. CCDA Director Snider asked if there were prominent links on the city's website to this site. In response to a question from Director Snider, Ms. Mollahan said the Chamber will continue to maintain the downtown Tigard website as long as they have the contract for coordinating events. CCDA comments were very favorable about the downtown Tigard website.

5. UPDATE ON MAIN STREET GREEN STREET PROJECT

Engineering Manager McMillan used a large map (a copy of which has been added to the packet for this meeting) to indicate what is proposed for the Main Street Green Street project area. She said the angled parking was retained from earlier versions of the design seen by the CCDA, but the planting areas are different. The smaller planters, similar to those on Burnham Street, have been combined into larger areas that preserve sidewalk space and are more efficient for water quality. This also addresses concerns expressed by council from about pedestrian space.

Engineering Manager McMillan said businesses are beginning to converse about parking options for customers. She said although there are 100 parking spaces along Main Street,

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there are 700 parking spaces in lots owned by downtown businesses and discussions about opening these up need to be held among the business owners.

Engineering Manager McMillan said ODOT maintains ownership but gave the city control of the land at the corner of 99W and (south) Main Street. She said the city will maintain it and is allowed to put in artwork or signage. CCDA Director Henderson asked who maintains the hillside below 99W and said it is important to remove the blackberries and weeds at this gateway to the downtown. Engineering Manager McMillan will follow up on this. CCDA Executive Director Wine suggested the first step would be finding out what ODOT's maintenance schedule is and what the responsibilities are.

The bike path crossing was discussed and Engineering Manager McMillan noted that the Tigard Municipal Code will need to be changed to allow riding on the sidewalk. Bicycles will turn left coming from underneath the viaduct and ride on the sidewalk briefly to reach the new crossing on Main Street.

Engineering Manager McMillan said the street design allows for more space in front of Café Allegro and Tigardville Station which could potentially be used for additional outdoor seating. The city has been restrictive in the past about right-of-way encroachment but has relaxed restrictions and will allow this through a permit process. A discussion was held about safety issues at the intersection at Tigard and Main Streets.

Executive Director Wine asked about the Main Street Green Street schedule. Engineering Manager McMillan said design is at 90 percent. A few more properties need to be acquired. The next step is engineering and right of way certification. Bidding is set for September. Construction will not occur during the holiday season so a realistic start date is January 2, 2014. The project will take 18 months to complete. The city will suggest to the contractor that construction be done in six to eight phases to keep the street open for business. Staff will coordinate with business owners and keep the city's Facebook page updated with the latest construction information. It will link to the Chamber Facebook. Engineering Manager McMillan said monthly project meetings are ongoing and the next one is scheduled for May 22.

Director Buehner made a motion to adjourn the CCDA meeting and convene the City Council meeting and Director Woodard seconded the motion. All voted in favor.

	Yes	No
CCDA Director Snider	✓	
CCDA Chair Cook	✓	
CCDA Director Buehner	✓	
CCDA Director Henderson	✓	
CCDA Director Woodard	✓	

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL
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SPECIAL CITY COUNCIL MEETING

EXECUTIVE SESSION: At 8:29 pm Mayor Cook announced that the Tigard City Council would be entering into an executive session to discuss pending litigation or litigation likely to be filed, real property transaction negotiations, and labor relations under ORS 192.660 (2) (h) (e) and (d). The pending litigation topic was not discussed. Executive Session ended at 9:21 pm.

6. Non-Agenda Items

Walmart: Councilor Snider requested that a discussion on Walmart be scheduled for a study session soon. City Manager Wine noted upcoming council meeting dates with available study session time. She asked for council feedback from the Town Hall meeting and confirmation that they wish the Mayor to add this to a future agenda.

City Manager Wine said she forwarded a question to the city attorney about legal tools but has not yet received a response. After council discussion, City Manager Wine summarized that a study session discussion will not be scheduled until an answer is received from the city attorney's office. Councilor Snider recommended that a brief discussion be scheduled so those that with concerns can come to the meeting and listen to the discussion

Neighborhood Livability Issue: Councilor Buehner mentioned a house near Walnut Street and 128th Avenue that has many weeds in the yard and blackberries growing over the fence. She said she fears it is a fire hazard. Concerned neighbors said they did not receive an appropriate response from city staff, but she was unsure if an online code complaint was filed. City Manager Wine said she will follow up on this.

Tigard Street Trail: City Manager Wine reported that she and City Engineer Stone met in Salem last week with the ODOT Rail Administrator, Vice President of Portland Western Railroad, and a TriMet representative. Negotiations have reopened. The railroad does not want to sell this piece of right of way to the city but is willing to extend a long-term lease. The city's costs would be for development and maintenance and money from the parks bond can come into play for this. Councilor Woodard said there is also an opportunity for the Rotary Club to put in fitness equipment along the trail. City Manager Wine said she will keep Council apprised of future developments.

7. ADJOURNMENT

At 9:49 pm Councilor Buehner moved for adjournment and Council President Henderson seconded the motion. All voted in favor.

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	Yes	No
Councilor Snider	✓	
Mayor Cook	✓	
Councilor Buehner	✓	
Council President Henderson	✓	
Councilor Woodard	✓	

Carol A. Krager, Deputy City Recorder

Attest:

Chair, Tigard City Center Development Agency

Date: _____

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MEETING MINUTES – May 7, 2013**

CCDA Agenda

Meeting Date: 06/04/2013

Length (in minutes): 60 Minutes

Agenda Title: Urban Renewal Best Practices

Submitted By: Sean Farrelly, Community Development

Item Type: Update, Discussion, Direct Staff

Meeting Type: City Center Development Agency

Public Hearing: No

Publication Date:

Information

ISSUE

Presentation and discussion on Oregon urban renewal best practices from advisor Elaine Howard

STAFF RECOMMENDATION / ACTION REQUEST

The Board of the CCDA is requested to receive the presentation and participate in the discussion. The Board is also requested to communicate with CCDA Executive Director Marty Wine specific questions to be addressed in advance of the session.

KEY FACTS AND INFORMATION SUMMARY

Urban renewal advisor Elaine Howard will provide a refresher session on Oregon urban renewal law and practice. She will also report on how Tigard’s City Center Urban Renewal Plan performs in this context.

Among the topics that will be covered:

- Brief history of urban renewal in Oregon
- Definition of urban renewal / Definition of blight
- State Limitations on urban renewal
- 2009 legislative changes to urban renewal —what they impact
- Maximum Indebtedness: what is it and how do you track it?
- How does urban renewal financing work?
- How does the Assessor compute the dollars that go to urban renewal /Why is urban renewal on the property tax bill?
- Impact on Taxing Jurisdictions
- Goals, Objectives, and Projects of urban renewal plans
- Questions specific to Tigard’s City Center Urban Renewal Plan or potential additional future urban renewal districts

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

City Center Urban Renewal Plan

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

CCDA Agenda**Meeting Date:** 06/04/2013**Length (in minutes):** 15 Minutes**Agenda Title:** Brownfields Initiative Update**Submitted By:** Sean Farrelly, Community Development**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** City Center Development Agency**Public Hearing:** No**Publication Date:****Information****ISSUE**

Receive update on Brownfields Initiative

STAFF RECOMMENDATION / ACTION REQUEST

The Board of the CCDA is requested to provide feedback on the proposed coordinated program to address the issue of potential environmental contamination in downtown Tigard.

KEY FACTS AND INFORMATION SUMMARY

A number of sites of interest in Downtown Tigard are either confirmed or suspected of environmental contamination. Some sites have had Phase I and Phase II Environmental Site Assessments commissioned. The Oregon Department of Environmental Quality (DEQ) Environmental Clean-Up database lists a number of sites in Downtown Tigard. Historic and present-day land uses in downtown make it likely that additional cases of environmental contamination will be discovered. Properties where the potential presence of hazardous contaminants impacts redevelopment or expansion are referred to as "brownfields."

Proposed Downtown Tigard Brownfields Strategy

The presence of a brownfield adds to the challenges of redevelopment due to the costs of clean up and potential exposure to liability. To address the issue in downtown, the City Center Development Agency's strategy will be to provide and coordinate resources to facilitate the redevelopment of properties that have (or are perceived to have) environmental contamination. The proposed three part strategy will seek opportunities to form public/private partnerships to assess, clean-up, and redevelop or improve (potentially) contaminated properties.

1) Assessment of (potentially) contaminated properties

The CCDA will pro-actively work to assess environmental contamination on publicly and privately owned property. As a first step, staff is anticipating starting an Oregon Business Development Department Brownfields Redevelopment Program grant-funded project. The project's scope includes outreach and education to property and business owners and other stakeholders, compiling an inventory of properties with potential environmental issues, and funding up to three Phase I Environmental Site Assessments on privately-owned properties.

Utilizing the information gathered from this project, the CCDA will pursue additional funding and assistance from state and federal sources. The largest source of funds is available from the U.S. Environmental Protection Agency's Brownfields Assessment Grants Program. Communities may apply for a \$200,000 grant to assess sites with petroleum contamination, and a \$200,000 grant to assess sites with other hazardous substance contamination (both grants may be applied for in the same year.) These funds can be used for Phase I and Phase II Environmental Site Assessments, community engagement, and reuse planning. The process is highly competitive, with about 40% of applications being successful each year.

For specific site assessments there are several other programs that could be tapped into, including the Oregon Business

Development Department Brownfields Redevelopment Program (primarily loans to public or private entities); Oregon Department of Environmental Quality's Site Specific Assessments (provides free site assessments to public entities designed to promote redevelopment or property transfer); and the EPA's EPA Targeted Brownfields Assessment program (EPA contractors provide site assessments.)

2) Clean-up of contaminated properties

The CCDA will have the goal to raise substantial funds from state and Federal programs to subsidize clean-up properties that are found to have contamination.

The EPA's Brownfields Clean-up Program awards \$200,000 grants to communities to clean-up specific sites. Only governments and non-profits may receive these funds, and the property must be under the applicant's ownership at the time of application.

The State of Oregon also has clean-up programs through the Oregon Coalition Brownfields Cleanup Fund and Oregon Department of Business Development's Brownfields Redevelopment Fund. Both programs have primarily loans for clean-up available to public and private entities, with limited grant funds available for projects on properties owned by municipalities or nonprofit organizations.

3) Redevelopment or improvement of properties

The CCDA will seek partners to clean up and redevelop or improve contaminated properties. If successful in obtaining funds, the CCDA will have the ability to provide and/or coordinate resources for technical assistance, assessment, and other activities to get properties "redevelopment-ready." The agency will work closely with property owners and developers on accessing these funds to facilitate property redevelopment or improvement.

Redevelopment Project Manager Sean Farrelly recently attended the national Brownfields conference in Atlanta, Georgia with over 6,000 attendees. According to EPA sources, EPA Grant funding will likely be even more competitive this year due to effects of Federal budget sequestration. One of the ways that applicants can distinguish themselves is by demonstrating broad community support for taking action on the brownfields and making connections to public health. Another important factor is to show how the requested grant funds will build off of prior investments in planning and infrastructure.

CCDA staff has also held meetings with staff from the EPA's Portland office, Oregon DEQ, Business Oregon, the Public Health Division of the Oregon Health Authority, and the City of Portland Brownfields program to learn about their programs and explore partnering opportunities.

OTHER ALTERNATIVES

The Board of the CCDA can direct staff to pursue other strategies to address the issue of potential environmental contamination in downtown Tigard.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

City Center Urban Renewal Plan

DATES OF PREVIOUS COUNCIL CONSIDERATION

April 2, 2013
