



# AGENDA

## ASTORIA DEVELOPMENT COMMISSION

December 5, 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 9/19/16

(b) ADC Minutes of 10/3/16

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) Heritage Square EPA Grant – AMEC Contract Amendment #4 Appropriation of Funds (Public Works)

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  
Founded 1811 • Incorporated 1856

November 30, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF DECEMBER 5, 2016

**CONSENT CALENDAR**

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

The minutes of the ADC meeting of September 19, 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 October 3, 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): Heritage Square EPA Grant – AMEC Contract Amendment #4 Appropriation of Funds (Public Works)**

The City of Astoria was awarded a United States Environmental Protection Agency (EPA) brownfield pilot grant in 2012 for assessment and cleanup of the Heritage Square site. The City has used Astor East Urban Renewal District funds pay for the grant match and project cost overages to date. Council is now being asked to authorize a contract amendment with AMEC Foster Wheeler for a not-to-exceed amount of \$18,100. There are also additional fees, currently estimated at \$6000, needed for Oregon Department of Environmental Quality (DEQ) oversight for the project. The combined costs for both AMEC and DEQ is \$24,100 and would be funded out of the Astor East Urban Renewal District fund. Staff will be going before the City Council at the December 5<sup>th</sup> Council meeting for authorization to enter into a contract amendment with AMEC for the additional work. It is recommended that the Astoria Development Commission approve the expenditure of \$24,100 for the additional work for the Heritage Square EPA Grant Project.

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 8:15 pm.

Commissioners Present: Price, Warr, and Mayor Pro Tem Nemlowill. Ward 2 is vacant

Commissioners Excused: Mayor LaMear

Staff Present: City Manager Estes, Community Development Director Cronin, 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 item was presented on the Consent Calendar:

- 5(a) Astor West Urban Renewal District – Professional Services Contract for Economic Development Strategy (Community Development)

**Commission Action:** Motion by Commissioner Warr, seconded by Commissioner Price, to adopt the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, Price, and Mayor Pro Tem Nemlowill. Nays: None. Ward 2 is vacant.

The Commission recessed to Executive Session at 8:17 pm.

**EXECUTIVE SESSION:**

**Item 6(a): ORS 192.660(2)(e) – Real Property Transactions**

The Astoria Development Commission will recess to executive session to discuss a real property transaction issue.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:32 pm.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Finance Director

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

**ASTORIA DEVELOPMENT COMMISSION**

City Council Chambers  
October 3, 2016

**ADC JOURNAL OF PROCEEDINGS**

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 7:47 pm.

Commissioners Present: Price, Warr, Nemlowill, Mayor LaMear, and Ward 2 is vacant.

Commissioners Excused: None

Staff Present: City Manager Estes, Community Development Director Cronin, 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:

Item 5(a) ADC Minutes of 9/6/16

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

**REGULAR AGENDA ITEMS:**

**Item 6(a): First Amendment to the Astor West Urban Renewal Plan – Expand Boundary and Add Projects (Community Development)**

The City of Astoria adopted an urban renewal plan (the "Plan") in December 2002 (Ordinance #02-18). The Plan contains projects which were and are intended to assist in stimulating growth in the Urban Renewal Area (the "Area"). As a result of a landslide in 2007, Bond Street has been closed to two way traffic. In addition, water and sewer lines have been rerouted above the street. The Public Works Department commissioned a geotechnical analysis completed in August 2015 to study the feasibility of adding a retaining wall. The results of the study concluded that this is feasible. Based on the results, the Public Works Department prepared an "order of magnitude" cost estimate of \$395,000 to construct a retaining wall, repair Bond Street for two way traffic, and include low cost traffic calming measures to mitigate potential speeding along a narrow street in a dense neighborhood of residential buildings. In addition to the street aspect, there are underinvested residential properties that potentially need assistance (i.e., grants/ loans/technical assistance) to renovate and preserve as affordable housing, which is another FY 15-16 Council Goal. Staff has met with the Community Action Team about a targeted pilot program that would offer some form of assistance to qualified property owners to renovate multi-family buildings while still meeting Development Code design requirements.

The Area does not currently include the land necessary to assist in funding the Bond Street improvements or adjacent properties that could be improved for affordable housing. The proposed amendment to the Plan would expand the Area to include this right-of-way and tax lots shown in Figure 1 and permit the use of tax increment financing for the Bond Street reconstruction project, as well as for affordable housing development and a Storefront Improvement Program. The proposed amendment is attached as Exhibit A. The Report on the Amendment is shown in Exhibit B. It is recommended that the Astoria Development Commission forward the proposed Plan Amendment to the Planning Commission for their review of conformance to the Astoria Comprehensive Plan and to City Council for hearing and first reading.

Director Cronin reminded that in previous meetings, the Commission recommended Staff move forward with this expansion to reopen Bond Street, revitalize the corridor, and incentivize housing improvements. The proposed amendments are based on feedback from the public and the Commission.

Elaine Howard, Elaine Howard Consulting, LLC, 4763 SW Admiral Street, Portland, said she worked with Astoria on the Liberty Theatre, the Garden of Surging Waves, and Fort George Brewery projects. Because Astoria proposed to increase the Urban Renewal acreage by more than one percent, State Statutes consider this a substantial amendment. Substantial amendments must be adopted in the same manner as original Urban Renewal plans. She displayed a map that indicated the proposed 12.05 acre addition to the area, which includes 43 tax lots. Projects in the plan have been clarified just to make sure it is understood which projects would be completed, and goals and objectives for each project have been added to the plan. This Urban Renewal area has a maximum indebtedness of \$9 million, which is the maximum amount that can be spent on projects and programs within the area. There is no proposal to increase this amount and it is anticipated that the maximum indebtedness would be reached in 2021. When properties are added to an Urban Renewal area, the taxing jurisdictions will continue to receive taxes on the properties' current assessed values. As assessed values increase, the difference will go to the Urban Renewal Agency for projects within the area. Urban Renewal plan amendments require predictions about potential impacts to the taxing jurisdictions. In this case, the impacts are small because of the properties that will be added. She read the projected impacts to Astoria, which were included in the Agenda packet, and explained how the maximum indebtedness would be positively affected. The property owners were notified of this meeting in September and if the Commission agrees to move forward, the City will send formal consult and confer notices to the taxing jurisdictions tomorrow. The amendments will be reviewed by the Planning Commission on October 25<sup>th</sup>, and by the Clatsop County Commission on October 26<sup>th</sup>. The first reading has been scheduled for November 7<sup>th</sup> and the second reading and adoption has been scheduled for November 21<sup>st</sup>.

Mayor LaMear asked which taxing jurisdictions would receive notices. Ms. Howard said the taxing jurisdictions were Clatsop County, the Port of Astoria, Clatsop 4-H and Extension, Sunset Empire Transportation, Clatsop Care Center, the City of Astoria, Astoria School District, Northwest Regional ESD, and Clatsop Community College. She noted that the Astoria School District and Northwest Regional ESD are not directly impacted by urban renewal districts because they are funded through the State school fund on a per pupil basis.

Director Cronin added that he called each of the taxing jurisdictions and emailed them a copy of the plan.

Councilor Nemlowill asked for clarification about the process of referring the proposed amendments to the Planning Commission and City Council. Director Cronin explained State law requires the Planning Commission to determine that the proposed amendments conform to the Comprehensive Plan. Also, by referring this matter to the City Council, the Development Commission is setting a public hearing.

**Commission Action:** Motion by Councilor Nemlowill, seconded by Councilor Warr, that the Astoria Development Commission forward the proposed Astor West Urban Renewal Plan Amendment to the Planning Commission for their review of conformance to the Astoria Comprehensive Plan and to City Council for hearing and first reading . Motion carried unanimously. Ayes: Commissioners Warr, Nemlowill, and Price, and Mayor LaMear. Nays: None. Ward 2 is vacant.

#### **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:01 pm to reconvene the Astoria City Council meeting.

**ATTEST:**

**APPROVED:**

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Finance Director

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City Manager



Date: November 29, 2016

**MEMORANDUM**

TO: ASTORIA DEVELOPMENT COMMISSION

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **HERITAGE SQUARE EPA GRANT – AMEC CONTRACT AMENDMENT #4  
APPROPRIATION OF FUNDS**

**DISCUSSION/ANALYSIS**

The City of Astoria was previously awarded a United States Environmental Protection Agency (EPA) multi-purpose brownfield pilot grant in 2012 for assessment and cleanup of the Heritage Square site. The 1.37-acre site is located in a primarily commercial area of downtown Astoria. The site occupies an entire City block with the exception of a 0.11-acre portion in the southwest quarter of the block which is owned and occupied by the American Legion.

The City has used Astor East Urban Renewal District funds pay for the grant match and project cost overages to date. At the December 5<sup>th</sup> City Council meeting, Council will be asked to authorize a contract amendment with AMEC Foster Wheeler for a not-to-exceed amount of \$18,100. There are additional fees needed for Oregon Department of Environmental Quality (DEQ) oversight for the project currently estimated at \$6,000 which is within the City Manager's spending authority. The combined costs for both AMEC and DEQ would total \$24,100 and would be funded out of the Astor East Urban Renewal District fund. Staff will be going before the City Council at the December 5<sup>th</sup> Council meeting for authorization to enter into a contract amendment with AMEC for the additional work. The contract with AMEC is with the City of Astoria since the City was the EPA grant recipient.


**RECOMMENDATION**

It is recommended that the Astoria Development Commission approve the expenditure of \$24,100 for the additional work for the Heritage Square EPA Grant Project.

Submitted By

  
Ken Cook, Public Works Director

Prepared By

JEFF HARRINGTON   
Jeff Harrington, City Engineer