



## TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, JANUARY 23, 2023

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, January 23. 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: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. 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=SS9XZUZyT3FnMk5rbDVKb2pWbnZ6UT09>

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### 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 September 12, 2022
2. Consideration of **Resolution No 634-23** of the Tualatin Development Commission Approving the Annual Financial Report for FY 2021-2022

## 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:** January 23, 2023

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**SUBJECT:**

Consideration of Approval of the Tualatin Development Commission Meeting Minutes of September 12, 2022

**RECOMMENDATION:**

Staff respectfully recommends approval of the meeting minutes.

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**ATTACHMENTS:**

-TDC Meeting Minutes of September 12, 2022



## OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR SEPTEMBER 12, 2022

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

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### Call to Order

Chairman Bubenik called the meeting to order at 8:16 p.m.

### Public Comment

None.

### Consent Agenda

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

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

MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of June 27, 2022

### General Business

1. Consideration of **Resolution No. 633-22** Commencing the Formal Review Process For The Core Opportunity And Reinvestment Area Plan

Economic Development Manager Jonathan Taylor and Consultant Elaine Howard presented the formal review process for the Core Opportunity and Reinvestment Area Plan. He stated two changes have been made to the document based on recommendations from the last work session. Manager Taylor stated the first was the addition to the plan vision of the words environmental and sustainable. He stated the second change to the plan document is the inclusion of easements for the Nyberg Creek River Trail as requested by the Parks Department. Manager Taylor stated next steps are the opening of the formal review process for public comment, the Planning Commission review, and a public hearing at the City Council.

Motion to adopt Resolution No. 633-22 commencing the formal review process for the Core Opportunity And Reinvestment Area Plan made by Commissioner Brooks, Seconded by Commissioner Grimes.

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

MOTION PASSED

### Adjournment

Chairman Bubenik adjourned the meeting at 8:24 p.m.

Sherilyn Lombos, City Manager

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

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



*City of Tualatin*

## TUALATIN DEVELOPMENT COMMISSION Staff Report

**TO:** Honorable Chair and Members of the Commission  
**THROUGH:** Sherilyn Lombos, Administrator  
**FROM:** Jonathan Taylor, Economic Development Manager  
**DATE:** January 23, 2023

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**SUBJECT:**

Consideration of **Resolution No 634-23** of the Tualatin Development Commission Approving the Annual Financial Report for FY 2021-2022.

**RECOMMENDATION:**

Staff recommends the Commission approve the attached resolution.

**EXECUTIVE SUMMARY:**

In accordance with ORS 457.460, the Tualatin Development Commission shall prepare a statement regarding the amount of money received during the preceding year; the purposes and amounts in which the money was received; an estimate of the money's to be filed; a budget setting forth the purposes; and analysis, if any, of carrying out the urban renewal plan.

**BACKGROUND REFRESHER:**

**Leveton Tax Increment District**

In 2021, the Tualatin Development Commission and the City Council adopted the 11<sup>th</sup> Amendment (Ordinance 1459-21) to the LTID Plan Document adding the Hermon Road Extension Project and committing \$3 million to the project. This project, while an urban renewal project, will be contracted and managed through the City of Tualatin Community Development Department.

**Southwest and Basalt Creek Development Area**

In 2021, the City of Tualatin established a 717-acre urban renewal zone in the southwest portion of the City. The collection of tax-increment revenues will begin in FY 2022-2023 and is budgeted to receive \$62,015. The Plan is 30 years with a projected maximum indebtedness of \$53,360,148 (\$29,026,503 in 2021 dollars). The Plan consists of seven areas of investment: transportation, water, sewer, developer assistance and incentives, small business grants, acquisition and disposition of land, and administration.

**OUTCOMES OF DECISION:**

Upon approval of this resolution, the annual financial report will be recorded with the City of Tualatin and notice will be filed with the Tigard-Tualatin Times.

**FINANCIAL IMPLICATIONS:**

None.

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**ATTACHMENTS:**

- Resolution and Annual Financial Report

RESOLUTION NO. 634-23

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION APPROVING THE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2021-2022.

WHEREAS, under Oregon Revised Statutes (ORS) 457.460, the Tualatin Development Commission required to prepare a financial statement regarding the financial actions of received money during the preceding year;

WHEREAS, under ORS 457.460, the Tualatin Development Commission must file its financial statement with City and distribute the financial statement to each taxing district affected by an urban renewal plan; and

WHEREAS, Attachment A details financial information regarding the FY 21-22 activity of the Leveton Tax Increment District and details the proposed FY 22-23 budget for the Leveton Tax Increment District and the Southwest Urban Renewal District.

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

**Section 1.** The TDC adopts the Annual Financial Report FY 2021-2022 as required by ORS 457.460, which is attached as Attachment A and incorporated by reference.

**Section 2.** The Administrator is authorized and directed to file the Annual Financial Report with the City of Tualatin and distribute the financial statement to each taxing district affected by an urban renewal plan.

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

INTRODUCED and ADOPTED by the Tualatin Development Commission this 23<sup>th</sup> day of January, 2023.

TUALATIN DEVELOPMENT COMMISSION

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

APPROVED AS TO FORM

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

ATTEST:

BY \_\_\_\_\_  
Administrator



**TUALATIN URBAN RENEWAL AGENCY – ANNUAL FINANCIAL REPORT FOR 2021-2022**

**TABLE 1: Tualatin Urban Renewal Agency – Annual Financial Report 2021-2022**

| <b>SOUTHWEST URBAN RENEWAL DISTRICT</b> | <b>FY 21/22</b> | <b>FY 22/23</b> |
|-----------------------------------------|-----------------|-----------------|
| <b>BOND FUND</b>                        |                 |                 |
| <b>Revenue</b>                          |                 |                 |
| Beginning Balance                       | \$ -            | \$ -            |
| Tax Increment, Current & Prior Years    | \$ -            | \$ 62,015       |
| Interest                                | \$ -            | \$ 315          |
| <b>Expenditures</b>                     |                 |                 |
| Materials & Services                    | \$ -            | \$ -            |
| Debt Service                            | \$ -            | \$ -            |
| Contingency and Reserves                | \$ -            | \$ 62,330       |
| <b>PROJECT FUND</b>                     |                 |                 |
| <b>Revenues</b>                         |                 |                 |
| Beginning Balance                       | \$ -            | \$ -            |
| Interest                                | \$ -            | \$ -            |
| Sale of Bonds                           | \$ -            | \$ -            |
| <b>Expenditures</b>                     |                 |                 |
| Materials & Services                    | \$ -            | \$ -            |
| Transfers & Reimbursements              | \$ -            | \$ -            |
| Capital Outlay                          | \$ -            | \$ -            |
| Contingency & Reserves                  | \$ -            | \$ -            |
| <b>LEVETON TAX INCREMENT DISTRICT</b>   |                 |                 |
| <b>BOND FUND</b>                        |                 |                 |
| <b>Revenue</b>                          |                 |                 |
| Beginning Balance                       | \$ -            | \$ -            |
| Tax Increment, Current & Prior Years    | \$ -            | \$ -            |
| Interest                                | \$ -            | \$ -            |
| <b>Expenditures</b>                     |                 |                 |
| Materials & Services                    | \$ -            | \$ -            |
| Debt Service                            | \$ -            | \$ -            |
| Contingency and Reserves                | \$ -            | \$ -            |
| <b>PROJECT FUND</b>                     |                 |                 |
| <b>Revenues</b>                         |                 |                 |
| Beginning Balance                       | \$ 3,378,800    | \$ 3,000,000    |
| Interest                                | \$ 20,472       | \$ 10,000       |
| Sale of Bonds                           | \$ -            | \$ -            |
| Transfers & Reimbursements              | \$ -            | \$ -            |
| <b>Expenditures</b>                     |                 |                 |
| Materials & Services                    | \$ -            | \$ -            |
| Transfers and Reimbursements            | \$ 381,810      | \$ -            |
| Capital Outlay                          | \$ -            | \$ 3,010,000    |
| Contingency & Reserves                  | \$ 3,017,463    | \$ -            |

The Leveton Tax Increment District stopped collecting revenue on June 30, 2010. Accordingly, no taxes were forgone by other taxing jurisdictions in the district.