



City of Tigard

City Center Development Agency Board - Agenda

TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD

MEETING DATE AND TIME: December 3, 2013 - 6:30 p.m.

MEETING LOCATION: City of Tigard - Red Rock Creek Conference Room
13125 SW Hall Blvd., Tigard, OR 97223

PUBLIC NOTICE:

Times noted are estimated.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for City Center Development Agency Board meetings by noon on the Monday prior to the City Center Development Agency Board meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

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



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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
 - **EXECUTIVE SESSION:** The Tigard City Center Development Agency will go into Executive Session to discuss real property negotiation, 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.
2. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES
3. UPDATE ON BROWNFIELDS INITIATIVE ACTIVITIES AND EPA ASSESSMENT GRANT APPLICATION
4. DISCUSS CHANGING THE COMPOSITION OR OTHER ASPECTS OF THE CITY CENTER DEVELOPMENT AGENCY BOARD AND/OR CITY CENTER ADVISORY COMMISSION
5. UPDATE ON URBAN RENEWAL PROJECTS WORK PLAN
6. NON AGENDA ITEMS
7. ADJOURNMENT

AIS-1558

2.

CCDA Agenda

Meeting Date: 12/03/2013

Length (in minutes): Consent Item

Agenda Title: APPROVE CITY CENTER DEVELOPMENT AGENCY
MINUTES

Submitted By: Carol Krager, City Management

Item Type: Motion Requested

Meeting Type: Consent
Agenda -
Approve
Minutes

Public Hearing: No

Publication Date:

Information

ISSUE

N/A

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

Approve City Center Development Agency Minutes for:

November 5, 2013

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

No file(s) attached.

AIS-1532

3.

CCDA Agenda

Meeting Date: 12/03/2013

Length (in minutes): 15 Minutes

Agenda Title: Brownfields Initiative Update and Grant Application Preview

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

Update on Brownfields Initiative activities and EPA Assessment grant application

STAFF RECOMMENDATION / ACTION REQUEST

The Board of the CCDA is requested to receive the update and provide feedback.

KEY FACTS AND INFORMATION SUMMARY

Since the last update to the CCDA Board, several tasks funded by the \$25,000 Business Oregon grant have been completed in the city's Brownfields Initiative.

An inventory of potential brownfield sites has been completed, by gathering information from public databases as well as additional analysis by the city's advisers, Terracon Consultants. It indicates there are approximately sixty properties in and bordering the downtown that are contaminated, or potentially contaminated, from previous uses. The city supports the cleanup and revitalization of these properties, and plans to provide incentives to property owners to address brownfield challenges.

Two public workshops to further education of the topic of brownfields were held in October. The first workshop was sponsored by the City Center Advisory Commission. Mayor Cook introduced the meeting, and guest speakers included Amy Saberian, the owner of Ava Roasteria, who talked about her successful redevelopment of a gas station into a successful Beaverton business and Kari Christensen of the Oregon Health Authority, who spoke on the public health benefits of brownfield redevelopment. Approximately 35 people were in attendance, including many downtown property/business owners.

The second workshop was hosted by the Tigard Downtown Alliance. Although last minute logistics prevented the meeting from being held in the same location as the TDA meeting,

the TDA encouraged their members to attend. Mayor Cook again introduced the meeting, and guest speakers included Karen Homolac, of Business Oregon's Brownfields program, who talked about funding opportunities for redevelopment; Sheila Greenlaw-Fink, of Community Partners for Affordable Housing, who spoke on the brownfields issues of the Watershed development; and Mike Slater of the EPA Oregon operations office spoke on the EPA's grant program. Approximately 25 people were in attendance.

The most immediate outcome of the meetings is that two property owners have signed up for the Phase I Environmental Site Assessments that are also being funded by the grant.

The next step in the Brownfields Initiative will be to apply for \$400,000 in Brownfields Assessment grants from the U.S. Environmental Protection Agency (EPA). If awarded, the funds will be used to support site investigations and community planning for productive reuse of sites in the downtown, as well as any priority sites in Tigard's industrial and employment areas. The release of the grant guidelines has been delayed several weeks due to the Federal government shutdown. In the meantime staff has been starting to gather letters of support in the community, and briefed staff from the federal Congressional delegation. The Tigard City Council will also be requested to approve a resolution of support of the grant application at an upcoming Council meeting.

OTHER ALTERNATIVES

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

City Center Urban Renewal Plan

DATES OF PREVIOUS COUNCIL CONSIDERATION

06/04/2013:CCDA Brownfields Initiative Update

Attachments

No file(s) attached.

AIS-1541

4.

CCDA Agenda

Meeting Date: 12/03/2013

Length (in minutes): 40 Minutes

Agenda Title: Discuss Composition of the City Center Development Agency Board and the City Center Advisory Commission

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

Should the City Center Development Agency Board make changes to the composition or other aspects of the City Center Development Agency Board and/or the City Center Advisory Commission?

STAFF RECOMMENDATION / ACTION REQUEST

If the Board wants to consider additional points of view and expertise when making urban renewal decisions, staff recommends reforming aspects of the City Center Advisory Commission's composition and processes.

KEY FACTS AND INFORMATION SUMMARY

At their November 5, 2013 meeting, the CCDA Board discussed potential changes to its composition. There was interest in exploring options that would result in additional expertise to inform urban renewal decision making.

Other Oregon Urban Renewal Board Composition

Staff undertook some additional research on the structure of Oregon urban renewal boards. Of the 70 Oregon jurisdictions with urban renewal districts, the overwhelming majority have urban renewal boards whose membership consists solely of elected officials from the jurisdictions. Urban renewal expert Elaine Howard reported that she knew of eight Oregon jurisdictions that have a different urban renewal board composition:

Boards with mixed membership (elected officials in majority plus 2 or 3 appointees):

- Beaverton: Mayor, five councilors, and three appointees (One taxing jurisdiction representative, one business owner, one at-large)

- Oregon City: New composition: five council members and two citizen at-large appointees
- Florence: Mayor, two councilors, two elected taxing district representatives, and two citizen at-large appointees
- Wood Village: Council and two appointees (one district property owner and one at-large)

Boards with an appointed majority and council representation:

- Phoenix
- Talent
- Tillamook

It is notable that the three boards with appointed members in the majority are from very small jurisdictions.

Appointed board:

- Portland

The structure of the Portland Development Commission has changed in the past few years to be less independent from the Portland City Council. Bond sales, major projects and program changes are reviewed and approved by the City Council. Medford previously had an appointed board but now has its city council serve as the urban renewal board.

Three Potential Options

Staff suggests three potential courses of action for CCDA Board discussion.

1) Status Quo

No change to the composition to the CCDA Board or CCAC, other than improved recruitment outreach for CCAC openings.

2) Expand the current membership of the CCDA Board

The CCDA Board could be expanded with two additional appointed members with the desired professional expertise, for example, real estate development/ finance and architecture/urban design. This option provides a way for the Board to have people with desired expertise to provide direct input on urban renewal decisions. If the board wishes to proceed with an expanded board, there are a number of issues to consider:

- Although the elected members of Council are in the majority in this model, there can be risks when appointed members (who are not directly accountable to voters) have final decision making authority on politically sensitive issues.
- Currently, recruiting members for boards and commissions is challenging. People with the desired expertise may not be willing to make multi-year volunteer commitments. An additional hurdle is that an appointee to the CCDA board would likely need to file an Annual Verified Statement of Economic Interest with the Oregon Government Ethics Commission (as Council members do.) The board may have to be willing to proceed with vacancies if qualified candidates with the desired backgrounds cannot be appointed, or designate the positions officially "at-large", with a preference for candidates with pertinent backgrounds. Council would have to actively recruit candidates for these positions.
- Procedures to appoint and (if necessary) remove appointed members will need to be developed.

- Opportunities for public-private partnerships may be lost. For example, if a local developer was appointed to the board, he or she could not participate in development projects in the district, due to conflict of interest rules.

3) Reform aspects of the City Center Advisory Commission

Another avenue for the board to receive advice from additional experts is to enhance the City Center Advisory Commission. By modifying the composition and taking action to improve the processes by which the CCAC makes policy, budget, and implementation recommendations on urban renewal projects, the CCAC could become a more active partner in urban renewal decision making. Today, Tigard Municipal Code 2.64.070 establishes the City Center Advisory Commission to be comprised of seven to twelve members appointed by the City Council, and its purpose is to assist in implementation of the City Center Development Plan, to make recommendations to the City Center Development Agency, and to help inform Tigard citizens of the plan's content and activities. The commission currently consists of nine members who are residents of Tigard or own a business or property within the Urban Renewal District. The TMC would need to be amended to modify the Commission's function. Options include:

A) Modify the composition of the CCAC. Currently CCAC bylaws call for the following composition:

The Commission shall consist of nine (9) members appointed by the City Council who are residents of Tigard or own businesses or property within the City Center Urban Renewal District with the following representation if possible:

(1) At least two (2) business owners or property owners whose business or property is located within the City Center Urban Renewal District;

(2) Five (5) persons who are residents of Tigard and represent a cross section of interests in the community at large;

(3) One (1) person residing within or adjacent to the boundaries of the City Center Urban Renewal District;

(4) One (1) person with expertise in real estate development, urban planning or design, or affordable housing

(5) Two (2) alternates (non-voting) including one (1) at large resident of Tigard, and one (1) business or property owner from within the City Center Urban Renewal District

Changes to the CCAC's by-laws could be recommended that would increase the number of professionals in fields related to development and urban design. Instead of one person "with expertise in real estate development, urban planning or design, or affordable housing," the new composition could include at least three persons with backgrounds in any of these areas: real estate development, finance, affordable housing, urban planning, architecture, urban design, and/or law. In addition, a position could be reserved for a representative of other taxing jurisdictions in the district, such as Tualatin Valley Fire and Rescue (which has expressed interest in serving on the board). Such representation assures better jurisdictional communication on urban renewal issues.

A further change could be to consider allowing one or more members to be non-city residents, which would open up membership to owners of Tigard businesses/property outside of the district; employees of downtown businesses; or other interested professionals who may live near the boundaries of Tigard.

B) The CCDA Board could request the commission to act as a “task force” on issues it wants more information on. More frequent joint meetings could also be scheduled with regular presentations by experts in development or other topics that the Board or Commission requests.

A logistical suggestion is to schedule City Center Advisory Commission meetings a week or two prior to each month’s CCDA Board meeting. This would streamline the decision making process, as any requested CCAC recommendations can be presented at the following Board meeting.

OTHER ALTERNATIVES

The Board of the CCDA can decide to pursue additional options.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

November 5, 2013

June 16, 2009

Attachments

No file(s) attached.

AIS-1546

5.

CCDA Agenda

Meeting Date: 12/03/2013

Length (in minutes): 10 Minutes

Agenda Title: Urban Renewal Projects Work Plan 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

Update on current urban renewal projects and the 4-year work plan.

STAFF RECOMMENDATION / ACTION REQUEST

The Board of the CCDA is requested to receive the update and provide feedback on the work plan.

KEY FACTS AND INFORMATION SUMMARY

Staff will provide brief updates on urban renewal projects, as well as a revised version of the 4-year urban renewal work plan, (a.k.a the bubble chart). Among the new projects included are TDA Capacity building, Vertical Housing Development Zone, and developing a Downtown parking management plan.

OTHER ALTERNATIVES

The Board of the CCDA could recommend changes to the work plan.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

City Center Urban Renewal Plan

DATES OF PREVIOUS COUNCIL CONSIDERATION

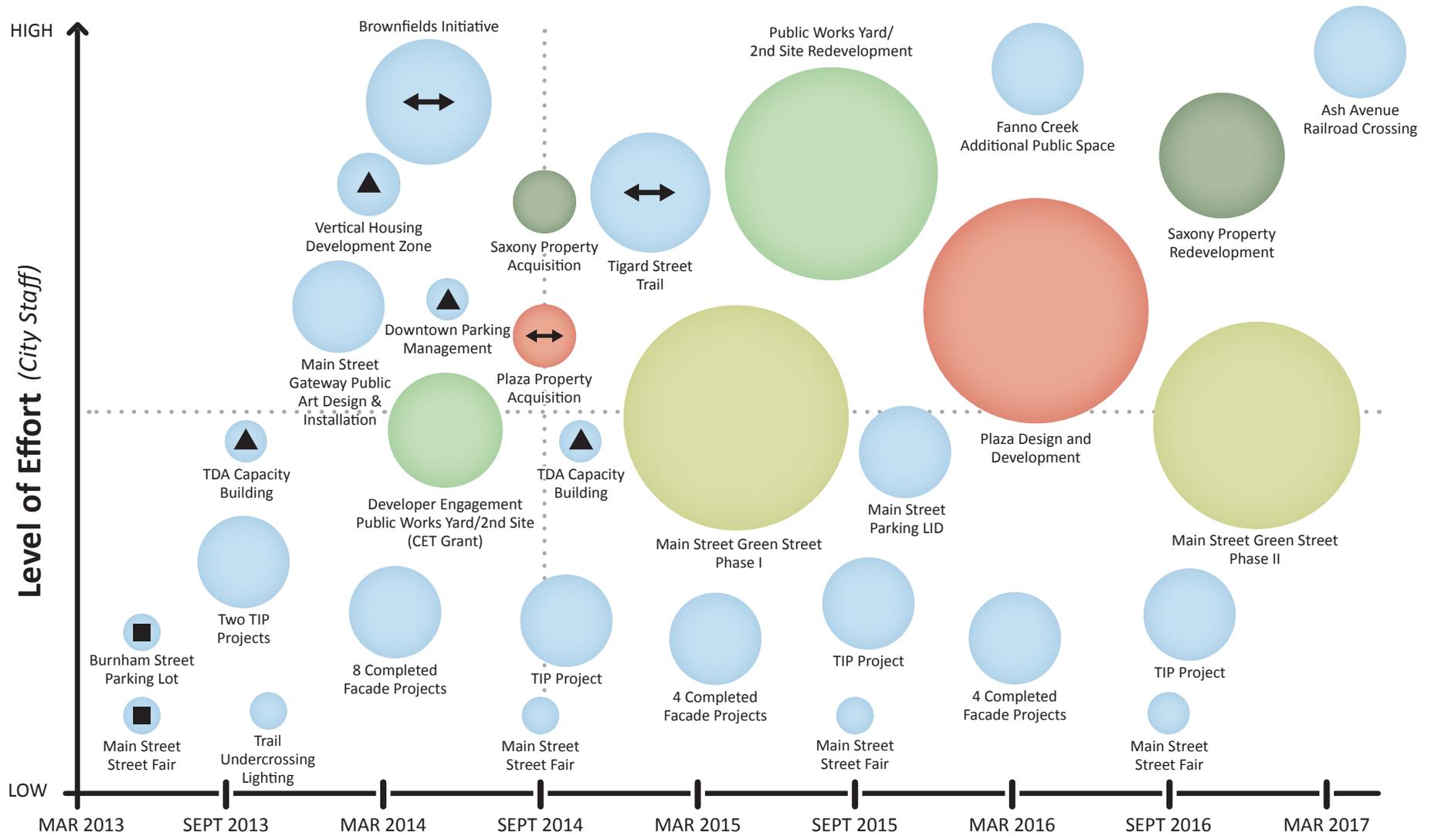
April 2, 2013

Attachments

Urban Renewal Project Chart



Downtown URA Work Plan Bubble Chart



Circle size represents a project's relative impact on achieving urban renewal plan goals.

New = ▲ Moved = ↔ Completed = ■

UPCOMING PROJECTS: Main Street Landscaping Project (TBD)

UPDATED NOVEMBER 2013