



## TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, FEBRUARY 08, 2021

JUANITA POHL CENTER  
8513 SW TUALATIN ROAD  
TUALATIN, OR 97062

### IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, February 8. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

### Call to Order

#### Public Comment

*This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

#### Consent Agenda

*The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.*

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of December 14, 2020

### Special Reports

1. Leveton Tax Increment Finance District Proposed Projects

#### General Business

*If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is*

*limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

1. Urban Renewal District 1 (Basalt Creek) Task Force appointments

## **Adjournment**

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In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting



*City of Tualatin*

## TUALATIN DEVELOPMENT COMMISSION Staff Report

**TO:** Honorable Chairman and Members of the Commission  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** February 8, 2021

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**SUBJECT:**  
Consideration of Approval of the Tualatin Development Commission Meeting Minutes of December 14, 2020

**RECOMMENDATION:**  
Staff respectfully recommends approval of the meeting minutes.

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**ATTACHMENTS:**

-TDC Meeting Minutes of December 14, 2020



## OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR DECEMBER 14, 2020

Present: Mayor Frank Bubenik, Councilor Nancy Grimes, Councilor Bridget Brooks, Councilor Robert Kellogg, Councilor Paul Morrison, Councilor Maria Reyes, Councilor Valerie Pratt

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### Call to Order

Chair Bubenik called the meeting to order at 9:19 p.m.

### Public Comment

None.

### Consent Agenda

Motion to adopt the consent agenda made by Councilor Grimes, Seconded by Councilor Kellogg. Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Kellogg, Councilor Morrison, Councilor Reyes, Councilor Pratt

MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of July 27, 2020

### General Business

1. Consideration of **Resolution No. 622-20** Establishing an Urban Renewal Task Force for the Basalt Creek and Southwest Concept Areas (District 1); and Ending the Urban Renewal Advisory Committee

Economic Development Manager Jonathan Taylor stated this resolution establishes an Urban Renewal Task Force for the Basalt Creek and SW Concept Areas. Manager Taylor stated Council has expressed interest in community involvement in these plans and this task force helps carry that out. He explained the makeup and organization of the committee.

Councilor Pratt asked how recruitment will be done for the overlapping taxing district. Manager Taylor stated the city will contact the taxing entities and work with them. City Manager Lombos stated good candidates would be the fire district and the school district.

Motion to adopt Resolution No. 622-20 establishing an Urban Renewal Task Force for the Basalt Creek and Southwest Concept Areas (District 1); and ending the Urban Renewal Advisory Committee made by Councilor Pratt, Seconded by Councilor Kellogg.

Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Kellogg, Councilor Morrison, Councilor Reyes, Councilor Pratt

MOTION PASSED

### Adjournment

Chair Bubenik adjourned the meeting at 9:26 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Frank Bubenik, Mayor



City of Tualatin

## TUALATIN DEVELOPMENT COMMISSION Staff Report

**TO:** Honorable Chairman and Members of the Commission  
**THROUGH:** Sherilyn Lombos, Administrator  
**FROM:** Jonathan Taylor, Economic Development Manager  
**DATE:** February 8, 2020

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**SUBJECT:**  
Leveton Tax Increment Finance District Proposed Projects

### **EXECUTIVE SUMMARY:**

On October 28, 2019, City Council directed to Staff to identify potential projects for the Leveton District in order fully expend remain funds and terminate the District Plan. City Council requested input from District businesses on areas of concern or project ideas that remaining funds could be used for.

#### Leveton Tax Increment District (LTID) Background

The LTID was established in 1985 with 377 acres, and expanded to include a total of 380.8 acres. At the time, the total assessed value of the district was \$3,660,924. Establishment of the district was integral to the City's economic development efforts to diversify and internationalize the local economy. Virtually the entire district is zoned for manufacturing. The LTID was established to provide infrastructure and services to support industrial development, and to eliminate mining operations, which were considered to be detrimental to other industries. The overall goal of the district was to facilitate the full industrial development of the area by removing blighting influences and by providing public improvements. The assessed value of the district increased by \$255.5 million (FY 09/10).

In 2010, the City of Tualatin ceased collection of all tax increment revenue from the Leveton Tax Increment District. While tax collection ceased, the District had one outstanding project requiring wetland mitigation. After project completion and COVID-19 grant funding, The LTID has a remaining fund balance of \$3.4 million. In order to complete the termination of the District, all remaining funds must be spent on identified projects.

#### *Area Business Concerns*

The following topic areas were discussed with area businesses regarding efforts to make the area more successful. The topics presented are a condensed list based on applicability being related to urban renewal.

- Transportation
- Workforce Mobility

## **The Proposal**

### *Minor Amendment Projects*

A minor amendment to an urban renewal plan is a process to add identified projects referenced in the City's Comprehensive Plan Document to the Urban Renewal Plan Document. Minor amendments are approved by resolution of the Tualatin Development Commission.

### **Identified Minor Amendment Projects**

- Future Urban Renewal Planning - \$400,000
  - To conduct area feasibility studies, provide short and long term vision process, conduct plan development and implement plan documents for the establishment of urban renewal areas in identified districts.
- Rapid Crosswalk Beacons - \$70,000  
Location: Intersection SW 108<sup>th</sup>/ SW Tualatin Road
  - To add a rapid beacon at the crosswalk of SW 108<sup>th</sup> Avenue and SW Tualatin Road.

### *Substantial Amendments*

A substantial amendment to an urban renewal plan is based on two factors: expansion of the area boundaries greater than 1% or an increase in maximum indebtedness. The substantial amendment is a multi-step process beginning with an approval by the Tualatin Development Commission, a 45-day consult and confer with area taxing entities, conference with Washington County, a public hearing, and final approval by the Tualatin City Council.

In 1989, the City of Tualatin added an additional 33.3 acres to the Leveton Tax Increment District, exceeding 1% of area boundary. Any addition, no matter the size, would require a substantial amendment.

### **Identified Substantial Amendment Projects**

- Plan Expansion – Incorporate Herman Road - \$25,000
  - The administrative process of the plan expansion. This would include area financial analysis and surveying and legal adjustments to the plan area and document.
- Herman Road Extension Project - \$2,905,000
  - Identified in the Transportation Systems Plan, this proposed project will add a sidewalk/path on the north side, bike lanes on both sides, fix the drainage issues, and add a center turn lane at the industrial driveway of Herman Road. It is currently funded through preliminary design.

## **OUTCOMES OF DECISION:**

If the Tualatin Development Commission approves this proposed project list, City Staff will return in March to present the required resolution and documents for the minor amendment to the LTID Plan with the proposed projects. City Staff will also begin working with Elaine Howard to begin the necessary steps required for the substantial amendment process.

## **FINANCIAL IMPLICATIONS:**

None at this time. If the Tualatin Development Commission approves the proposed project list, a formal adoption of proposed projects and costs associated will be presented in March.

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## **ATTACHMENTS:**

- Attachment A – PowerPoint



 tualatin | **urban renewal**



# **QUESTIONS FOR THE COMMISSION**

**Do you support the proposed project list for the Leveton Tax  
Increment District?**

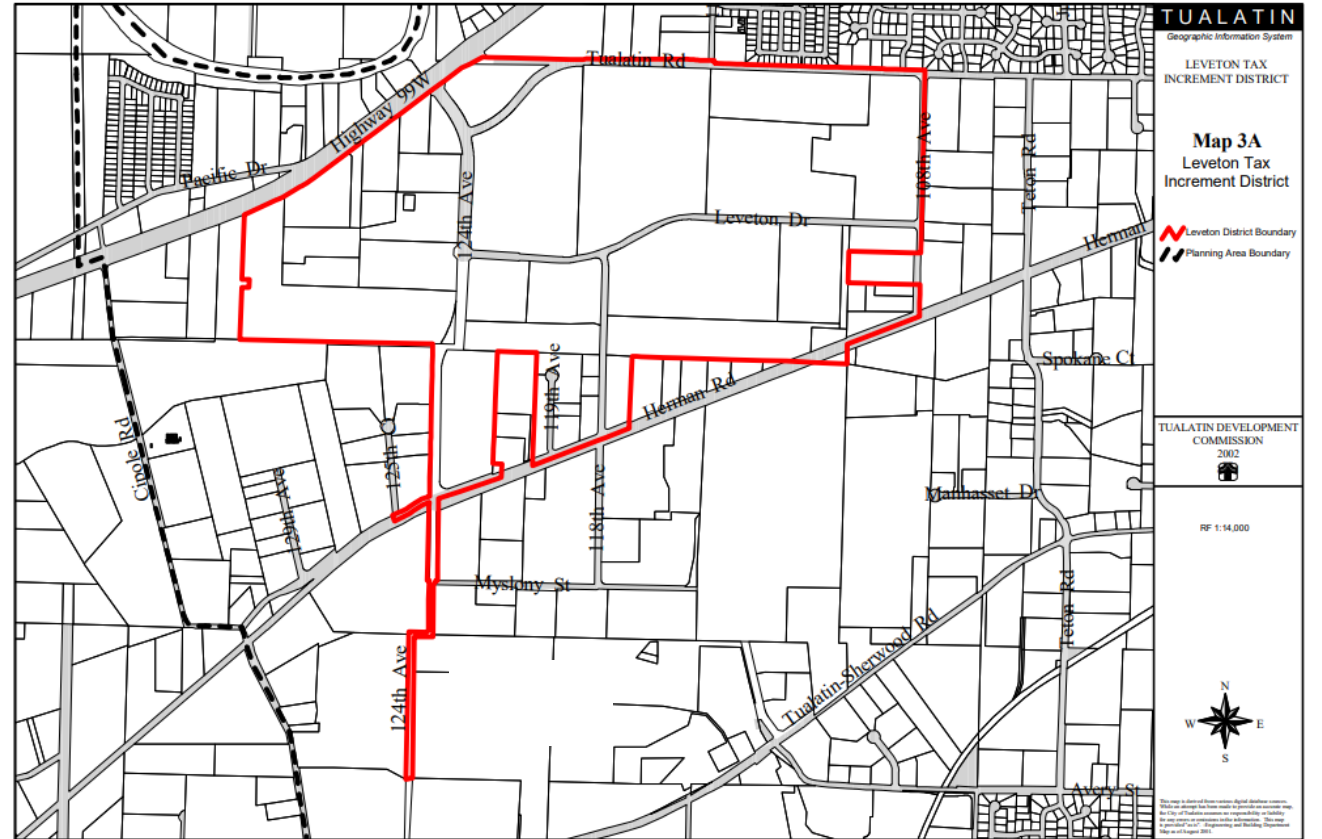
# DISTRICT BACKGROUND

- **Established in 1985**
- **\$251M in increased property value over 25 years**
- **Ceased collection of tax increment in 2010**
- **Last project completed in 2018 (wetland mitigation)**
- **City Council directed Staff in 2019 to terminate district and identify projects.**
- **Has \$3.4M remaining in fund balance**
- **Must spend all remaining before closure**



# Leveton Tax Increment District Plan Amendment

***Project Goal:*** To amend the Plan Document to expend the remaining funds on identified projects.



# Leveton Tax Increment District Plan Amendment

<b>Leveton Tax Increment Finance District</b>	<b>\$ 3,400,000.00</b>
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## Minor Amendment

Urban Renewal Planning	\$ 400,000.00
Rapid Crosswalk Beacons	\$ 70,000.00

## Substantial Amendment

Plan Extension	\$ 25,000.00
Herman Road Extension Project	\$ 2,905,000.00

# Leveton Tax Increment District Plan Amendment

## **MINOR AMENDMENT PROCESS**

What is it: A project addition to an existing Plan in accordance with current Plan Document.

*Completion Date: March 2021*

Requirements: Resolution by the Tualatin Development Commission

### **Identified Projects**

- Future Urban Renewal Planning  
To conduct area feasibility studies, provide short and long term vision process, conduct plan development and implement plan documents for the establishment of urban renewal areas in identified districts.
- Rapid Beacons  
Installation of rapid cross walk beacons at the intersection of 108<sup>th</sup> and Tualatin Road.

# Leveton Tax Increment District Plan Amendment

## **SUBSTANTIAL AMENDMENT PROCESS**

What is it: An expansion of existing District by more than 1% from original plan.

*Completion Date: October 2021*

Requirements: Multi-Step Process ending with City Council Adoption  
Required 45-Day Consult and Confer

## **Identified Projects**

- Expansion of District – Herman Road  
To amend the plan through a substantial amendment process to add additional land to the Leveton Tax Increment District. Process will include surveying and legal adjustments to plan.
- Addition of Herman Road Project  
District Expansion Required. This project is to add a sidewalk/path on the north side, bike lanes on both sides, fix the drainage issues, and add a center turn lane at the industrial driveway. It is currently funded through preliminary design.

# **NEXT STEPS**

## **60-DAY MILESTONES:**

### **Leveton:**

- 1.) Project Plan Minor Amendment Approval**
- 2.) Amend Contract for Substantial Amendment**

# **QUESTIONS FOR THE COMMISSION**

**Do you support the proposed project list for the Leveton Tax  
Increment District?**



**QUESTIONS AND  
DISCUSSIONS?**



City of Tualatin

## TUALATIN DEVELOPMENT COMMISSION Staff Report

**TO:** Honorable Chairman and Members of the Commission  
**THROUGH:** Sherilyn Lombos, Executive Director  
**FROM:** Jonathan Taylor, Economic Development Manager  
**DATE:** February 8, 2021

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**SUBJECT:**

Consideration of **Resolution 623-20** of the Tualatin Development Commission Appointing Members To The Urban Renewal District 1 Taskforce.

**RECOMMENDATION:**

Approve resolution.

**EXECUTIVE SUMMARY:**

On December 14, 2020, the Tualatin Development Commission approved Resolution 622-20 establishing a taskforce for an urban renewal plan development for the proposed area of Basalt Creek and Southwest Industrial Concept Area. The resolution established a taskforce of up to seven members: four area property owners, one overlapping taxing district representative, one member from the Tualatin Planning Commission, and one member from the Tualatin City Council.

The following individuals have been identified for appointment to the District 1 Taskforce:

Theresa Haskins – Portland General Electric, *property owner*.  
Rachel Duke – Community Partners for Affordable Housing, *property owner*.  
Don Richards – Property Owner  
Nick Storie – Property Owner  
Cassandra Ulven – Tualatin Valley Fire and Rescue  
Janelle Thompson – City of Tualatin Planning Commission  
[Insert Name] – City of Tualatin City Council

**OUTCOMES OF DECISION:**

Upon approval of this resolution, the members will be appointed to the urban renewal task force for the proposed area. The resolution will expire on September 30, 2021.

**FINANCIAL IMPLICATIONS:**

None.

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**ATTACHMENTS:**

- Resolution

RESOLUTION NO. 623-21

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION APPOINTING MEMBERS TO THE URBAN RENEWAL DISTRICT 1 TASKFORCE.

WHEREAS, the Tualatin Development Commission is an urban renewal agency of the City of Tualatin, under the provisions of ORS Chapter 457; and

WHEREAS, the Tualatin Development Commission approved Resolution No. 622-20 establishing an advisory taskforce for Plan development for the proposed area of Basalt Creek and the Southwest Industrial Concept Plan.

NOW THEREFORE, BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, that:

**Section 1.** The TDC appoints the following members to the District 1 Task Force: Theresa Haskins, Cassandra Ulven, Rachel Duke, Janelle Thompson, Don Richards, and \_\_\_\_\_.

**Section 2.** The District 1 Task Force authorization and terms of members is as established by Resolution No. 622-20.

**Section 3.** This resolution is effective upon adoption.

ADOPTED by the Tualatin Development Commission this 8th day of February, 2021.

TUALATIN DEVELOPMENT COMMISSION

BY \_\_\_\_\_  
Chair

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
Attorney

BY \_\_\_\_\_  
Executive Director