

MONDAY, MARCH 18, 2019
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.
Scappoose City Council Chambers

Call to Order

Mayor Burge called the meeting to order at 7:02 p.m.

Pledge of Allegiance

Roll Call

Roll Call

Scott Burge	Mayor	Michael Sykes	City Manager
Patrick Kessi	Council President	Norm Miller	Police Chief
Megan Greisen	Councilor	Susan M. Reeves	City Recorder
Natalie Sanders	Councilor	Alexandra Rains	Assistant to City Manager
Joel Haugen	Councilor	Laurie Oliver	City Planner
Josh Poling	Councilor		
Brandon Lesowske	Councilor		

Peter Watts	Legal Counsel	Press: none
-------------	---------------	-------------

Approval of the Agenda

Councilor Sanders moved, and Councilor Poling seconded the motion to approve the agenda. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske.

Public Comments

There were no public comments.

Consent Agenda ~ March 4, 2019 City Council meeting minutes

Councilor Sanders moved, and Councilor Greisen seconded the motion to approve the Consent Agenda ~ March 4, 2019 City Council meeting minutes. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske.

Old Business

Ordinance No. 878: An Ordinance Amending Scappoose Municipal Code Chapter 3.20, Advance Financing Reimbursement System

Mayor Burge explained this is the second reading of Ordinance No. 878, and approval.

Mayor Burge read the title for the second time ~ Ordinance No. 878: An Ordinance Amending Scappoose Municipal Code Chapter 3.20, Advance Financing Reimbursement System.

Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske.

New Business

City Manager Sykes Evaluation Completion

Mayor Scott Burge explained Council discussed adding a 3% increase and two additional floating days for City Manager Sykes. He stated he just needs a motion to accept that from the Council.

Council President Kessi moved, and Councilor Poling seconded the motion to approve adding a 3% increase and two additional floating days to City Manager Michael Sykes contract. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske.

Amendment to Attorney Services Contract Agreement

City Manager Michael Sykes explained as Council knows we selected a new attorney firm last year, Berry Elsner & Hammond, LLP, and Peter Watts, and they have done an excellent job and we are very pleased with their work. He explained presently we have a contract that has a retainer of \$5,750 a month and we have noticed that over most of the months we haven't reached that number. He handed out a chart to Council that illustrates the amounts of each month. He explained Berry Elsner was gracious enough to just charge us what we are actually using for the first seven months. Then in January, staff and Berry Elsner had a discussion and they said they were going to start charging the full retainer. The proposed amendment will just charge the amount of actual cost of service, which we believe will be cheaper than our present arrangement. Staff is recommending approval of the amendment to the attorney services contract agreement and to renew the contract with Berry Elsner which is coming up for renewal in April.

Council President Kessi talked about having a not to exceed amount of \$5,750.

City Manager Sykes replied he thinks it is fair to just budget the \$5,700 and that way we have the authority, but as staff we are going to use that as our bench mark. He explained staff is more than willing to come to the Council and say we might go over since we have something coming up.

Council President Kessi thought maybe the attorney could let us know when we are getting close to the \$5,750.

Legal Counsel Peter Watts replied he knows how much time he has spent working for the City, but he wouldn't know how much time the other attorney has spent on the City.

City Manager Sykes replied staff is mindful of that number, and unless there is something really happening, he really doesn't see any unexpected issues. He explained he will have the conversation with the attorney regarding the City being contacted if we are going to go over \$5,750.00.

Councilor Haugen moved, and Council President Kessi moved to approve the amendment to Attorney Services Contract Agreement with Berry Elsner & Hammond LLP. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske.

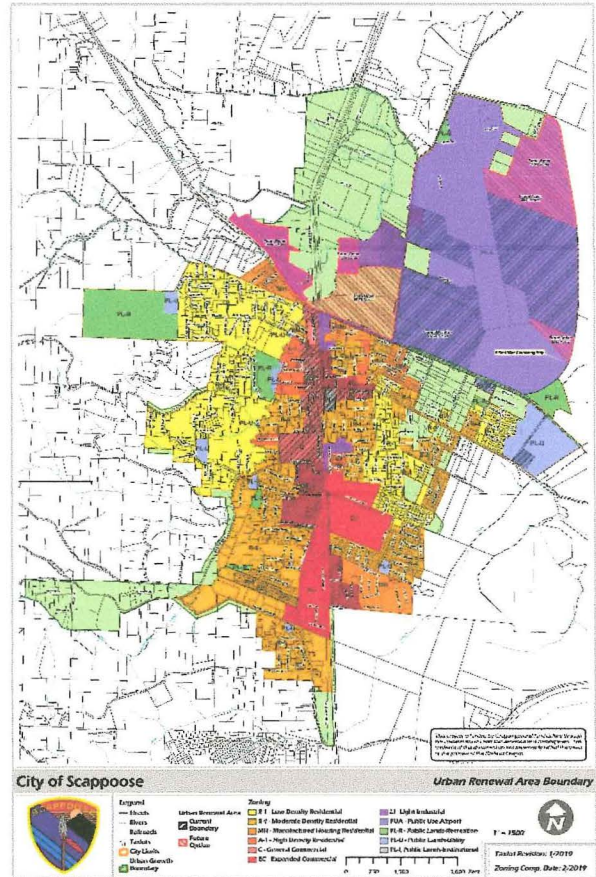
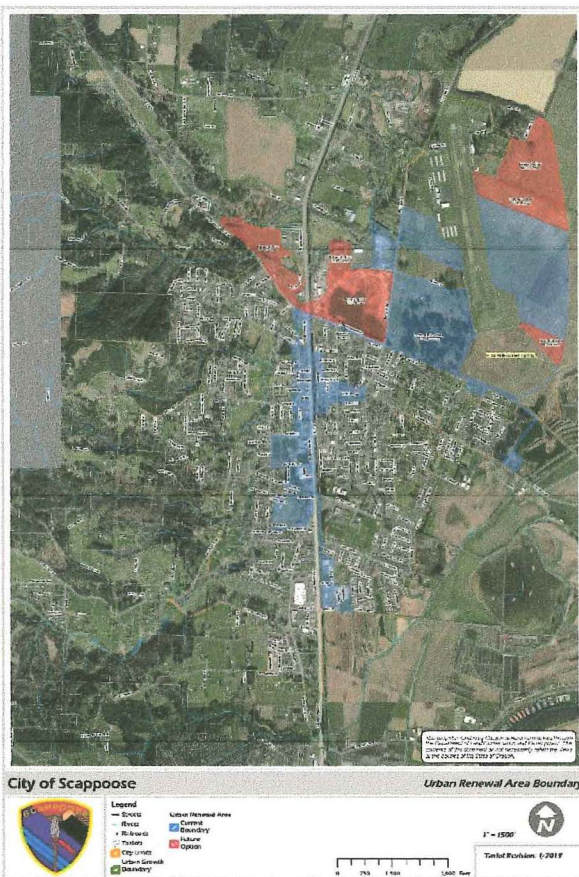
Work Session ~ Urban Renewal

Consultants Lorelei Juntunen, Becky Hewitt, and Kim Isaacson went over the Urban Renewal Project Status and Decisions needed.

Assistant to City Manager Alexandra Rains explained this is our first session with City Council on Urban Renewal.

Lorelei Juntunen thanked Council for their attention to the tremendous number of details they have already presented to them, and the many more they are about to present. She stated as you know we are working on some of the fundamental components of a potential urban renewal plan. She explained they have an advisory committee that they have been working with and have made it to roughly somewhere between half and three-quarters of the way through the process of developing all of the key components of the plan. She explained this memorandum provides a summary of the current project status, input from the TAC and the public to date, and decisions or direction needed from Council at this time. The key components of the urban renewal plan include a boundary, goals, a finance plan, and a project list. In addition, the project includes developing an "urban design framework" that helps articulate how the City can create a more cohesive town center. That framework is another key element of the project; it informs the project list for urban renewal and provides ideas and direction for actions and projects the City could implement outside of urban renewal. Each of these items is addressed in the memorandum that has been included in the packet.

Lorelei Juntunen went over the memorandum. Boundary ~ The Urban Renewal Feasibility Study identified a recommended boundary for the urban renewal area based on statutory limitations, the City's initial intentions for the use of urban renewal funds, and areas where additional development was likely. The only refinement to that boundary to date is an update based on a change to the location of Portland Community College (PCC). PCC's new location has been removed from the proposed boundary (since they are tax exempt) and replaced by other privately held land east of the airport that had previously been identified as a potential future urban renewal expansion area. The current proposed boundary is shown in Attachment 1.



Two other potential updates may be needed, depending on the final project list: West Lane Road right-of-way from E. Columbia Ave. to Crown Zellerbach Road (to capture potential improvements on that stretch of road) Miller Park (this is a planned site of at least one additional drinking water well, which would allow use of urban renewal funds towards the future well costs on the site; this would also make it possible to use some urban renewal funding towards planned improvements at Miller Park if desired, though that may not be aligned with the plan's goals) Input to Date ~ The TAC discussed the boundary briefly at their February 21st meeting. There was some discussion of which lands should be included in lieu of the site where PCC had been expected to locate, but ultimately did not recommend changes to the boundary as shown. The potential updates listed above were not discussed with the TAC at that meeting. Direction Needed from Council ~ Any comments or questions about the proposed boundary as shown? Any concerns about adding the West Lane Road right of way or Miller Park?

Council President Kessi asked about including property by Fred Meyer.

Lorelei Juntunen replied she is guessing they left it out because of the zoning. She explained they can take a look at that. She explained it might require that they remove acreage from another area to stay under the caps. She talked about the 17 PCC acres.

Becky Hewitt explained they could see if they were to use the 17 acres differently how much of that area would be picked up.

Lorelei Juntunen went over Goals ~ Goals are not a required part of the urban renewal plan but setting goals for the plan is a best practice that helps articulate what the area is intended to achieve and guide future implementation of the plan. Preliminary draft goals were developed based on the Feasibility Study and prior direction from Council and staff. These are shown in Attachment 2.

Scappoose Urban Renewal Plan Goals - DRAFT

1. Improve water, wastewater and stormwater infrastructure to support job growth.
2. Promote the emergence of a vibrant town center as a civic and cultural hub for Scappoose that is connected to surrounding neighborhoods and employment areas.
3. Encourage redevelopment and infill in the town center.
4. Support the growth and retention of local businesses.

Lorelei Juntunen went over ~ Input to Date ~ **Technical Advisory Committee** ~ The preliminary draft goals were shared with the TAC at their first meeting on December 13, 2018. Some TAC members expressed concern about whether the goals were too broad or might set expectations too high, but the group generally agreed they were on track, and that the project list would provide more specificity and clarity about expected outcomes. **Public** ~ City staff, in collaboration with ECONorthwest, distributed a survey to gather further input on urban renewal and the town center. As of March 6th, 163 people had participated in the survey, though more responses are expected before the survey closes, and staff is continuing to input results from surveys received in hard-copy. The draft goals were included in the survey – people were asked to indicate whether and to what degree they agree with each of the goals. Survey results to date are included in Attachment 3. The majority of respondents supported all of the goals. Supporting growth and retention of local businesses and creating a vibrant town center that serves a civic and cultural hub for Scappoose received the strongest support. Direction Needed from Council ~ Are any changes or refinements to the draft goals needed?

Lorelei Juntunen explained the next piece is the Urban Design Framework, which is related to the urban renewal conversation because it is meant to help identify specific projects in the town center. She explained the urban design framework is not constrained by the same boundary and actually is not necessarily constrained by the same financing mechanism because some of the things that might come forward through the urban design conversation might not need to be funded with urban renewal dollars.

Becky Hewitt explained the high level where the urban design framework implies a focus on the following areas for “Town Center” enhancements to make the areas more attractive for businesses and new development: NW/SW 1st Street from Maple Street to E.J. Smith Road, including building on any opportunities that arise in the future at the Middle School site & the other being E. Columbia Ave from US30 to West Lane Road, including the existing cluster of civic activity near City Hall, the library and Veteran’s Park.

Mayor Burge talked about the City owning the parking lot behind the liquor store, because in the agreement when we received the Watts House, we got ownership of that property in case we decide to widen the westside of Columbia Avenue making it a four-way intersection.

Kim Isaacson replied he thinks there might even be room on the westside of Columbia Avenue if you were to sacrifice one side of parking to allow two-way traffic on that street.

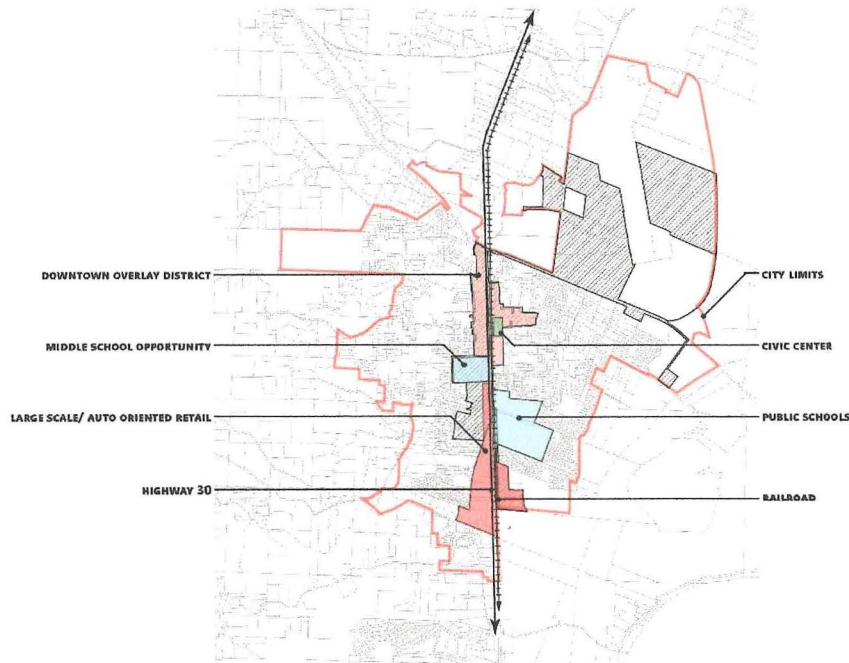
Kim Isaacson, with ZGF, explained they are new to Scappoose and they did some research in terms of the City’s code, zoning, and also reviewed the transportation plan. He explained they have met with the TAC twice now, in addition to attending the Annual Town Meeting. He thought it was an extortionary event and well run, and they got lots of good information back from that. He shared some thoughts about urban design opportunities as they might fold into the urban renewal plan. He went over the analysis diagram which shows major elements of a non commercial nature.



ECONorthwest
ZGF 02.21.2019

PROPOSED URBAN
RENEWAL BOUNDARY
N
0 500 1000
ANALYSIS DIAGRAM: MAJOR ELEMENTS

Kim Isaacson explained this diagram is a little bit more of commercial development diagram, and it shows how along Highway 30 there is development starting in the south with a large-scale big box type of retailing, then you reach an area where the public schools interface the highway, then you reach the downtown overlay district.



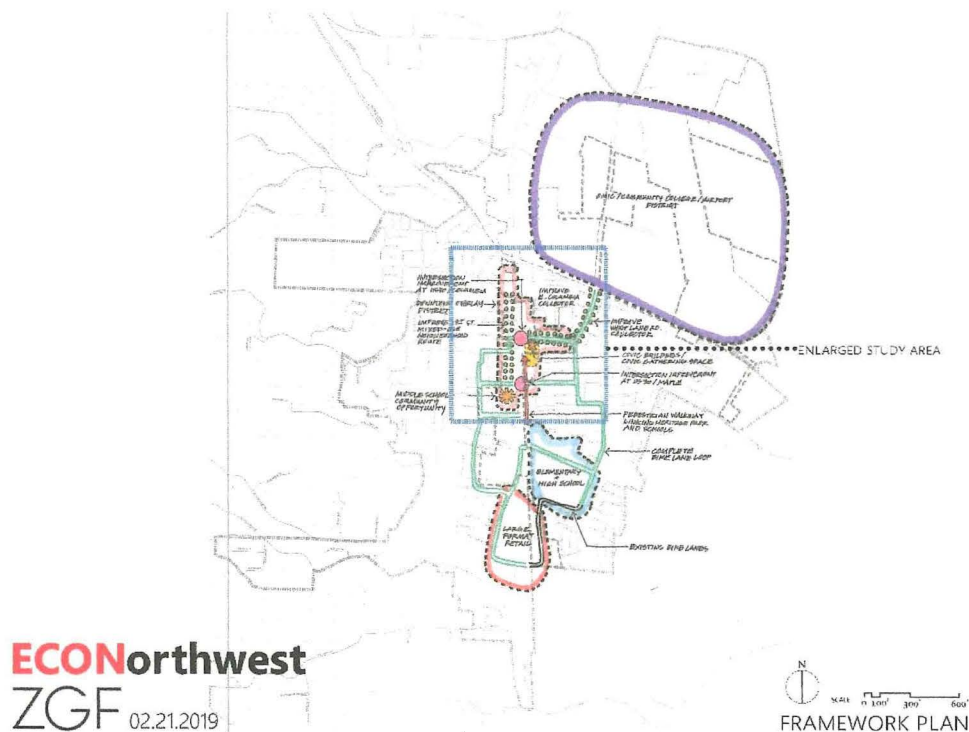
ECONorthwest
ZGF 02.21.2019

PROPOSED URBAN
RENEWAL BOUNDARY

SCALE 0 500' 1000'

ANALYSIS DIAGRAM: DEVELOPMENT SPINE

Kim Isaacson explained the next diagram is a draft framework plan, which basically takes into account some major elements of the town, starting in the north at the OMIC area. He explained they think there is a lot of potential to improve the transportation connections between different parts of town.



Mayor Burge explained it would be kind of nice to see an overlay of these streets that currently have sidewalks and streets that don't. He explained it is easier to put a bike lane where there is already a curbed sidewalk then where there is nothing.

Kim Isaacson explained they were actually going from the Transportation System Plan, so it is largely quoting what has already been suggested in a fundamental transportation study. He explained the urban design framework also suggests the following priorities to enhance the Town Center and make the community feel more cohesive: * Enhanced, more pedestrian-friendly sidewalks on the stretches of 1st Street and Columbia Ave, * Enhanced, more pedestrian-friendly crossings for key intersections on US30 at Columbia Ave and Maple Street * Enhancing West Lane Road from E. Columbia Ave to Crown Zellerbach Road with landscaping and bike lanes as a key connection from OMIC to the Town Center * A looping network of bike-friendly streets that connects to key destinations, including schools, the library and City Hall, OMIC and major retailers.

Kim Isaacson went over the enlarged study area map. He explained there is a great deal of potential here and it is just a matter now of trying to identify some specific projects that would help kickstart this future for Scappoose.



Becky Hewitt explained we will get to specific projects as the next step. She asked the committee if they feel this is on the right track.

Councilor Lesowske stated he appreciates seeing the walkability of this location and trying to create a more pedestrian friendly area, it will definitely create a new sense of community. He enjoys seeing the connectivity and planning of looking at what the OMIC space would generate and create in traffic, and then also kind of creating a break between it. He thinks the concept here is within the flow of the community's existing infrastructure and street scape.

Mayor Burge explained in this area there is so much more energy, with the park, the coffee shop, and the bakery, especially during the summer. He stated, making sure we have sidewalks for people to get around is important.

Kim Isaacson explained there is an odd angle where East Columbia meets Highway 30. In order to make it a ninety-degree intersection where people have better visibility, they think it is possible to put a little waggle in East Columbia from 1st Street to Highway 30 and align those two sides. He mentioned 1st Street has a great opportunity to be a quieter retail street in a way that Highway 30, right now with existing buildings facing the Hwy, doesn't due to the amount and speed of the traffic, making it hard for those store fronts to really reach their potential. He explained if 1st Street was to develop with some of those same kinds of store front buildings, mixed use, you could easily imagine a very comfortable nice quieter street that could blossom. He stated as a vision for development, they think 1st Street has a lot of potential.

City Manager Sykes explained one of the things that is pretty obvious when on 1st Street is there is still a lot of parking there, dead space, and he is wondering if there was some kind of public

parking available close by would that give us the ability to have a little bit higher density, would that be something to consider.

Kim Isaacson replied that is their assumption that over time a lot of those parking lots will become developed and parking will either have to fit under the upper levels, or perhaps there is a developed parking lot that is used by the whole community. He explained a parking analysis would need to be done.

Lorelei Juntunen explained they have had Tiberius Solutions update the financial projections for the area. She explained there are a few slides included in the handout. She gave a brief overview. She explained the slide/handout that is labeled financial capacity essentially says given these assumptions we think that the City would have, in 2019 dollars, about \$17 million dollars for projects. She explained the maximum indebtedness number would be higher than that since we have to account for inflation, etc., and the cumulative TIF revenue would be higher than that because we have to include the financing cost and other variables, but in terms of what you would actually have to spend in 2019 it's about \$17 million. She explained the \$17 million is the number they have been starting with as they have been thinking about how the City's priorities might be met using Urban Renewal dollars. She explained the City would have to do a full finance plan and have to do projections, but the main purpose is for them to give the maximum indebtedness number and the \$17 million dollar number, which is the thing they then use to determine the number of projects that need to be prioritized and included. She explained they are trying to strike a balance that gives you enough revenue to play with so that you can include enough project costs, but that you also feel like you will probably be able to invest in most of them.

Lorelei Juntunen explained they are going to have the Committee do a dot prioritization exercise. She explained they looked at projects in two categories ~ existing and ideas for additional projects.

Project List: Ideas for Additional Projects

Status

Drawing on the urban design framework, common types of projects included in other urban renewal plans, and input from the TAC, we have compiled a list of potential additional projects, summarized in Exhibit 2, below.

Exhibit 2: Ideas for Additional Projects from Project Team and TAC

Project Description	Notes
Support for businesses & development	
Storefront improvement grants or loans	Suggested by the project team, supported by the TAC. Some TAC members expressed a preference for low-interest loans rather than grants; however, there are benefits to grants from the City perspective (e.g. City can have greater control over design process and contractor selection, and the business does not have to generate additional revenue to be able to pay off a loan). The Urban Renewal Plan does not need to specify whether the funding would be distributed as grants or loans.
Capital improvement grants or loans for businesses	Suggested by the project team.
Grants or loans for housing or mixed use development projects	Suggested by the project team.
Streetscape enhancements	
Enhanced, more pedestrian-friendly sidewalks on NW/SW 1st Street from Maple Street to E.J. Smith Road	Identified in Urban Design Framework. TSP includes limited sidewalk infill on SW 1st Street as a project, but not rebuilding to Mixed Use Collector standards.
Enhanced, more pedestrian-friendly sidewalks on E. Columbia Ave from US30 to West Lane Road	Sidewalk infill on E. Columbia is included in an existing TSP project. The urban design framework envisions enhanced sidewalks (rather than standard sidewalks) along this stretch of E. Columbia, which would expand on the project cost estimate included in the existing project list.
Enhanced, more pedestrian-friendly crossings on US30 at Columbia Ave and/or Maple Street	Identified in Urban Design Framework. Further study is needed to identify appropriate intersection treatments.
Enhancing West Lane Road from E. Columbia Ave to Crown Zellerbach Road with landscaping and bike lanes	Identified in Urban Design Framework. Sidewalks on West Lane Road are nearly complete from E. Columbia to Crown Zellerbach Road, but the urban design framework envisions enhanced sidewalk in the longer-term future. The TSP includes an existing project for minor bike route improvements on West Lane Road.

Project Description	Notes
Gateway features and signs on Highway 30 to draw attention to 1 st Street as a destination	Suggested by a TAC member. Pending state legislation would make funding public art with urban renewal dollars more challenging, as it would require a greater degree of consent from overlapping taxing districts.
Additional Infrastructure Projects	
Funding for future infrastructure projects that may not have been fully identified yet	Suggested by a TAC member. The requirement that projects must be located within the boundary and that urban renewal funding must be proportionate to the benefit to the URA limit how much infrastructure funding the City can provide through urban renewal, but it is possible to include placeholder budget amounts for future projects that are not yet well-defined.
Additional Transportation Projects	
Something to calm/slow traffic on Highway 30	Suggested by a TAC member (not all TAC members supported this idea). This would require a study in collaboration with the Oregon Department of Transportation. Such a study could also identify appropriate pedestrian crossing improvements at key intersections.
Converting W. Columbia Ave to a two-way street and modification of the intersection at US 30	Suggested by a TAC member. This would require a traffic study prior – the traffic study is included in the TSP but not the road improvements themselves.
Extending the Crown-Zellerbach trail as a shared use path (rather than on-street) from Highway 30 to West Lane Road	Suggested by a TAC member. This would require property acquisition and further study of feasibility. The parks plan shows this connection as on-street.
Pedestrian walkway over Highway 30	Suggested by a TAC member. This would require further study of feasibility and design.
Establishing a quiet zone for rail to make the area near the rail line more attractive for housing development	Suggested by a TAC member. Would require collaboration with the Port.

After the Committee completed the exercise Becky Hewitt reviewed the results. She explained it looks like we have some concerns about a quiet zone, and not so hot on the pedestrian overcrossing. She explained the top blue and green look to be store front improvements, and the Columbia Avenue sidewalk improvements. She explained it looks pretty strong, but maybe a few hesitations on a pedestrian friendly crossing at Columbia Avenue and Maple Street, and West Lane Road putting in landscaping and bike lanes. She explained some of the other ones look like maybe a mixed bag. She explained these will end up getting rolled into a more generalized project description. She explained at the next advisory committee meeting they will share this committee's input, talk about how much things costs, and then try to figure out what they recommend back to this committee for a project list based on this committees input and the cost numbers.

Lorelei Juntunen explained Tiberius Solutions will develop a detailed financial plan that shows how you can pay for these projects given the revenue on an annualized basis.

Becky Hewitt explained to the committee how they will resolve some of the things where there are maybe mixed opinions.

Legal Counsel Peter Watts explained it is a good idea to run these projects by counsel.

Lorelei Juntunen explained the way the projects are worded right now very well may not be the way we want to include it in the plan because it ties you to a specific project. She explained we may want to make it more generalized, so it gives flexibility.

Announcements ~ Information only

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

City Manager Sykes handed out a picture of Chapman Landing that he received from John Trtek. He explained John Trtek used to live on Chapman Landing. He also handed out a copy of the adopted Council Goals. He explained staff is busy preparing action plans and will include their impact in our budget as best we can. He explained on the goal list is “pursue transportation funding”, and at the Annual Town Meeting about 90% of the folks that showed up were interested in seeing the City explore a gas tax and thinks our community survey was a positive number also. He explained a significant part of our community thinks it might be a viable option to fund our sidewalks and streets. He explained it is a goal, but he wants to make sure he is on the same page as the Council, but it is his impression that the action plan staff is going to prepare is going to stipulate that we are going to pursue a 3% gas tax. He explained if the City is going to pursue it, it would probably have to be referred to the voters in November, and that would mean that we would have to have something to submit by August. He explained we are going to need to be able to tell our story and put a lot of work into it. He just wants to make sure Council is supportive of staff moving forward to prepare efforts to put a gas tax on the ballot.

Councilor Haugen talked about having it sunset in ten or twelve years because it makes it more attractive to the voters.

City Manager Sykes asked Council if they were okay with 3% for ten years, and in ten years it would sunset unless the Council put it back out to the voters for reapproval.

Council President Kessi stated let's show what we are planning on doing with the funds.

City Manager Sykes explained staff will probably come back in June or late July with a work session and then an ordinance to refer this.

Councilor Greisen echoed what City Manager Sykes said about telling our story. She explained in regards to the pool, when she spoke about it in the past, she wants to make clear that she wasn't saying she was done with the pool. She explained she just wants to make sure the citizens are aware of the status of the funds and why the City has not built it. She thinks we need to be able to communicate the story, whether that is in the paper or somewhere else, regarding the history of the pool fund and where our vision is today. She supports the narrative of the gas tax being as transparent as it can be.

Councilor Poling thanked staff from ECONorthwest.

Council President Kessi talked about the 50-year vision.

Councilor Haugen stated he is very happy with ECONorthwest, and said they are doing a marvelous job. He is delighted that we are going to have Peter around another year.

Councilor Lesowske thanked ECONorthwest for their work.

Legal Counsel Peter Watts explained the City's unnecessary noise code section does not have a decibel threshold. He suggested some changes and we will coordinate with Chief Miller.

Mayor Burge explained last week the Columbia County Economic Team had a meeting to discuss the bylaws, and currently they are out for comments. He explained there is an Enterprise Zone meeting coming up to discuss issues with the members of the Enterprise Zone. He explained in regards to the pool, former interim City Manager Larry Lehman did a report, and maybe we should review that and put it on the website.

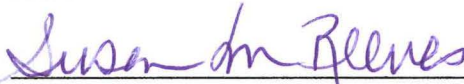
Adjournment

Mayor Burge adjourned the meeting at 8:36 p.m.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves, MMC