



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Agenda Urban Renewal Commission

Wednesday, July 6, 2016

5:30 PM

Commission Chambers

1. **Call To Order**
2. **Citizen Comments**
3. **Adoption of the Agenda**
4. **General Business**
 - 4a. [16-400](#) First City Central Reimbursement Request for Natural Gas Line Installation Costs at the Train Station
Sponsors: Eric Underwood
Attachments: [Staff Report](#)
[First City Central Reimbursement Request Letter](#)
 - 4b. [16-326](#) Urban Renewal Plan Update Proposal
Sponsors: Eric Underwood
Attachments: [Staff Report](#)
 - 4c. [16-406](#) Minutes of the May 4, 2016 Regular Meeting
Sponsors: City Recorder Kattie Riggs
Attachments: [Minutes of 05/04/2016](#)
 - 4d. [16-407](#) Minutes of the May 18, 2016 Regular Meeting
Sponsors: City Recorder Kattie Riggs
Attachments: [Minutes of 05/18/2016](#)
6. **Future Agenda Items**
7. **City Manager's Report**
8. **Adjournment**

Public Comments: The following guidelines are given for citizens presenting information or raising issues relevant to the City but not listed on the agenda.

- Complete a Comment Card prior to the meeting and submit it to the staff member.
- When the Chair calls your name, proceed to the speaker table and state your name and city of

residence into the microphone.

- *Each speaker is given 3 minutes to speak. To assist in tracking your speaking time, refer to the timer at the dais.*
- *As a general practice, Oregon City Officers do not engage in discussion with those making comments.*

Agenda Posted at City Hall, Pioneer Community Center, Library, and City Web site(oregon-city.legistar.com).

Video Streaming & Broadcasts: The meeting is streamed live on Oregon City's Web site at www.orcity.org and is available on demand following the meeting.

ADA: City Hall is wheelchair accessible with entry ramps and handicapped parking located on the east side of the building. Hearing devices may be requested from the City staff member prior to the meeting. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.



City of Oregon City

625 Center Street
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Staff Report

File Number: 16-400

Agenda Date: 7/6/2016

Status: Agenda Ready

To: Urban Renewal Commission

Agenda #: 4a.

From: Eric Underwood

File Type: Report

SUBJECT:

First City Central Reimbursement Request for Natural Gas Line Installation Costs at the Train Station

RECOMMENDED ACTION (Motion):

Staff recommends the Urban Renewal Commission consider a request from First City Central for reimbursement of natural gas line installation costs at the train station and provide direction.

BACKGROUND:

First City Central is requesting reimbursement for expenses incurred from the installation of a natural gas line at the train station. A letter from First City Central, outlining the details of this request, is attached to this report for the Urban Renewal Commission's consideration.

BUDGET IMPACT:

Amount: \$5,600

FY(s): 15/17

Funding Source: Urban Renewal Funds



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Staff Report

File Number: 16-400

Agenda Date: 7/6/2016

Status: Agenda Ready

To: Urban Renewal Commission

Agenda #: 4a.

From: Eric Underwood

File Type: Report

SUBJECT:

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RECOMMENDED ACTION (Motion):

Staff recommends the Urban Renewal Commission consider a request from First City Central for reimbursement of natural gas line installation costs at the train station and provide direction.

BACKGROUND:

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June 16, 2016

Oregon City Urban Renewal Agency
625 Center Street
Oregon City, OR 97045

Re: Gas line installation reimbursement
First City Central Marketplace & Bistro
1757 Washington Street
Oregon City, OR 97045

Dear Urban Renewal Commissioners:

There are three expenses involved with bringing a gas line into the train station facility:

1. Line installation from Washington Street to the meter (at base of foundation)
2. Line installation from the meter to the building's kitchen area
3. Gas meter installation, testing, etc.

NWNG will cover half the cost of installing the gas line from Washington to the meter. It will also cover the installation of the meter and system testing.

First City Central will cover the cost of installing the gas line from the meter to the building's kitchen area. This cost has been quoted at \$2,500. We are in the process of scheduling a local contractor to complete the installation in the next week or two.

NWNG sent First City Central an invoice for half of its cost of installing the line from Washington to the gas meter. The invoice was \$5,600. In order to expedite the scheduling of the NWNG installation, First City Central paid this invoice.

I am writing to request that the Urban Renewal Agency reimburse First City Central for this \$5,600 installation expense.

My reasoning for requesting assistance is as follows:

- Bringing natural gas to the depot is a major capital improvement that will increase the facility's rental value and attractiveness for current and future tenants.
- First City Central is willing to cover the cost of installing the line from the meter to the building (\$2,500).
- Due to numerous unforeseen and unbudgeted expenses, First City Central's start-up budget has been exhausted. Additional funding is being pursued; however, reimbursement would be incredibly helpful in bringing this project to completion.

Thank you for considering my request. If you have questions, I can be reached at blane@fccycles.net or at (503) 479-0080. Thank you, again.

A handwritten signature in black ink, appearing to read 'Blane Meier', followed by a horizontal line and a period.

Blane Meier, Owner
First City Central Marketplace & Bistro



City of Oregon City

625 Center Street
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Staff Report

File Number: 16-326

Agenda Date: 7/6/2016

Status: Agenda Ready

To: Urban Renewal Commission

Agenda #: 4b.

From: Eric Underwood

File Type: Report

SUBJECT:

Urban Renewal Plan Update Proposal

RECOMMENDED ACTION (Motion):

It is recommended that the Urban Renewal Commission consider moving forward with an effort to update the urban renewal plan for Oregon City.

BACKGROUND:

The City's Downtown/North End Urban Renewal Plan was originally adopted December 19, 1990. A total of ten amendments have been made to the Plan since that time with the latest one occurring in August, 2007. Much has changed in Oregon City's Urban Renewal District in the time period between now and the Plan's adoption. Due to the length of time since the Plan's last amendment and the level of change that has occurred in the District, staff is requesting that an effort be made to update the Plan so that it better aligns with project need. The update will most likely occur in separate phases with the first phase consisting of a thorough review of our project list. Any additional phases and associated costs will be negotiated with the consultant.

BUDGET IMPACT:

Amount: \$10,000 (Phase 1)

FY(s): 15/17

Funding Source: Urban Renewal Funds



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Staff Report

File Number: 16-326

Agenda Date: 7/6/2016

Status: Agenda Ready

To: Urban Renewal Commission

Agenda #: 4b.

From: Eric Underwood

File Type: Report

SUBJECT:

Urban Renewal Plan Update Proposal

RECOMMENDED ACTION (Motion):

It is recommended that the Urban Renewal Commission consider moving forward with an effort to update the urban renewal plan for Oregon City.

BACKGROUND:

The City's Downtown/North End Urban Renewal Plan was originally adopted December 19, 1990. A total of ten amendments have been made to the Plan since that time with the latest one occurring in August, 2007. Much has changed in Oregon City's Urban Renewal District in the time period between now and the Plan's adoption. Due to the length of time since the Plan's last amendment and the level of change that has occurred in the District, staff is requesting that an effort be made to update the Plan so that it better aligns with project need. The update will most likely occur in separate phases with the first phase consisting of a thorough review of our project list. Any additional phases and associated costs will be negotiated with the consultant.

BUDGET IMPACT:

Amount: \$10,000 (Phase 1)

FY(s): 15/17

Funding Source: Urban Renewal Funds



City of Oregon City

625 Center Street
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Staff Report

File Number: 16-406

Agenda Date: 7/6/2016

Status: Agenda Ready

To: Urban Renewal Commission

Agenda #: 4c.

From: City Recorder Kattie Riggs

File Type: Minutes

Minutes of the May 4, 2016 Regular Meeting



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft

Urban Renewal Commission

Wednesday, May 4, 2016

6:40 PM

Commission Chambers

REVISED

1. Call to Order and Roll Call

Vice Chair Shaw called the meeting to order at 6:46 PM.

Present: 6 - Carol Pauli, Rocky Smith, Brian Shaw, Dan Holladay, Stephen VanHaverbeke and Renate Mengelberg

Absent: 1 - Derrick Beneville

Staffers: 5 - Tony Konkol, Eric Underwood, Kattie Riggs, Wyatt Parno and William Kabeiseman

2. Citizen Comments

Commissioner VanHaverbeke declared a conflict of interest, regarding agenda item 4a, as he had invested money into Mr. Meier's site. Vice Chair Shaw had also invested money into the site.

Bill Kabeiseman, City Attorney, agreed if there was a benefit financially from a decision, it would be a conflict of interest and they could not participate.

Blane Meier, owner of First City Cycles, said community source was not an investment. The investors would receive back what they had been given with no interest.

Mr. Kabeiseman said it sounded like there would not be a financial impact, and if that was the case then there would not be a conflict of interest. There was a question of bias since they had invested in the site and whether it would influence their decision.

Vice Chair Shaw and Commissioner VanHaverbeke would not participate in the discussion and vote of agenda item 4a.

3. Adoption of the Agenda

The agenda was adopted as presented.

4. General Business

4a. Tenant Request for Natural Gas Line Installation at the Train Station

Eric Underwood, Economic Development Manager, said in February the Commission signed over the lease to First City Cycles and since that time they had been preparing to open their business. They found out they would need a gas line to

operate the business and the proposal was to connect to the line on Washington Street. This fell under Section 6 of the lease agreement and had to be approved by the Commission.

A motion was made by Commissioner Holladay, seconded by Commissioner Smith, to approve the tenant request for a natural gas line installation at the train station. The motion carried by the following vote:

Aye: 4 - Carol Pauli, Rocky Smith Jr., Dan Holladay and Renate Mengelberg

Recused: 2 - Brian Shaw and Stephen VanHaverbeke

4b. Retail First Program Proposal by Downtown Oregon City Association

Mr. Underwood said this was a request from the Downtown Oregon City Association to modify the current Adaptive Reuse Grant program to establish a Retail First or Right Size Retail program.

Jonathan Stone, Executive Director of the Downtown Oregon City Association, said the Retail First idea was born from the acknowledgement that the City's destination retail needed work, and there were a number of structural barriers that needed to be taken care of and tools put into place. This would also help the existing retail cluster to grow and thrive. The program was a combination of incentives, technical assistance, and active project management. This would be a year-long initiative as funds allowed. Consultants would be used to help property owners know how to be more retail ready or help prospective business owners understand how they would fit in the district. There would also be an active recruitment campaign to recruit the type of retail they wanted in the City. There were some known structural issues in the district, one being the sales density did not justify the rents. Also they did not have critical mass and shopping was not synonymous with downtown. There was also a limited availability of smaller starter spaces in desirable locations and they were not attracting established business operators. There already was an adaptive reuse program which valued change of use. They were requesting taking that program and adjusting the criteria so these kinds of projects would be eligible.

There was discussion regarding what would be included in the projects and the costs.

Commissioner Holladay did not support this coming out of Urban Renewal.

There was consensus to have staff move forward with creating the criteria and structure of the program.

4c. Minutes of the March 16, 2016 Regular Meeting

A motion was made by Commissioner Holladay, seconded by Commissioner Smith, to approve the minutes of the March 16, 2016, regular meeting. The motion carried by the following vote:

Aye: 6 - Carol Pauli, Rocky Smith Jr., Brian Shaw, Dan Holladay, Stephen VanHaverbeke and Renate Mengelberg

5. Future Agenda Items

There were no future agenda items.

6. City Manager's Report

There was no City Manager's report.

7. Adjournment

Vice Chair Shaw adjourned the meeting at 7:10 PM.

Respectfully submitted,

Kattie Riggs, City Recorder



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Staff Report

File Number: 16-407

Agenda Date: 7/6/2016

Status: Agenda Ready

To: Urban Renewal Commission

Agenda #: 4d.

From: City Recorder Kattie Riggs

File Type: Minutes

Minutes of the May 18, 2016 Regular Meeting



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft

Urban Renewal Commission

Wednesday, May 18, 2016

6:40 PM

Commission Chambers

REVISED

1. Call To Order

Vice Chair Shaw called the meeting to order at 6:46 PM.

Present: 4 - Rocky Smith, Brian Shaw, Stephen VanHaverbeke and Renate Mengelberg

Absent: 3 - Derrick Beneville, Carol Pauli and Dan Holladay

Staffers: 3 - Eric Underwood, Kattie Riggs and Wyatt Parno

2. Citizen Comments

There were no citizen comments.

3. Adoption of the Agenda

The agenda was adopted as presented.

4. General Business

4a. Building Design Presentation for 922 Main Street

Eric Underwood, Economic Development Manager, summarized the site plan for the building at 922 Main Street. The applicant was looking for direction and general consensus before going through the land use process. The intent was to put a modern twist on the older architecture. The ground floor would be retail and the other two floors would be residential. The required number of parking spaces was 26, but the applicant was requesting it be reduced 50%. A traffic study would also have to be done for the development. He explained the bicycle parking, landscaping, pedestrian access, new median constructed on 10th and Main, and other standards for the site.

Commissioner Mengelberg was concerned about their request to close the street for one to two weeks.

Vice Chair Shaw did not like the white facade on the corner. He thought it would be too bland and something more interesting should be put there as it was an entrance to the City.

Commissioner Mengelberg suggested putting in shrubs or flowers on Main Street as a buffer for shoppers.

Mr. Underwood said the applicant was requesting an extension of the due diligence period and he recommended another 30 days.

There was consensus to move forward with a 30 day extension.

5. Future Agenda Items

No future agenda items were suggested.

6. City Manager's Report

There was no City Manager's report.

7. Adjournment

Vice Chair Shaw adjourned the meeting at 7:02 PM.

Respectfully submitted,

Kattie Riggs, City Recorder

COMMENT FORM



PLEASE PRINT CLEARLY

- SPEAK INTO THE MICROPHONE AND STATE YOUR NAME AND RESIDING CITY
- Limit Comments to **3 MINUTES**.
- Give to the Clerk in Chambers **prior** to the meeting.

Date of Meeting 2/28/16

Item Number From Agenda 46

NAME: Jonathan Stee

ADDRESS: Street: _____
City, State, Zip: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SIGNATURE: [Handwritten Signature]