



TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, MARCH 22, 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, March 22. 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 February 8, 2021

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. Consideration of **Resolution No. 624-20** Approving of a Minor Amendment to the Leveton Tax Increment Plan (Plan) to Add Projects and Update Goals and Objectives

Adjournment

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: March 22, 2021

SUBJECT:

Consideration of Approval of the Tualatin Development Commission Meeting Minutes of February 8, 2021

RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

ATTACHMENTS:

-TDC Meeting Minutes of February 8, 2021



OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR FEBRUARY 08, 2021

Present: Chair Frank Bubenik, Commissioner Nancy Grimes, Commissioner Bridget Brooks, Commissioner Maria Reyes, Commissioner Valerie Pratt, Commissioner Cyndy Hillier, Commissioner Christen Sacco

Call to Order

Chairman Bubenik called the meeting to order at 8:53 p.m.

Public Comment

None.

Consent Agenda

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

Motion to adopt the consent agenda made by Commissioner Brooks, Seconded by Commissioner Grimes.

Voting Yea: Chair Bubenik, Commissioner Grimes, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco

MOTION PASSED

Special Reports

1. Leveton Tax Increment Finance District Proposed Projects

Economic Development Manager Jonathan Taylor presented potential Urban Renewal projects. Manager Taylor stated the Leveton Tax Increment District plan was amended to expend the remaining funds on identified projects. He presented a brief background on the district, noting it ceased collection of tax increment in 2010 and the commission directed staff to terminate the district in 2019. The district currently has \$3.4 million in remaining fund balances that must be expended before closure. Manager Taylor presented two minor amendments for urban renewal planning and rapid crosswalk beacons and two substantial amendments to fund a plan extension and project for Herman Road. He explained the minor and substantial amendment processes. Manager Taylor stated next steps include putting together a project plan for the minor amendments approval and drafting an amendment to the contract for the substantial amendments.

Commissioner Pratt asked at what point the district closes. Manager Taylor stated it would close after the last taxing documents are filed.

Commissioner Brooks asked if a Deer Crossing sign can be replaced on Tualatin Road with the handmade one that is currently there.

Commissioner Sacco asked if this funds the projects 100%. Manager Taylor stated it covers them entirely.

Commissioner Pratt asked if the district has to be audited. Manager Taylor stated it does.

The Commission reached a consensus to move forward with the proposed amendments.

General Business

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

Manager Taylor stated the resolution is to appoint five members to the District 1 Taskforce which meets the best practices requirement for public comment. He noted two additional property owners are being sought to serve on the committee before the first meeting in March.

Motion to approve Resolution 623-20 of the Tualatin Development Commission appointing members to the Urban Renewal District 1 Taskforce made by Commissioner Grimes, Seconded by Commissioner Brooks.

Voting Yea: Chair Bubenik, Commissioner Grimes, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco

MOTION PASSED

Motion to recommend Commissioner Sacco be appointed to the Urban Renewal District 1 Taskforce made by Commissioner Pratt, Seconded by Commissioner Brooks.

Voting Yea: Chair Bubenik, Commissioner Grimes, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco

MOTION PASSED

Adjournment

Commission Chair Bubenik adjourned the meeting at 9:13 p.m.

Sherilyn Lombos, Administrator

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Chair



City of Tualatin

CITY OF TUALATIN DEVELOPMENT COMMISSION Staff Report

TO: Chair and Members of the Tualatin Development Commission
THROUGH: Sherilyn Lombos, Executive Director
FROM: Jonathan Taylor, Economic Development Manager
DATE: March 22, 2021

SUBJECT:

Approval of a Minor Amendment to the Leveton Tax Increment Plan (Plan) to add projects and update goals and objectives.

EXECUTIVE SUMMARY:

Background

On November 23, 2020 the City Council reviewed the recent progress on examining tax increment financing and the existing and proposed new urban renewal districts. A timeline for completing a minor amendment to the Plan was established for March 2021.

AMENDMENT:

Leveton Tax Increment District Plan Amendment

The goal is to amend the Plan document to expend remaining funds on identified area projects. The Plan has three levels of amendments, a Minor Amendment, Council Approved Amendment and a Substantial Amendment. A Minor Amendment is approved through the adoption of a resolution by the Tualatin Development Commission. Two of the projects being considered for future funding may be approved through a Minor Amendment to the Plan as they serve or perform a function specified in the Plan goals and do not exceed a cost of \$500,000.

The adoption of this resolution will approve the addition of a rapid crosswalk beacon at the intersection of 108th and SW Tualatin Road and future urban renewal planning as projects in the Plan and will provide a minor update to the Goals and Objectives of the Plan.

NEXT STEPS

Substantial Amendment

Beginning in late-Spring 2021, staff will work with our consultant to prepare the necessary documents for the substantial amendment process for the Leveton District. This is a multi-step process beginning with the approval of the Tualatin Development Commission, a 2-month consult and confer with affected taxing districts, approval by the City of Tualatin Planning Commission, a public hearing, with final approval of the City Council.

ATTACHMENTS:

- Resolution 624-20

RESOLUTION NO.624-20

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION MAKING A MINOR AMENDMENT TO THE LEVETON TAX INCREMENT PLAN TO ADD PROJECTS.

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

WHEREAS, the Tualatin City Council adopted the Leveton Tax Increment Plan on August 12, 1985 and which has been amended over time;

WHEREAS, under the Leviton Tax Increment Plan, new projects may be added as Minor Amendments if the projects serve or perform a function specified in the Plan and the estimated cost of each project does not exceed \$500,000 adjusted annually from 1991 at a rate equal to inflation;

WHEREAS, the Tualatin Development Commission wants to conduct a Minor Amendment of the Leveton Tax Increment Plan to add certain projects; and

WHEREAS, the Leviton Tax Increment Plan authorizes Minor Amendments to be made by resolution of the Tualatin Development Commission;

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

Section 1. The following Minor Amendment is made to the Leveton Tax Increment Plan:

A. Section B. Goals and Objectives, Goal 3: Improved Traffic and Transportation Objectives is amended to add the following:

d. Provide traffic safety improvements within the District.

B. Section C. Description of Project, Leveton Sector, 1. Transportation Access is amended to add the following:

Pedestrian safety at the intersection of 108th and SW Tualatin Road can be improved to reduce pedestrian and vehicle conflicts.

C. Section D, Outline of Project Activities ,1. Public Improvements, a. Road improvements is amended to add the following:

Add a rapid crosswalk beacon at the intersection of 108th and SW Tualatin Road.

D. Section D, Outline of Projects, is amended to add the following:

3. Urban Renewal Planning

To conduct, plan, and implement components of future urban renewal areas.
The plans will focus on community infrastructure needs to promote economic vitality.

Section 2. This resolution is effective upon adoption.

ADOPTED by the Tualatin Development Commission this 22nd day of March, 2021.

TUALATIN DEVELOPMENT COMMISSION

BY _____
Chair

APPROVED AS TO FORM

ATTEST:

BY _____
Attorney

BY _____
Executive Director