



AGENDA

ASTORIA DEVELOPMENT COMMISSION

Monday, February 4, 2019, 7:00 PM
Followed by Regular City Council Meeting
2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103

1) CALL TO ORDER

2) ROLL CALL

3) CHANGES TO AGENDA

4) CONSENT

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the 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) Astoria Development Commission Minutes for December 17, 2018
- b) Astoria Development Commission Minutes for January 7, 2019

5) REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the Commission. Rather than asking for public comment after each agenda item, the President 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) Public Hearing and Resolution for Supplemental Budget Resolution - Astor West Urban Renewal District Fund #127

6) NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)


THE MEETINGS ARE ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING THE CITY MANAGER'S OFFICE AT 503-325-5824.



CITY OF ASTORIA

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MEMORANDUM • CITY MANAGER

DATE: JANUARY 31, 2019
TO: PRESIDENT AND COMMISSION
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF FEBRUARY 4, 2019

CONSENT AGENDA ITEMS

Item 4(a): Astoria Development Commission Minutes for December 17, 2018

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

Item 4(b): Astoria Development Commission Minutes for January 7, 2019

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

REGULAR AGENDA ITEMS

Item 5(a): Public Hearing and Resolution for Supplemental Budget Resolution - Astor West Urban Renewal District Fund #127

ORS 294.473 provides guidance for a municipality to hold a public hearing on a supplemental budget to adjust for changes which could not reasonably be foreseen when preparing the original budget. The process requires advertisement of a supplemental budget not less than 5 days before a Development Commission meeting. There will be a public hearing for consideration of the supplemental budgets being presented. Development Commission may consider a resolution to adopt the supplemental budgets as advertised.

The City of Astoria has contracted with Mike Morgan to assist with the Maritime Memorial expansion. A new set of concrete and granite walls are required to continue to allow families to include the names of loved ones who worked on or in relation to the water. The Maritime Memorial Committee has been working on an expansion for some time.

The Maritime Memorial is maintained and expanded through fees which individuals pay to have names engraved. The cost of this expansion is greater than funds currently contained in the Maritime Memorial Fund. Staff looked at ways to reduce the scope of the project but it was felt that there were financial and design benefits to complete it at one time. Therefore, a loan between the

Astor West Urban Renewal District (AWURD) and Maritime Memorial Fund is proposed.

Astoria Development Commission adopted Astor West Urban Renewal District Fund # 127 budgets at the June 6, 2018 meeting. The total budget required for the expansion is estimated at \$ 125,000. Additional funds may be required for excavation, landscaping and for a construction contingency. The estimate of additional funding is \$ 50,000. The expansion project is anticipated to be complete before the end of the current fiscal year. Deferral of the project could result in incurrence of higher construction costs in the future. The Maritime Memorial Park is located within the Astor Urban West boundaries and the expansion project meets the renewal district requirements for use of funds. The City is not seeking to utilize funds permanently but requests a loan in order to ensure sufficient funds are available to complete the project this year. The City is seeking a zero percent, \$ 50,000 loan from the Astor West Urban Renewal fund for a period not to exceed five years, in order to complete the expansion project. The loan will be repaid to Astor West Urban Renewal Fund # 127 through donations and proceeds from memorial engraving.

Staff is presenting a resolution for a supplemental budget to recognize \$ 50,000 transfer within the Astor West Urban Renewal District Fund from Contingency to Special Payments in order to loan to City of Astoria, Maritime Memorial Fund # 148.

It is recommended that City Council conduct a public hearing and approve the supplemental budget as presented in the attached resolution.

ASTORIA DEVELOPMENT COMMISSION

City Council Chambers
December 17, 2018

ADC JOURNAL OF PROCEEDINGS

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 7:38 pm.

Commissioners Present: Price, Jones, Brownson, Nemlowill, Mayor LaMear

Commissioners Excused: None

Staff Present: City Manager Estes, Interim Parks and Recreation Director Dart-McLean, Finance Director Brooks, Library Director Pearson, Interim Fire Chief Curtis, Police Chief Spalding, Public Works Director Harrington, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

CHANGES TO AGENDA:

No changes.

CONSENT CALENDAR:

The following items were presented on the Consent Calendar:

4(a) ADC Minutes of 11/19/18

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

REGULAR AGENDA ITEMS:**Item 5(a): Request for Authorization to Sign Grant Agreement for Storefront Improvement Program with the owners of 171 W. Bond Street**

171 West Bond is a mixed commercial and residential building located next to Wauna Credit Union and the Golden Luck Restaurant. The owners have begun renovation of the west façade and are considering renovation of the north façade to be more compatible with the historical character of Uniontown. The project would involve the construction of a parapet façade with corbel supports, new lap siding and windows. The commercial storefront on the northwest corner would be renovated and made available for lease as a commercial space (it has previously been a residence). The interior space is also undergoing major restoration and contains four affordable housing units.

It should be noted that the owners initiated a renovation project on the west side, and then determined that renovation of the north side may be feasible with ADC assistance. Since a contractor was already engaged with the west façade project, it was decided by the applicant to seek ADC funds and to utilize the same contractor for the north façade work and not seek further bids.

The work on the north façade is anticipated not to exceed \$49,999.00. If approved by the Commission, the estimated grant would total 25 percent of the cost, not to exceed \$12,500.00. The actual grant would be determined after the work is completed and invoices are submitted. A draft Grant Agreement is attached, which has been reviewed and approved as to form by the City Attorney.

It is recommended that the Development Commission consider the request and, if in agreement, authorize the City Manager to sign the grant agreement.

Councilor Nemlowill asked if City Manager Estes had seen the work already completed on the Chinese restaurant. She also wanted to know if he believed the quality of work was such that the Commission should grant the restaurant permission to continue using the same contractor.

City Manager Estes said the contractor has removed siding and is replacing windows on the west side of the building. A designer developed the renderings being presented now. He confirmed he was comfortable with allowing the restaurant to continue using their existing contractor. This is an opportunity to upgrade a building that is currently not contributing to the community architecturally. He believed the proposed design was more fitting with the context of the area. Staff is comfortable with a single bid because it allows the project to move forward within the Applicant's time frame.

Councilor Brownson added that he believed the work done so far had been good.

Commission Action: Motion by Commissioner Brownson, seconded by Commissioner Price, to authorize the City Manager to sign the Storefront Improvement Program Grant Agreement with the owners of 171 W. Bond Street. Motion carried unanimously. Ayes: Commissioners Jones, Nemlowill, Brownson and Price, and Mayor LaMear. Nays: None.

Item 5(b): Request for Authorization to Sign Grant Agreement for Storefront Improvement Program with the owners of 279 W Marine Drive

279 West Marine Drive is a commercial building located under the Astoria-Megler Bridge next to Workers Tavern. It was designed in 1923 by the prominent Astoria architect J.D. Wicks. Referred to as the Finnish Meat Market, it was extensively restored in 2008. It was then designated as Historic in the Uniontown National Historic District. The building is occupied by Columbia Coffee Roasters and the Three Cups Café. The owners propose restoration of the tile and brick work on the north and west facades of the building, and installation of historic light fixtures. Recently completed work includes painting and front door restoration but are not part of this project.

The work on the north and west façade is anticipated to cost \$36,988.00. If approved by the Commission, the estimated grant would total 25 percent of the cost of the work or \$9,247.00, whichever is more. However, no grant could exceed \$12,500.00 for work under \$50,000.00. The actual grant would be determined after the work is completed and invoices are submitted. A Grant Agreement is attached, which has been reviewed and approved as to form by the City Attorney.

It is recommended that the Development Commission consider the request and, if in agreement, authorize the City Manager to sign the Grant Agreement.

Commission Action: Motion by Commissioner Price, seconded by Commissioner Jones, to authorize the City Manager to sign the Storefront Improvement Program Grant Agreement with the owners of 279 W. Marine Drive. Motion carried unanimously. Ayes: Commissioners Jones, Nemlowill, Brownson and Price, and Mayor LaMear. Nays: None.

Item 5(c): Request for Authorization to Sign Grant Agreement for Storefront Improvement Program with the owners of 421 W Marine Drive

421 West Marine Drive is a Primary historic structure adjacent to Astoria Granite and across the street from Portway Tavern. The owners have been restoring the building for several years, including a new foundation, lap cedar siding, and roof repairs. The request for funds is to replace the 22 windows on the north, east and west sides with new "one over one" Milgard windows that meet historic guidelines.

The work is anticipated to cost \$23,328.00. If approved by the Commission, the estimated grant would total 25 percent or \$5,832.00, whichever is more. However, no grant can exceed \$12,500.00. A Grant Agreement is attached, which has been reviewed and approved as to form by the City Attorney. After signing the Grant Agreement, the owners complete the project as proposed and submit invoices when complete. The actual grant would be determined based on the total of the invoices submitted.

It is recommended that the Development Commission consider the request and, if in agreement, authorize the City Manager to sign the Grant Agreement.

Councilor Brownson said this building looked as if it was ready to fall down, but the Applicants have lifted the foundation and brought it back to life.

Commission Action: Motion by Commissioner Jones, seconded by Commissioner Brownson, to authorize the City Manager to sign the Storefront Improvement Program Grant Agreement with the owners of 421 W. Bond Street. Motion carried unanimously. Ayes: Commissioners Jones, Nemlowill, Brownson and Price, and Mayor LaMear. Nays: None.

Mayor LaMear thanked the property owners for taking advantage of the City's façade improvement program.

NEW BUSINESS, MISCELLANEOUS, AND PUBLIC COMMENTS:

There were none.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:50 pm.

ATTEST:

Secretary

APPROVED:

City Manager

DRAFT

ASTORIA DEVELOPMENT COMMISSION

City Council Chambers
January 7, 2019

ADC JOURNAL OF PROCEEDINGS

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 9:40 pm

Commissioners Present: Brownson, Herman, Rocka, West, Mayor Jones

Commissioners Excused: None

Staff Present: City Manager Estes, Interim Parks and Recreation Director Dart-McLean, Finance Director Brooks, Library Director Pearson, Interim Fire Chief Curtis, Police Chief Spalding, Public Works Director Harrington, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

CHANGES TO AGENDA:

No changes.

REGULAR AGENDA ITEMS:**Item 4(a): Design Contract Amendment #3 – Bond Street Retaining Wall Project**

As a result of a landslide in 2007, Bond Street was closed to two-way traffic. The Public Works Department commissioned a geotechnical analysis, completed in August 2015, to study the feasibility of adding a retaining wall and restoring to two-way traffic. The results of the study concluded that a wall could be built under the right conditions. The City determined that utilizing Astor West Urban Renewal funds would provide the best financial option to complete the project.

In 2017, Staff initiated the design process. The project was put on hold due to a very wet winter. City staff decided to postpone the work until 2018 with the hope of improved conditions.

Substantial completion for the project was achieved by mid-December 2018. The project will require continued quarterly monitoring to document post construction slide activity. This is planned for the next 6 months. The following table summarizes the professional services for this project to date, and those proposed for consideration in this memo.

#	Description	Cost	Contract
1	Cornforth Consultants Design Services Contract	\$74,950	Executed
2	Cornforth Consultants Amendment #1 (inclinometer installation)	\$38,950	Executed
3	Cornforth Consultants Amendment #2	\$46,500	Executed
4	Historical Research Associates Inc. Contract	\$5,218	Executed
5	Cornforth Consultants Amendment #3	\$18,988.75	<i>Under Consideration</i>
	Total =	\$184,606.75	

It is recommended that the Astoria Development Commission execute Contract Amendment #3 with Cornforth Consultants for a total not-to-exceed amount of \$18,988.75 for continued inclinometer monitoring associated with the Bond Street Retaining Wall Project.

Commissioner Herman confirmed that the monitoring would go on for six months including the current monitoring. She asked if the City wanted or needed to do the monitoring for longer. City Manager Estes clarified that it would be six months of more frequent monitoring. After that, the monitoring would still occur but on a less frequent basis. Director Harrington added that this monitoring is project specific to ensure there is no movement after the work is complete. He confirmed he was confident the monitoring would be adequate. The consultant would document everything very well so there will be no surprises. The City targeted a dry spell to do the work, at which time the slide was not showing any signs of movement. However, the slide moves in small increments so the monitoring will make sure the post project monitoring shows the same type of movement as before the project began.

Commission Action: Motion by Commissioner Brownson, seconded by Commissioner Rocka, to execute Contract Amendment #3 with Cornforth Consultants for a total not-to-exceed amount of \$18,988.75 for continued inclinometer monitoring associated with the Bond Street Retaining Wall Project. Motion carried unanimously. Ayes: Commissioners Brownson, Herman, Rocka, West, and Mayor Jones. Nays: None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:47 pm.

ATTEST:

APPROVED:

Secretary

City Manager


DRAFT



CITY OF ASTORIA

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MEMORANDUM • FINANCE DEPARTMENT

DATE: January 28, 2019
TO: ASTORIA DEVELOPMENT COMMISSION
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: PUBLIC HEARING AND RESOLUTION FOR SUPPLEMENTAL BUDGET - ASTOR WEST URBAN RENEWAL DISTRICT FUND # 127

DISCUSSION/ANALYSIS

ORS 294.473 provides guidance for a municipality to hold a public hearing on a supplemental budget to adjust for changes which could not reasonably be foreseen when preparing the original budget. The process requires advertisement of a supplemental budget not less than 5 days before a Development Commission meeting. There will be a public hearing for consideration of the supplemental budgets being presented. Development Commission may consider a resolution to adopt the supplemental budgets as advertised.

The City of Astoria has contracted with Mike Morgan to assist with the Maritime Memorial expansion. A new set of concrete and granite walls are required to continue to allow families to include the names of loved ones who worked on or in relation to the water. The Maritime Memorial Committee has been working on an expansion for some time and has approved a plan which is included with this memorandum. Additional information about the Maritime Memorial is also attached.

The Maritime Memorial is maintained and expanded through fees which individuals pay to have names engraved. The cost of this expansion is greater than funds currently contained in the Maritime Memorial Fund. Staff looked at ways to reduce the scope of the project but it was felt that there were financial and design benefits to complete it at one time. Therefore, a loan between the Astor West Urban Renewal District (AWURD) and Maritime Memorial Fund is proposed. The Maritime Memorial is located in the AWURD and the project could be considered an eligible expense. However, it is the policy of the City that the Memorial be funded by charges for engraving.

Astoria Development Commission adopted Astor West Urban Renewal District Fund # 127 budgets at the June 6, 2018 meeting. The total budget required for the expansion is estimated at \$ 125,000. Additional funds may be required for excavation, landscaping and for a construction contingency. The estimate of additional funding is \$ 50,000. The expansion project is anticipated to be complete before the end of the current fiscal year. Deferral of the project could result in incurrence of higher construction costs in the future. The Maritime Memorial Park is located within the Astor Urban West boundaries and the expansion project meets the renewal district requirements for use of funds. The City is not seeking to utilize funds permanently but requests a loan in order to ensure sufficient funds are available to complete the project this year. The City is seeking a zero percent, \$ 50,000 loan from the Astor West Urban Renewal fund for a period not to exceed five years, in order to complete the expansion project. The loan will be repaid to Astor West Urban Renewal Fund # 127 through donations and proceeds from memorial engraving.

Staff is presenting a resolution for a supplemental budget to recognize \$ 50,000 transfer within the Astor West Urban Renewal District Fund from Contingency to Special Payments in order to loan to City of Astoria, Maritime Memorial Fund # 148.

RECOMMENDATION

It is recommended that City Council conduct a public hearing and approve the supplemental budget as presented in the attached resolution.

By: 

Susan Brooks, Director of Finance
and Administrative Services

Resolution No. 19-

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE ASTORIA DEVELOPMENT COMMISSION.

WHEREAS, a supplemental budget is required for the Astor West Urban Renewal District Fund # 127 to recognize a need for a Special Payments line item in order to loan funds to City of Astoria Maritime Memorial fund in order than a planned expansion of the Maritime Memorial may proceed without delay or additional costs.

WHEREAS, the approved loan requires a transfer from contingency to Special Payments after the FY 2018-19 budget was adopted.

WHEREAS, ORS 294.473(1)(b) provides direction for the supplemental budget in accordance with specific circumstances, one of which is a pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and requires prompt action.

WHEREAS, the supplemental budget is on file in the office of the Finance Director at City Hall.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

SUMMARY OF PROPOSED BUDGET CHANGES				
NAME OF FUND	Astor West Urban Renewal District	Adopted Budget This Year 2018-19	Change	Proposed Supplemental This Year 2018-19
	Resources			
	Beginning Fund Balance	4,256,000	-	4,256,000
	Delinquent Ad Valorem Taxes	22,000	-	22,000
	Interest on Investments	60,000	-	60,000
	Miscellaneous	12,120		12,120
	Current Ad Valorem Taxes	779,000	-	779,000
	Total Resources	5,129,120	-	5,129,120
	Requirements			
	Material & Services	235,430	-	235,430
	Capital Outlay	4,100,000	-	4,100,000
	Special Payments	-	50,000	50,000
	Contingency	250,000	(50,000)	200,000
	Total Unappropriated Fund Balance	543,690	-	543,690
	Total Requirements	5,129,120	-	5,129,120

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2019.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2019.

Mayor

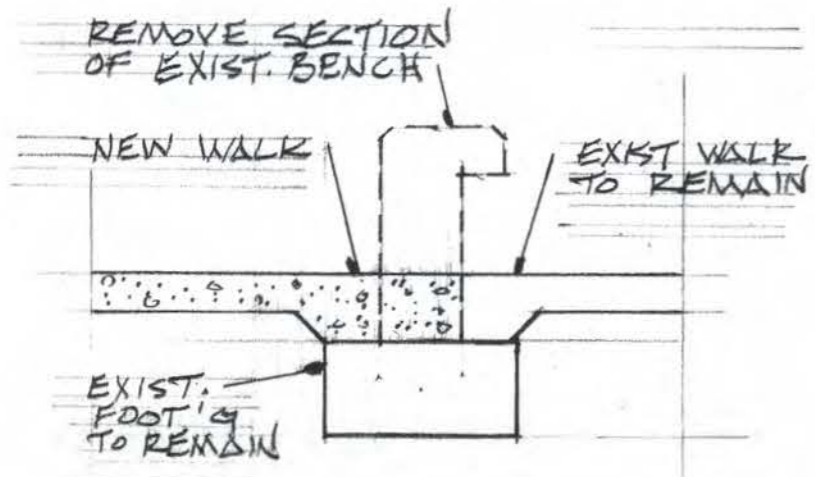
ATTEST:

City Manager

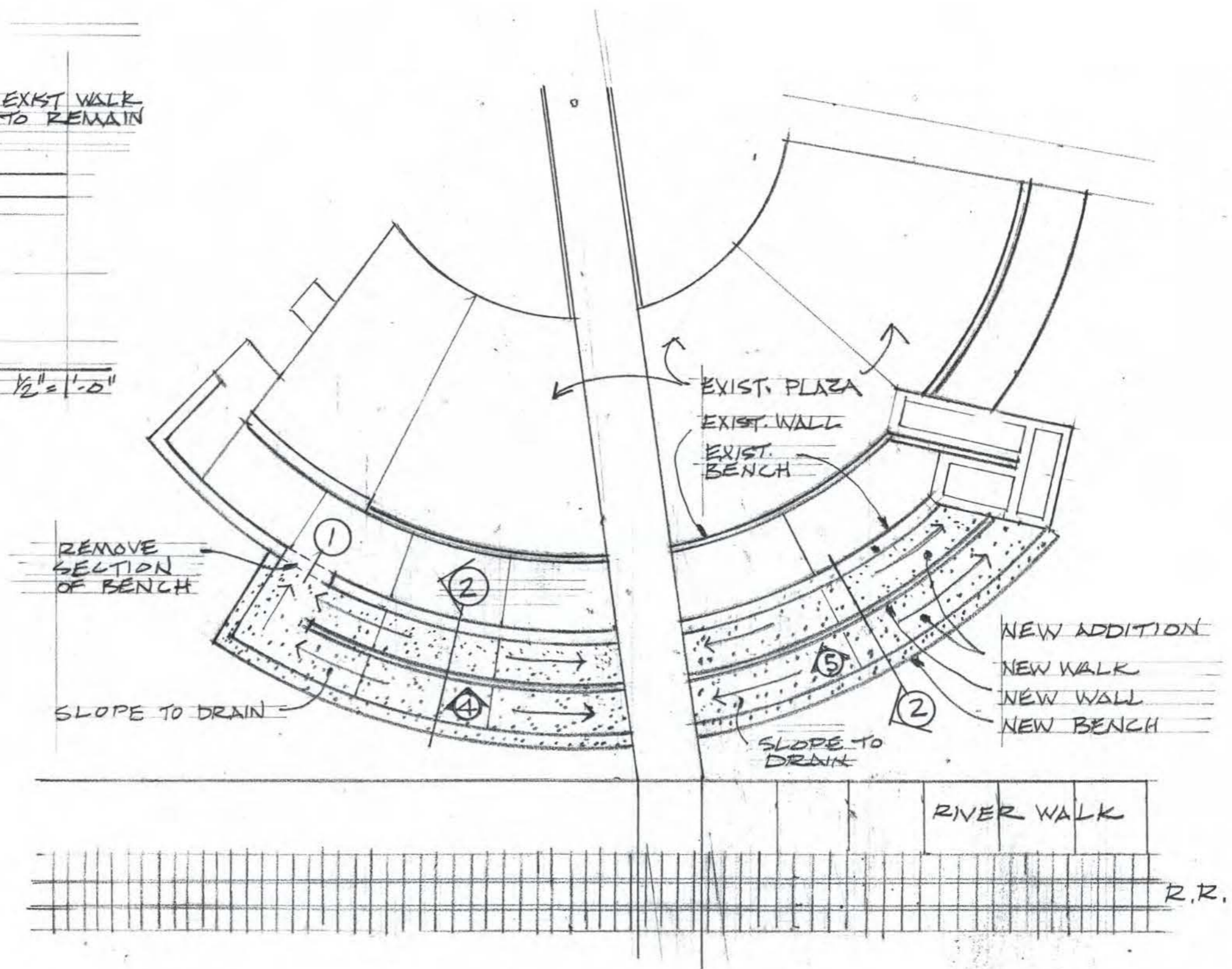
ROLL CALL ON ADOPTION YEA NAY ABSENT

Councilor Brownson
 Herman
 Rocka
 West

Mayor Jones



① DETAIL
BENCH REMOVAL $\frac{1}{2}'' = 1'-0''$



③ PLAN OF MARITIME MEMORIAL $\frac{1}{16}'' = 1'-0''$

Maritime Memorial
Park Donations
Are Also Welcome

If you would like to make a donation to help pay for park furnishings such as picnic tables, please contact the Astoria Uniontown Association at:

*P.O. Box 392
Astoria, OR 97103
or call 503 325-3005*

Donations can also be made to the Maritime Memorial Park Fund, c/o the City of Astoria, Parks and Recreation 1997 Marine Dr, Astoria, OR 97103 or by calling 503 325-7275



City of Astoria
Parks & Recreation
1997 MARINE DR
ASTORIA OR 97103

**City of Astoria
Maritime
Memorial
Park**



Located At
Marine & Bay Street
(Under the Megler Bridge,
next to the Holiday Inn
Express Hotel)
Astoria, Oregon

Maritime Memorial Park



Maritime Memorial Facts

The Maritime Memorial in Astoria, Oregon is designed to commemorate the people who were intimately involved with maritime activities during their lives. The Memorial is a plaza for memorial gatherings, reflection and understanding, and as a place to remember. The Uniontown Association in Astoria holds a Memorial Day service annually, starting at 3:00pm at the Maritime Memorial Park to commemorate the deceased whose names have been engraved on the wall. Family members, friends and community members may join in this very poignant service at the Memorial site.

Memorial Space Information

Size of a Memorial space is approximately 4" x 12" and includes the name of the deceased person, year of birth, year of death, and a maritime related inscription that pertains to the deceased. An optional element for the Memorial space is a maritime related graphic closely associated with the deceased, for example, a gillnet boat if the deceased was a gillnetter.

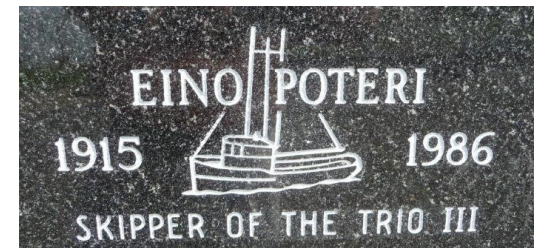
Only names of deceased individuals will be engraved on the Maritime Wall.

Memorial engravings are normally done once a year in the late Spring. Memorial information must be received by the City of Astoria prior to April 1st each year for the Memorial Day engravings.

Applications and additional info can be found at:

http://www.astoriaparks.com/maritime_memorial.html

(Graphic below is an example of a standard Memorial space.)



The cost of a Memorial Engraving is \$500.00 unless you request a customized graphic or artwork image.

An additional fee of \$150.00 will be charged for graphic images requested that have not already been digitized. To have a name placed on the wall, a completed application form must be turned in to the Astoria Parks & Recreation office along with payment. A selection of common graphics along with an application form to place an individual's name on the Memorial Wall may be obtained by calling the Parks & Recreation office at (503) 325-7275 or in person at the Astoria Aquatics Center, 1997 MARINE Drive, ASTORIA OR 97103

Maritime Memorial Park

Maritime Memorial General Information

Thank you for your interest in the Maritime Memorial and this unique tribute to your friends and family. For information regarding the Maritime Memorial contact Gad Perez (503) 325-7275 or gperez@astoria.or.us

Size of engraving space: Spaces are 4" x 12"
Name of person is limited to 18 characters, including spaces
Inscription is limited to 23 spaces including spaces

As of June 1, 2015 cost of engraving per individual space is \$500 per space if stock graphic is used or \$650 if customized artwork is requested—total fee must be paid prior to reserving space on the Wall. Stock graphic images are defined as any image that has been engraved on the Memorial Wall. Custom images must be approved by the City. **No spaces are reserved until payment in full is received.**

Engraving schedule: Engraving is done once per year in May. Requests are due by April 1. Dedication of newly engraved spaces is done annually on Memorial Day. Vancouver Granite does the engraving—this takes 2-3 days when the weather is clear and dry. On the engraving year a letter is sent indicating the completion of the engraving and announcing the service. The annual Memorial Day service is at 3pm.

Other General Policies & Information

- No more than 1 person's name on each plaque.
- No animal names and plaques cannot be purchased in the name of an animal.
- Only names of deceased may be engraved.
- No maritime relationship of the person is required.
- The graphic and/or words should be *maritime related* and will be reviewed by the City staff or Maritime Memorial Committee for appropriateness. When choosing a graphic, indicate the number on the application.
- Engravings shall be limited to name, year of birth and death, personalized graphic and/or limited words about the person. Exception: 1 additional line of text in lieu of a graphic.
- An anchor will be engraved by the name of any person who died at sea. It is not required that the person have been "lost at sea".
- Wall space is selected at random and requests for a specific location will be denied.
- Engravings are done in sequence beginning with the first panel and continue down.