



City Council Meeting Agenda - Monday, December 4, 2023
1355 N. Barlow St-Cornelius, OR 97113
In Person/Hybrid Meeting
TVCTV Live-Channel 30

Zoom Meeting: <https://us02web.zoom.us/j/4174814374>

Meeting ID: 417 481 4374 Phone (253) 215 8782 US

City Council Meeting

7:00 pm Call to Order: Pledge of Allegiance and Roll Call

City Council: Mayor Jef Dalin, Council President John Colgan, Councilor Angeles Godinez, Councilor Doris Gonzalez, and Councilor Eden Lopez.

1. **ADOPTION OF AGENDA**

2. **CONSENT AGENDA**

- A. Meeting Minutes: November 6, 2023
- B. Certified Special Election Results November 7, 2023
- C. FY 2025 Budget Calendar

The items on the Consent Agenda are considered routine. All will be adopted by one motion unless a Council Member or an audience member requests to consider an item separately before voting on the motion. Any item removed from the Consent Agenda will be discussed as determined by the Mayor.

3. **CITIZEN PARTICIPATION – ITEMS NOT ON THE AGENDA**

Please sign in if you wish to speak regarding an item not on the agenda

4. **RECOGNITION**

- A. Lia Gutierrez: Five Years of Service **Karen Hill, Library Director**

5. **PRESENTATIONS**

- A. Washington County Supportive Housing Services Program **Jesse Adams**

6. **PUBLIC HEARINGS - None**

7. **UNFINISHED BUSINESS - None**

8. **NEW BUSINESS**

- A. Ordinance No. 2023-04: An Ordinance Amending The Cornelius Municipal Code By Repealing Sections 2.80 And 2.90, Public Works Advisory Board And Parks Advisory Board, Respectively, And Adding A New Section 2.80 Public Infrastructure Advisory Board
Barbara Fryer, Community Development Director
- B. Ordinance No. 2023-05: An Ordinance Amending Section 2.85.060 Of The Cornelius Municipal Code To Add Advising The Urban Renewal Agency To The Economic Development Commissions Duties **Barbara Fryer, Community Development Director**
- C. Resolution No. 2023-45: A Resolution Adopting A Specific Policy For System Development Charge Calculations In Connection With Commercial To Residential Conversions, As Required By House Bill 2984 **Peter Brandom, City Manager**
- D. Resolution No. 2023-46: A Resolution Adopting Findings For Selecting Unite Oregon As Community Based Organization Partner For Metro 2040 Grant **Barbara Fryer, Community Development Director**
- E. Resolution No. 2023-47: Enterprise Zone Fee Adjustment **Peter Brandom, City Manager**

9. **REPORTS**

- A. City Council Reports:
- B. Mayor Dalin:
- C. City Manager Brandom

10. **COUNCIL ANNOUNCEMENTS**

- A. December 25, 2023 – All City Offices Closed Christmas
- B. January 1, 2023 – All City Offices Closed Happy New Year!
- C. Tuesday, January 2, 2023 – 6pm Work Session 7:00 pm City Council Meeting

11. **ADJOURN COUNCIL MEETING AND OPEN URA MEETING**

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Debby Roth, City Recorder
Date: November 30, 2023
Subject: Abstract of Votes November 7, 2023



Summary: Washington County Elections Division has submitted the certified results for the City of Cornelius relating to the Special Election held on November 7, 2023. The City of Cornelius had one ballot measure, 34-325.

Previous Council Action: On August 7, via Resolution No. 2023-32, the Cornelius City Council called an election to submit to City voters the question of authorizing the replacement of the public safety local Fire option levy at a rate of \$1.461 per \$1,000 of assessed property value. A ballot question, title, summary, and explanatory statement was prepared for submittal to Washington County for placement on the November 2023 ballot.

The results of the special election presented by Washington County Elections Division on November 29, 2023 are as follows:

Ballots Cast: 1,377
Registered Voters: 8,118
Total Votes: 1,374
Yes: 746 54.29%
No: 628 45.71%
Under Votes 3

Staff Recommendation: Approval through the consent agenda.

Ballots Cast per Contest with Precincts
Washington County, November 7, 2023 Special Election
All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes
Official Results

Page: 1 of 5
2023-11-29
08:23:58

Total Ballots Cast: 2497, Registered Voters: 12228, Overall Turnout: 20.42%

Question 34-325 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes		No		Over Votes	Under Votes
Precinct 338	1377	8118	1374	746	54.29%	628	45.71%	0	3
Total	1377	8118	1374	746	54.29%	628	45.71%	0	3



I, Dan Forester, Washington County Elections Division Manager and designee of the Ex-Officio County Clerk, do hereby certify this to be a true and correct copy of the original.

Date: November 29, 2023
By: *Dan Forester*

FY 2025 BUDGET CALENDAR

Approved by the City Council at the 12-04-2023 meeting

December 4 (Mon)	City Council approves budget calendar and appoints a Budget Officer
Mar 1- Mar 31	Finance Department prepares proposed City of Cornelius budget
April 3 (Wed)*	Publish Notice announcing Budget Committee meeting (1 st notice)
April 10 (Wed)*	Publish Notice announcing Budget Committee meeting (2 nd notice)
April 24 (Wed)	City Manager releases Proposed Budget (1 st budget meeting)
April 24 (Wed)	Submit first Financial Summaries to Washington County
April 24 (Wed)	Budget Committee meeting #1 (Budget presentation, budget message delivered and Public Hearing on State Revenue Sharing)
May 1 (Wed)	Budget Committee meeting #2, if needed (Committee approves budget)
May 1- May 31	Summary Budget and Hearing notice must be published. (5-30 days before the budget hearing) In this time a second notice must be published, but does not have to contain the summary budget.
June 3 (Mon)	City Council adopts budget Resolution adopting budget Make appropriations Levy and Categorize tax

No later than July 15th -2 copies of notice of levy and adopted resolutions go to County Assessor
Copy of entire budget to County Clerk
Submit final Financial Summaries to Washington County

*2 notices announcing the Budget committee meetings must be published with 5 days between notices (5-30 Days before the meetings)



Department of
Housing Services

Washington County SHS Updates

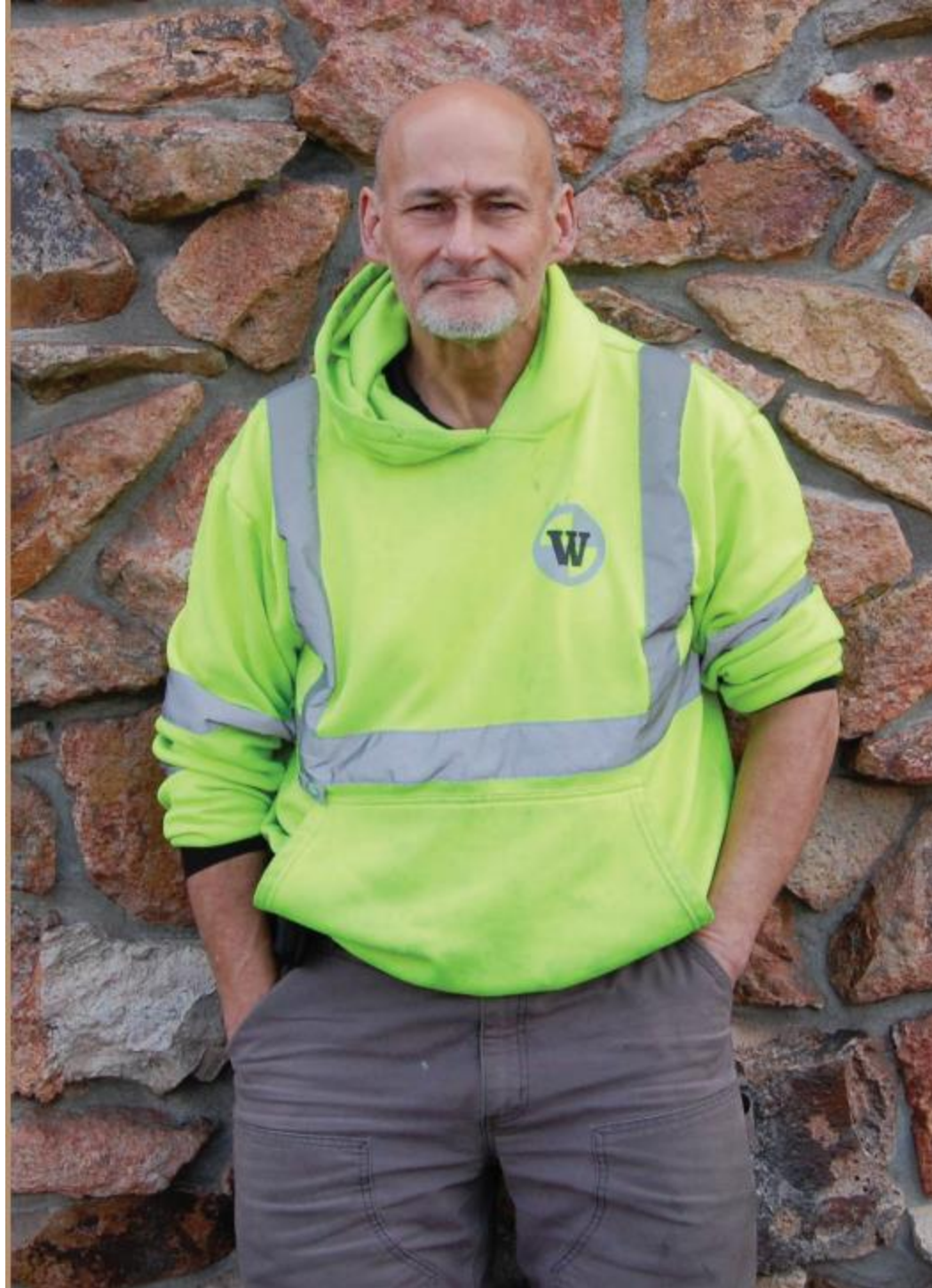
Cornelius City Council



| December 4, 2023



Stories of Hope: Russell's story



Russell experienced unsheltered homelessness

Dedicated outreach workers built a relationship with Russell

Engaged with Hillsboro Bridge Shelter program and is working with a housing case manager to find permanent housing

“I’m still getting used to not needing to check on my stuff, knowing it is safe inside. I slept outside for the better part of eight years.”

- Russell



Year 2 Highlights



1,385

Housing placements for previously homeless individuals (866 households)

1,137

Evictions prevented with emergency rent assistance (414 households)

2,522

Total People Served

84

Project based PSH apartments (Heartwood Commons & The Viewfinder)

220

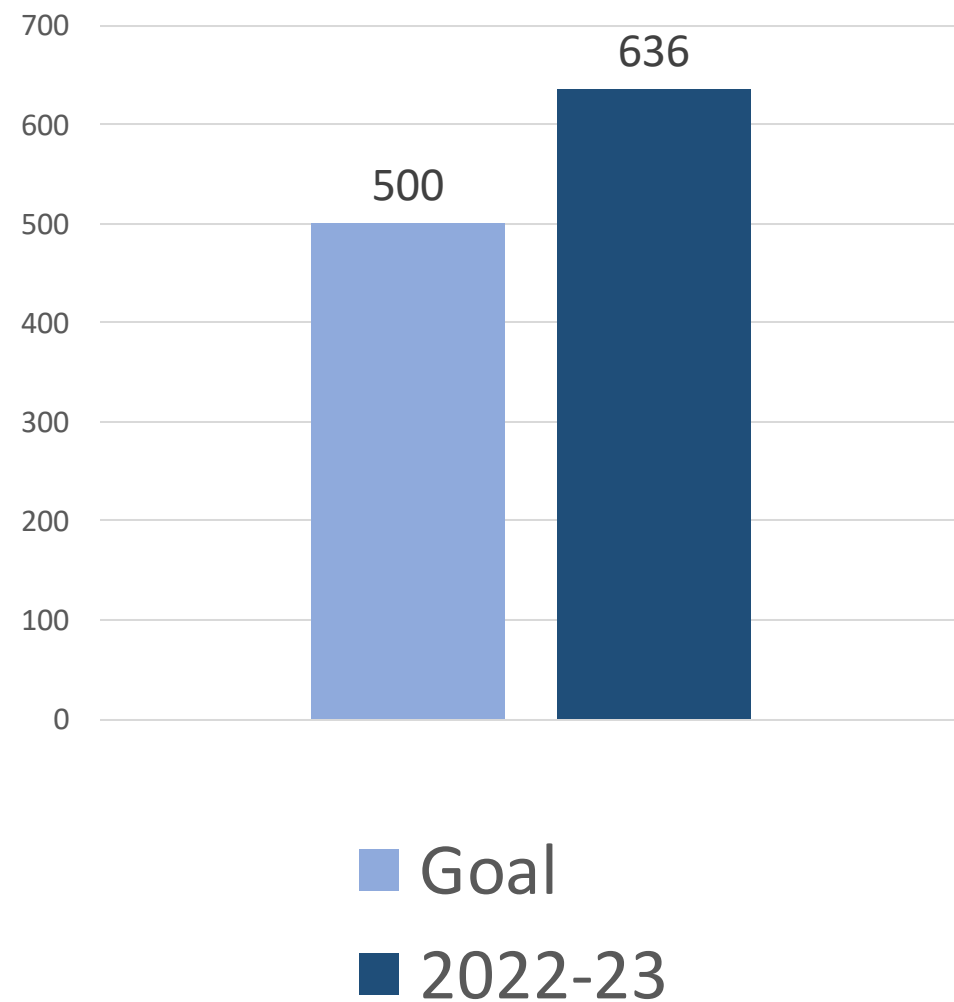
Shelter beds/rooms added. Total capacity doubled to more than 400 shelter beds/rooms currently open



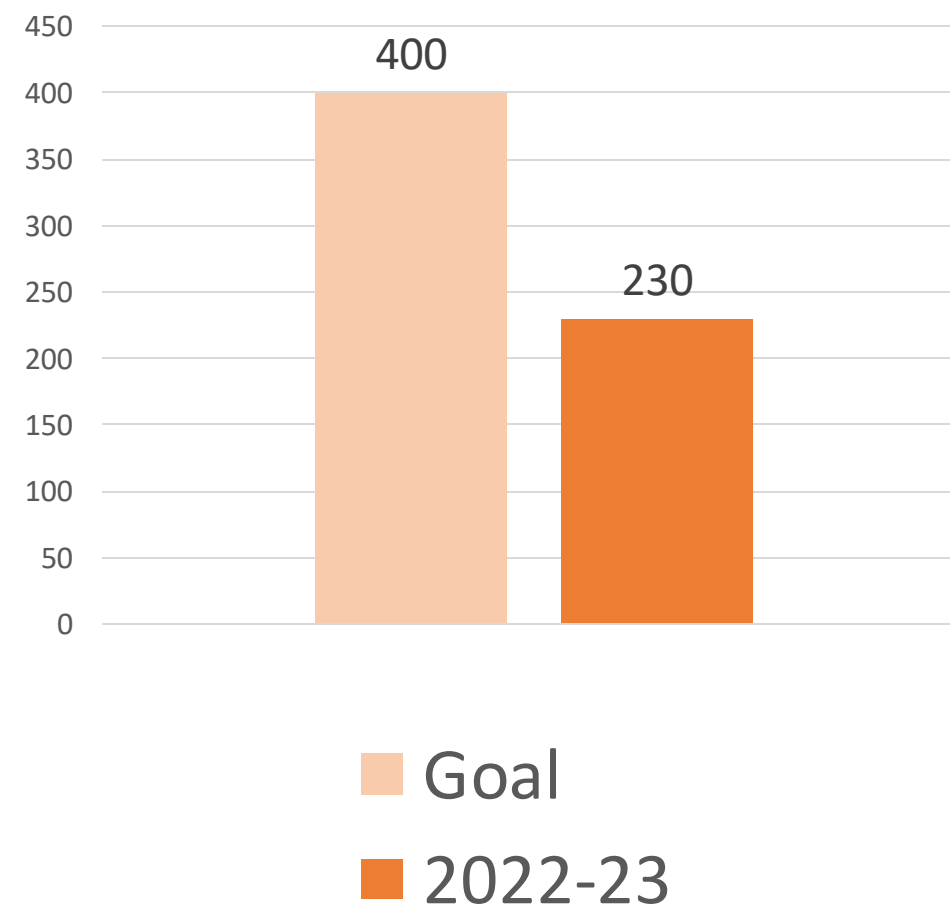
Housing Goals to Outcomes



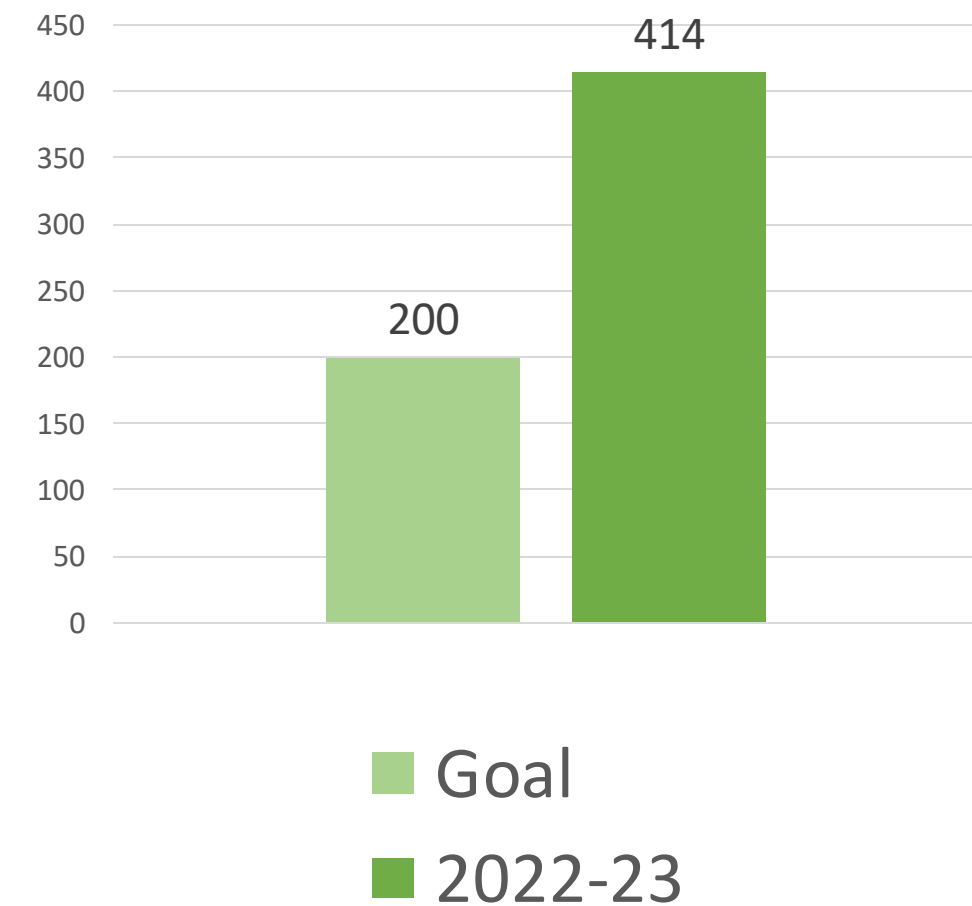
Housing Case Management System (Permanent Supportive Housing)



Rapid Rehousing



Eviction Prevention

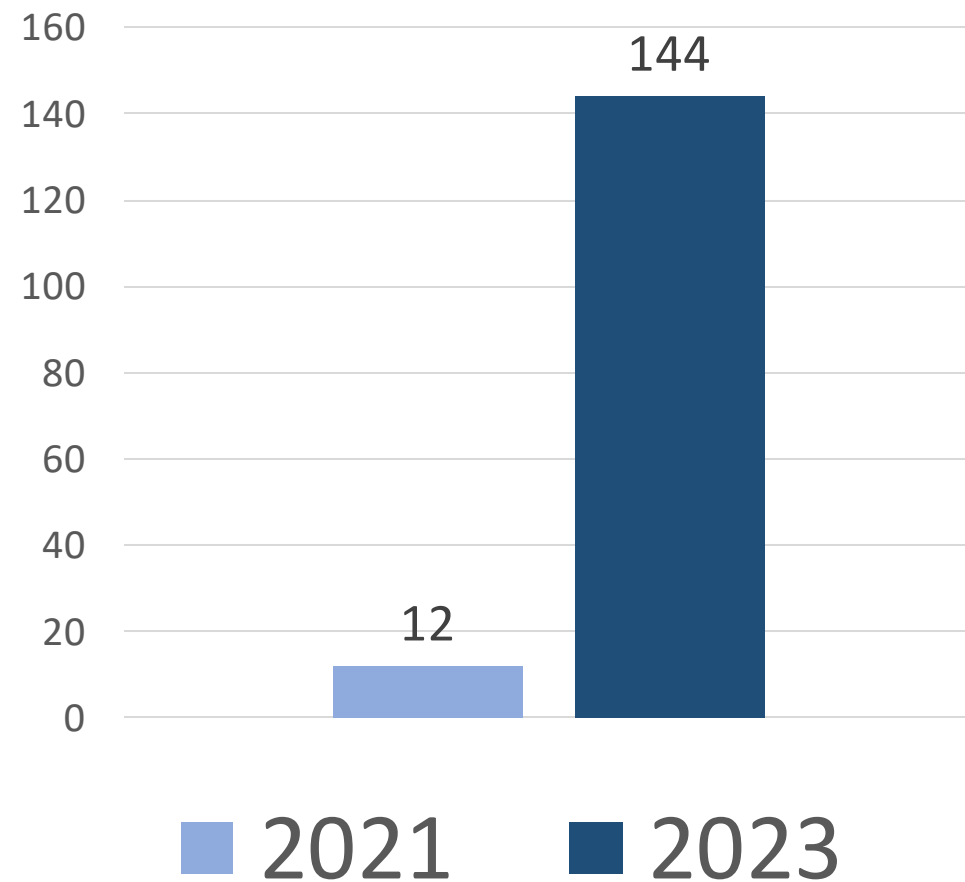




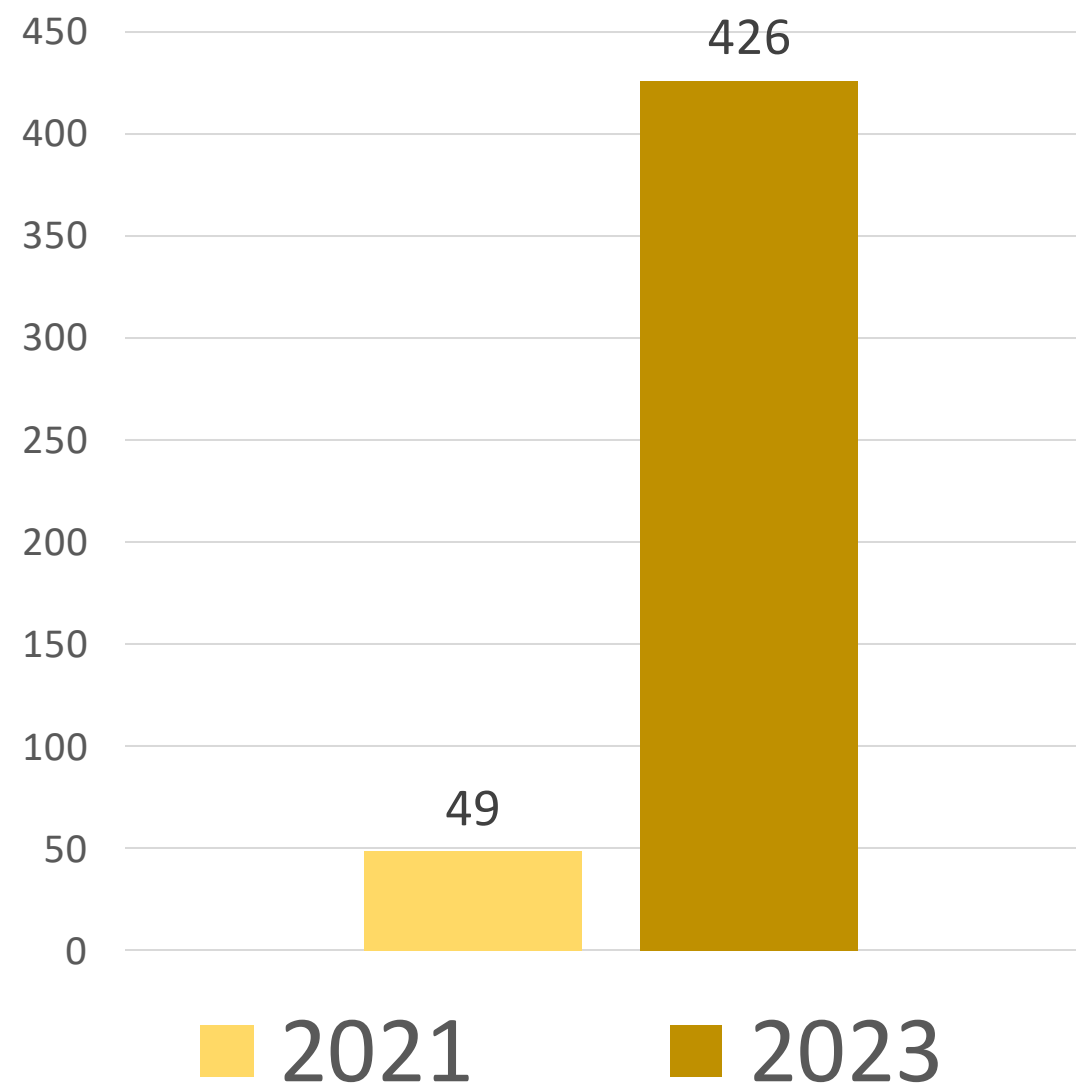
Building a system of care



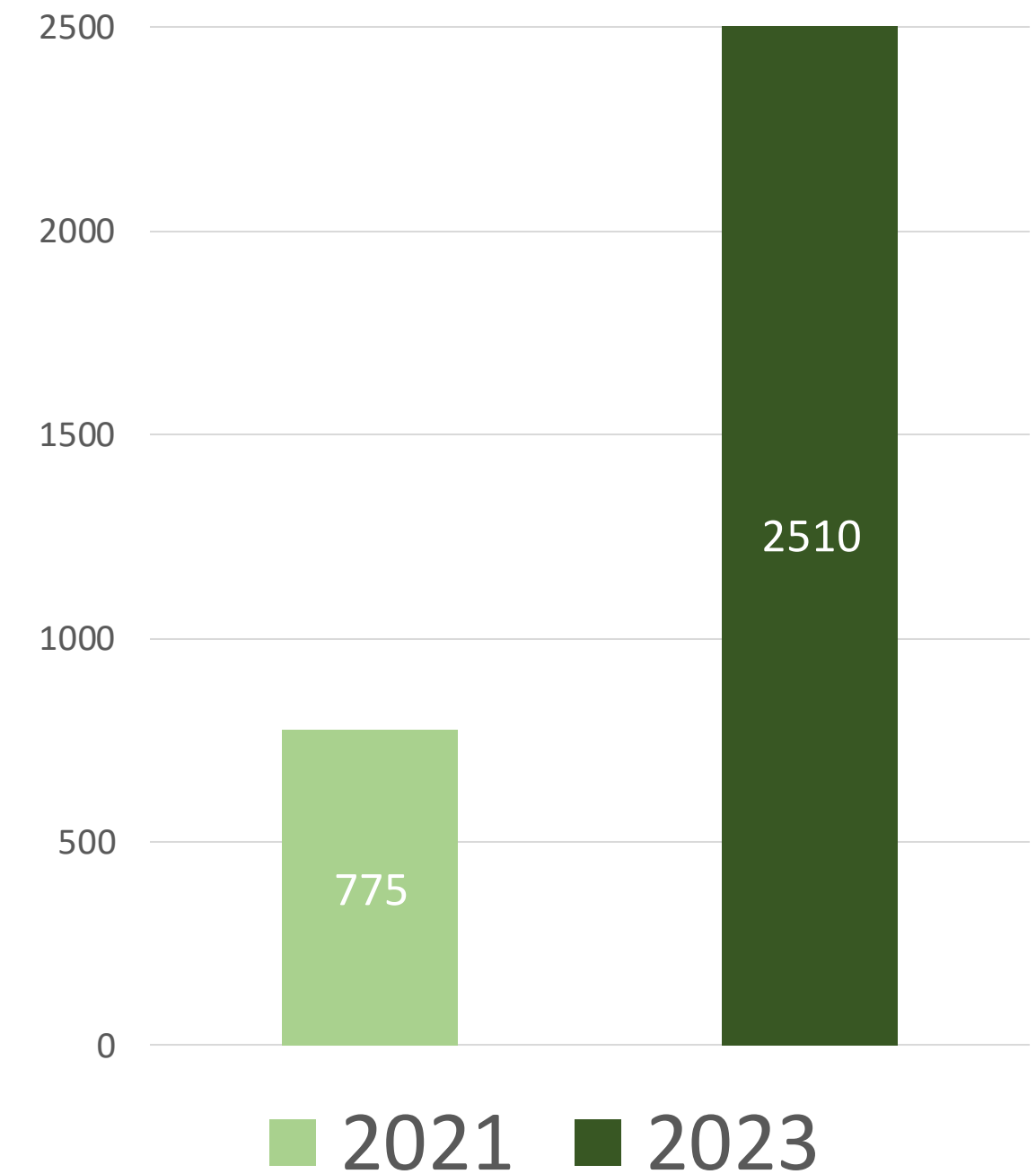
Case Managers/ Outreach Workers



Shelter Capacity



Housing Capacity



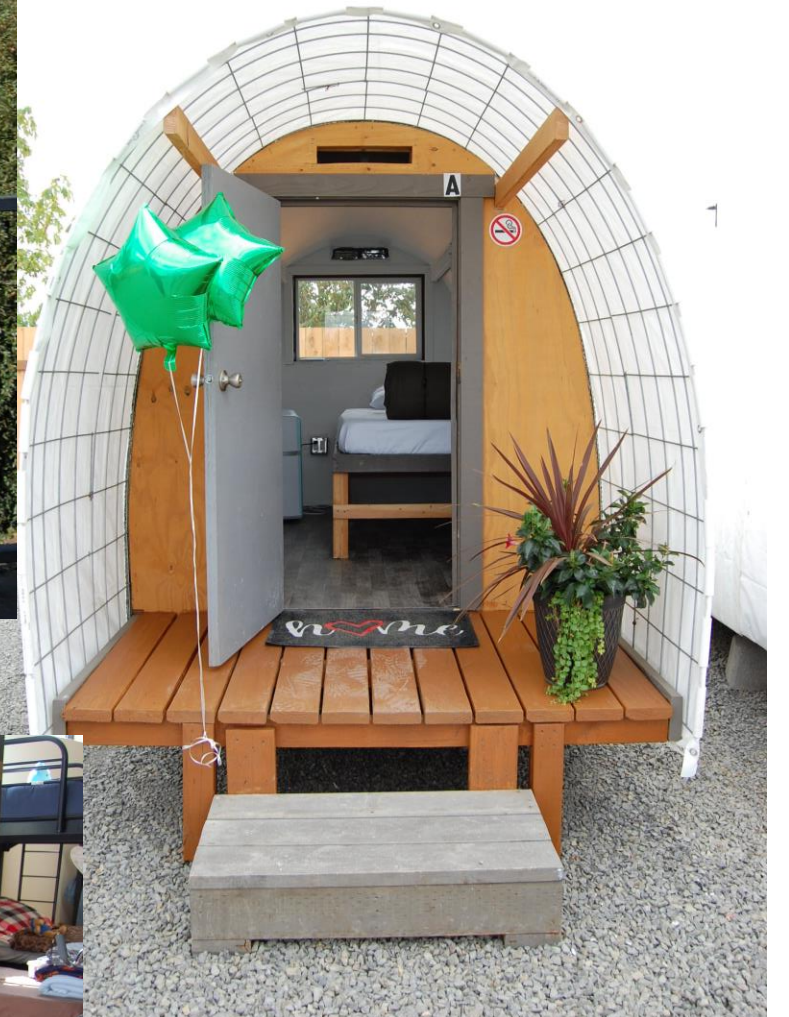


Shelter Program Outcomes

Scaled up year-round shelter capacity to **400+ beds or rooms**

- **Family Promise of Tualatin Valley** purchased Tigard hotel to serve 70 families
- Winter-only shelters now **open year-round**

Next Up: Beaverton shelter construction underway & 60 more shelter pods to open this winter





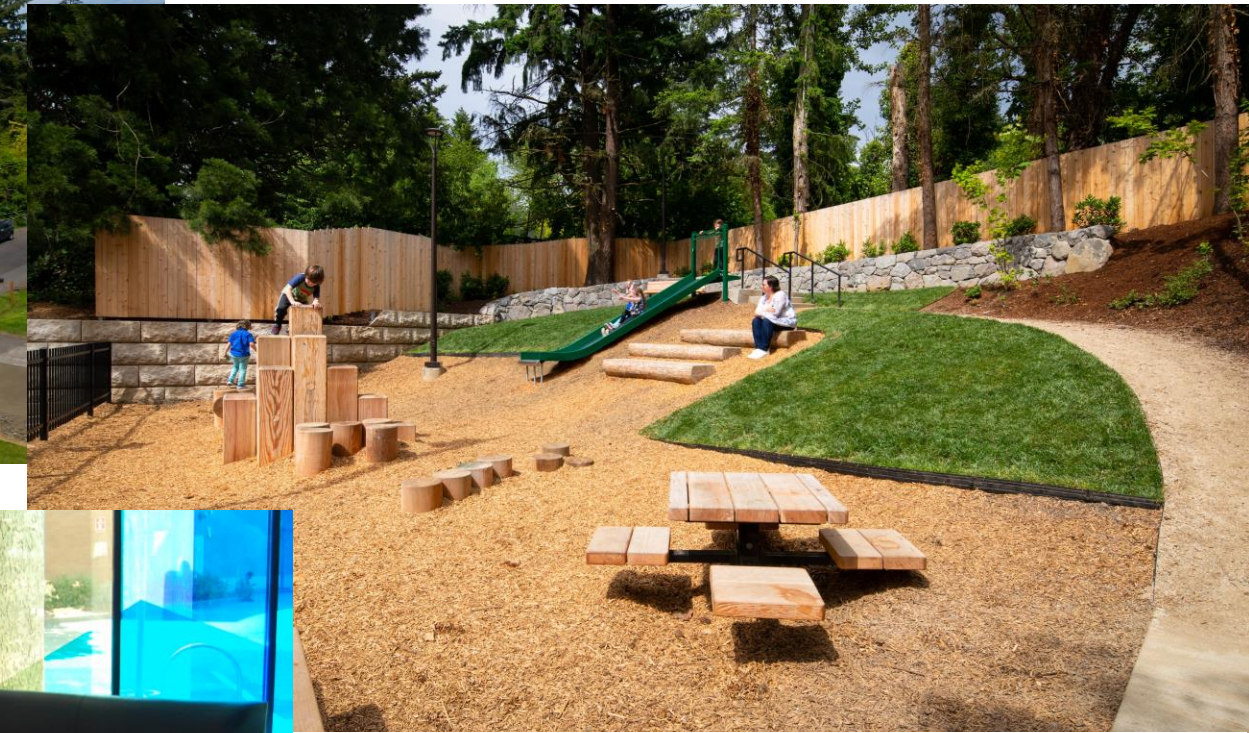
PSH in Affordable Housing



84 PSH homes with wrap-around services opened in last year

- **Heartwood Commons**, the first fully PSH building in Washington County

28 more PSH homes planned at The Opal





Strategies for System Alignment

Medical case conferencing with Health Share, Kaiser, and Providence

Housing Liaisons

- Health system programs
- Corrections systems
- Shelter system (Year 3)

Partnering with landlords

- Funding to create PSH and support tenants in new bond buildings
- Risk Mitigation Fund and incentives



Willow Grace, Project Homeless Connect Housing Liaison



Investments in Equity

Equity in our workforce

- staff diversity > general pop.
- 50% have lived experience
- \$46,000 - \$52,000 average salary
- Culturally specific orgs pay more!

Expanded culturally specific services:

- Virginia Garcia
- NARA
- Greater Good NW



Greater Good NW staff photo



Equity Analyses

On track with most communities

Especially reaching Latine families

Need to do better reaching Asian American families

Next Steps:

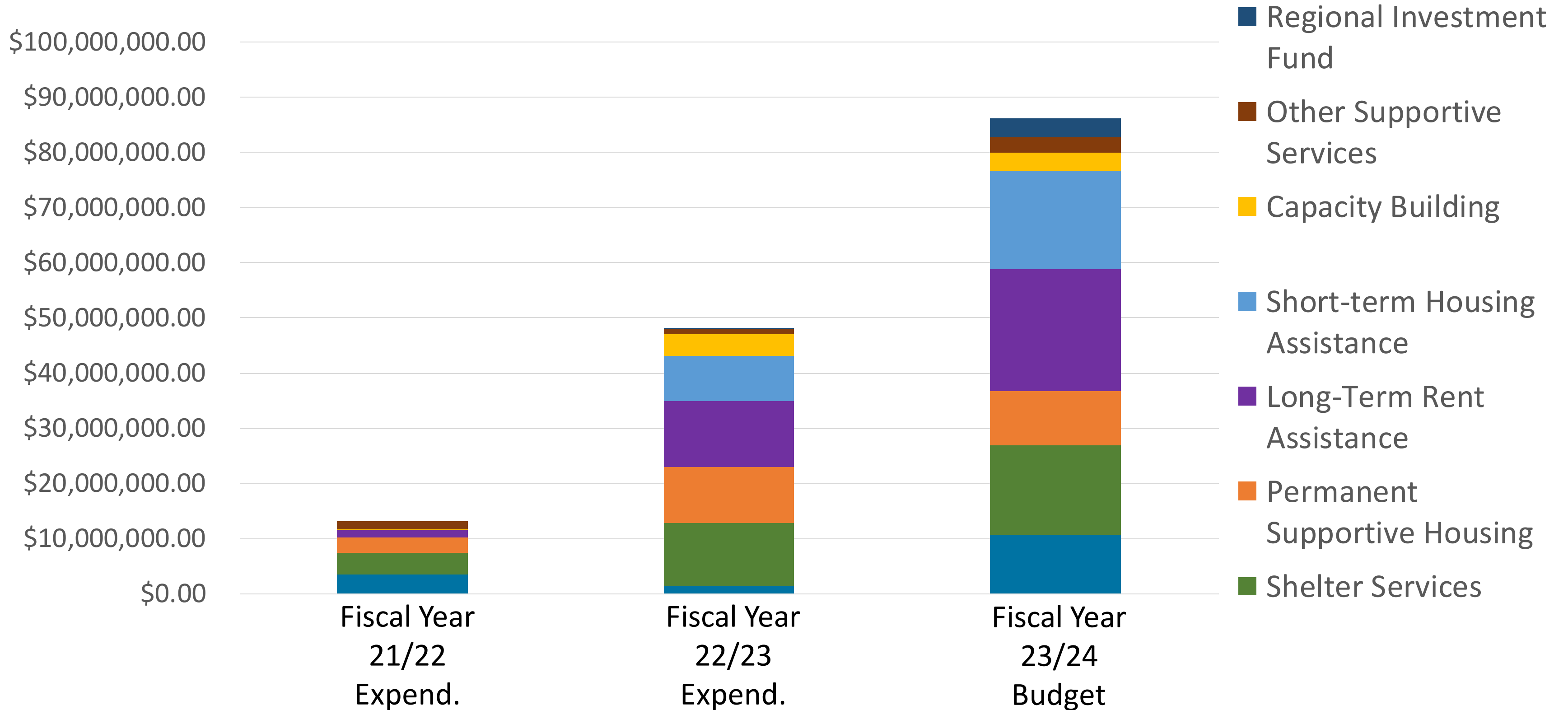
- Culturally Specific Cohort
- Equity training for workforce
- Analyze and address barriers for Asian American families



Maria Caballero Rubio, Centro Cultural director, at Casa Amparo Shelter



Financial Overview





Quality Improvements for Year Three



Expanding evaluation and monitoring
to build system efficiencies and cross
sector alignment

Continuous improvement

Scaling up programs and planning
for large system investments



Program participant opening her mailbox



Why we do this: Danica's story



PC: Lauren Everett, Metro

Danica started her career as a case manager connecting shelter guests with housing.

Now, she helps people who are already housed at Heartwood Commons as a resident services coordinator.

Danica brings services and resources to the building including free hair cuts, lending library partnerships, and community dinners.

“It’s not just that you aren’t homeless anymore... but that you are going home”



Department of Housing Services
www.washingtoncountyor.gov

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Barbara Fryer, Community Development
Director



Date: November 29, 2023

Subject: Ordinance No. 2023-04: an Ordinance Repealing Cornelius Municipal Code (CMC) 2.80 Public Works Advisory Board, and Repealing CMC 2.90 Parks Advisory Board, and Adding a new chapter CMC 2.80 establishing Public Infrastructure Advisory Board

Summary: In order to achieve policy setting and participatory efficiency, and to consolidate public oversight of Cornelius's public infrastructure broadly, the Community Development Director and Public Works Director recommend combining the two existing advisory boards to create a new Public Infrastructure Advisory Board.

Previous Council Action: Ordinance 883 established the Public Works Advisory Board in 2007. Ordinance 901 established the Parks Advisory Board in 2008. In 2021, the City Council adopted Ordinance 2021-01 which added term limits to Boards and Commissions, including the two Boards herein.

Relevant City Strategic Plan Goal(s): Goal 2: Increase connectivity and engagement and improve culture within the City organization; Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

Background: Staff and the membership of both current advisory boards have discussed this combination at numerous occasions, both separately and together, in 2023. The City Attorney drafted the proposed implementing policy and recommended repeal of both CMC sections 2.80 and 2.90 and adding CMC 2.80. Staff recommend approval as it will provide efficiency and greater effectiveness in public oversight of infrastructure.

Cost: Staff time.

Advisory Committee Recommendation: Both the Public Works Advisory Board and the Parks Advisory Board discussed this proposal, and two joint meetings were held to discuss it. Although a vote was not taken, both Boards are favorable to the proposal.

Staff Recommendation: Approve Ordinance No. 2023-04.

Proposed Motion: I make a motion to read by title only for the first reading Ordinance No.

2023-04, AN ORDINANCE AMENDING THE CORNELIUS MUNICIPAL CODE BY REPEALING SECTIONS 2.80 AND 2.90, PUBLIC WORKS ADVISORY BOARD AND PARKS ADVISORY BOARD, REPSECTIVELY, AND ADDING A NEW SECTION 2.80 PUBLIC INFRASTRUCTURE ADVISORY BOARD.

2nd Reading and Adoption: I make a motion to read by title only for the second reading and adoption of Ordinance No. 2023-04, AN ORDINANCE AMENDING THE CORNELIUS MUNICIPAL CODE BY REPEALING SECTIONS 2.80 AND 2.90, PUBLIC WORKS ADVISORY BOARD AND PARKS ADVISORY BOARD, REPSECTIVELY, AND ADDING A NEW SECTION 2.80 PUBLIC INFRASTRUCTURE ADVISORY BOARD and this action takes effect 30 days from adoption.

Exhibit: Ordinance No. 2023-04 and Exhibit A

ORDINANCE NO. 2023-04

**AN ORDINANCE AMENDING THE CORNELIUS MUNICIPAL CODE
BY REPEALING SECTIONS 2.80 AND 2.90, PUBLIC WORKS
ADVISORY BOARD AND PARKS ADVISORY BOARD,
REPECTIVELY, AND ADDING A NEW SECTION 2.80 PUBLIC
INFRASTRUCTURE ADVISORY BOARD**

WHEREAS, the City of Cornelius (“City”) recognizes that residents and business owners are busy with multiple commitments involving family and work life; and

WHEREAS, participation in local government can be a burden yet is a vital task to city government; and

WHEREAS, the City values community input and recommendations on matters related to public infrastructure; and

WHEREAS, the City Council desires to combine the Public Works Advisory Board and the Parks Advisory Board to form a new Board entitled Public Infrastructure Advisory Board through repeal of CMC Chapter 2.80 and repeal of CMC Chapter 2.90 and add a new CMC Chapter 2.80 Public Infrastructure Advisory Board.

NOW THEREFORE, THE CITY OF CORNELIUS ORDAINS AS FOLLOWS:

Section 1. The City Council amends the Municipal Code by repealing Chapter 2.80 and Chapter 2.90 and adopts a new Chapter 2.80 as set forth in the attached Exhibit A.

Section 2. This ordinance will become effective 30 days after its adoption.

PRESENTED AND ADOPTED by the Cornelius City Council at their regular meeting on December 4, 2023.

City of Cornelius, Oregon

By: _____
Jeffrey C. Dalin, Mayor

ATTEST: _____
Debby Roth, MMC, City Recorder

Chapter 2.80

PUBLIC INFRASTRUCTURE ADVISORY BOARD

Sections:

- 2.80.010 Public infrastructure advisory board established.
- 2.80.020 Membership qualifications.
- 2.80.030 Terms of appointment.
- 2.80.040 Ex officio members.
- 2.80.050 Meetings.
- 2.80.060 Purpose.
- 2.80.070 Compensation of members.
- 2.80.080 Quorum – Rules and regulations.
- 2.80.090 Members – Public officials.

2.80.010 Public infrastructure advisory board established.

The public infrastructure advisory board composed of nine members to be appointed by the mayor with the consent of the city council is hereby established. The public infrastructure advisory board members shall appoint, at their first regular meeting, a chairperson, vice chairperson, and secretary from their membership. The position of chairperson shall be selected each January for a one-year term; provided, however, that no member shall serve more than two consecutive terms as chairperson.

2.80.020 Membership qualifications.

Qualifications for appointment to membership on the public infrastructure advisory board include demonstration of positive interest in the development, operation and maintenance of public utilities, streets, public parks, open spaces and/or trails in Cornelius and status as a resident or representative of a property or business owner within the city limits.

2.80.030 Terms of appointment.

The term of each of the initial members shall begin immediately upon their appointment to the board and shall expire as follows:

- (A) Three of the members so appointed shall serve until December 31, 2024.
- (B) Three of the members so appointed shall serve until December 31, 2025.
- (C) The three remaining members so appointed shall serve until December 31, 2026.

Upon the expiration of the terms of each of the initial members, the mayor shall, with the consent of the council, appoint a successor to each member whose term shall have expired. Each succeeding term following the initial appointment shall be for a period of three years, and the mayor shall, with the consent of the council, appoint successors to such offices for each term of three years thereafter. Appointments shall be structured so as to ensure that terms overlap. No member shall serve more than three consecutive three-year terms. Following the completion of three consecutive three-year terms, a member may not apply for an additional term until they

have stepped down from the board for a period of no less than one year, after which point they may reapply.

Vacancies on the public infrastructure advisory board shall be filled for the remaining term of the members ceasing to be members of the board in the same manner as the original appointment. It shall be the duty of the chairperson or the vice chairperson of the board to notify the mayor and city council when a vacancy so exists.

2.80.040 Ex officio members.

A representative of the city's public works department shall serve as an ex officio member. The public works department ex officio member may participate in the public infrastructure advisory board meetings and deliberations, but will not be a voting member. The mayor may also appoint city council advisory members and a youth advisory member to the board who will serve on an ex officio basis and without a vote.

2.80.050 Meetings.

The public infrastructure advisory board shall meet at least bimonthly on a regular schedule adopted for the year by the board members. Special meetings of the board may be called by the board chairperson, or upon the concurrence of three members, or as scheduled by the public works department ex officio member.

2.80.060 Purpose.

The purpose of the public infrastructure advisory board shall be to advise the mayor and city council regarding matters relating to public infrastructure including public works and parks and recreation service area. Such public infrastructure matters include, but are not limited to, street construction and maintenance; water, sanitary sewer and storm sewer line construction and maintenance; parks and trails planning, acquisition, construction and maintenance; grants acquisition; volunteer coordination; and parks improvements. The board may also be requested to advise the council on utility rate analysis and recommendations on the budgets for operation and capital improvements.

The public infrastructure advisory board shall:

- (A) Review and make recommendations on parks and recreation projects, including park naming.
- (B) Advise on systems development charge rate analysis and recommendations for parks, transportation, water, sanitary sewer and storm sewer systems.
- (C) Advise on city parks rental rates and use procedures.
- (D) Advise on city budget for operation and capital improvements.
- (E) Troubleshoot capital and maintenance projects.
- (F) Develop with City staff and advise on park rules and policy recommendations.
- (G) Serve as the community involvement committee developing master plans for parks, transportation, water, sanitary sewer and storm sewer systems and make recommendations on said plans to the Planning Commission prior to adoption.

In addition, the board may advise the council on any matter upon which the council requests guidance; provided, however, that the board shall not engage in any engineering practices as that term is defined in state law, nor shall it develop specifications covering public works projects unless such specifications are approved by a duly-registered professional engineer. The board shall not direct personnel nor investigate complaints regarding performance of personnel.

2.80.070 Compensation of members.

Public infrastructure advisory board members shall receive no compensation for their services. The public infrastructure advisory board members shall have no authority to make any expenditure on behalf of the city or obligate the city for payment of any sums of money. However, they will make recommendations to city council from time to time regarding expenditures and/or obligations.

2.80.080 Quorum – Rules and regulations.

A majority of the public infrastructure advisory board shall constitute a quorum. The board shall adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Cornelius City Charter and Cornelius Municipal Code.

2.80.090 Members – Public officials.

Public infrastructure advisory board members are public officials for purposes of and subject to the state's ethics laws.

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Barbara Fryer, Community Development Director
Date: November 16, 2023
Subject: Ordinance No. 2023-05 An Ordinance Amending Section 2.85.060 of the Cornelius Municipal Code to Add Advising the Urban Renewal Agency to the Economic Development Commissions Duties



Summary: The proposed amendment clarifies the role of the Economic Development Commission in advising the Urban Renewal Agency about projects, changes in the capital improvement program and other matters related to urban renewal.

Previous Council Action: Ordinance 893 established the Economic Development Commission in 2007. Ordinance 2023-01 added qualifications for appointment to the Commission, emphasis on the role of the Commission in policy advocacy and workforce development, added the Commission as advisory to the City Urban Renewal Agency in addition to the Council, and specified how members may be removed from the Commission.

Relevant City Strategic Plan Goal(s): Goal 2 Increase connectivity and engagement and improve culture within the City organization and Goal 5 Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

Background: While the previous ordinance added the Commission as advisory to the City Urban Renewal Agency, the duties were not expanded to explicitly document the role and responsibility of the Commission as advising on projects, the capital improvement program and other matters related to urban renewal. This amendment offers the clarity that will offer guidance to the Commission in the coming years.

Cost: Staff time.

Advisory Committee Recommendation: No recommendations have been sought.

Staff Recommendation: Approve Ordinance No. 2023-05.

Proposed Motion: I make a motion to read by title only for the first reading Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 THE CORNELIUS MUNICIPAL CODE ADD ADVISING THE URBAN RENEWAL AGENCY TO THE ECONOMIC DEVELOPMENT COMMISSIONS DUTIES.

Motion: I make a motion to read by title only for the second reading and adoption of Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 THE CORNELIUS MUNICIPAL CODE ADD ADVISING THE URBAN RENEWAL AGENCY TO THE ECONOMIC DEVELOPMENT COMMISSIONS DUTIES, and this action takes effect 30 days from adoption.

Roll Call

Exhibit: Ordinance No. 2023-05 and Exhibit A

ORDINANCE NO. 2023-05

AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE ECONOMIC DEVELOPMENT COMMISSIONS DUTIES

WHEREAS, in 2007, the City of Cornelius (“City”) established an economic development commission to create an awareness both in the public and private sectors of the city of the need for and the encouragement of effective community and economic development; to encourage cooperation between the public and private sectors of the city and the region to provide an effective community economic development program, and to assist in city policy advocacy relating to community and economic development; and

WHEREAS, in 2019, the City established an urban renewal agency to assist in the elimination of blight in Cornelius; and

WHEREAS, the City recognizes a need for a commission to advise the Urban Renewal Agency with regard to recommending: projects to undertake, changes to project lists, changes to the capital investment program, and all other matters related to urban renewal; and

WHEREAS, the City Council desires to amend CMC Section 2.85.060.

NOW, THEREFORE, THE CITY OF CORNELIUS ORDAINS AS FOLLOWS:

Section 1. The City Council amends the Code and adopts the changes as set forth in the attached Exhibit A.

Section 2. This Ordinance shall take effect on the 30th day after its adoption.

PRESENTED AND ADOPTED at the regular meeting of the Cornelius City Council on December 4, 2023.

CITY OF CORNELIUS, OREGON

By: _____
Jeffery C. Dalin, Mayor

Attest: _____
Debby Roth, City Recorder

2.85.060 Purpose and duties.

(A) The purposes for the creation and continued existence of the commission are:

(1) To create an awareness both in the public and private sectors of the city of the need for and the encouragement of effective community and economic development.

(2) To encourage cooperation between the public and private sectors of the city and the region to provide an effective community economic development program, the goals of which shall include, but not be limited to:

(a) The upgrading and physical renewal of housing facilities, neighborhood and business area;

(b) The attraction to the city and its environs not only of new job-producing businesses and enterprises, but the retention and enlargement of existing ones;

(c) To seek and obtain cooperation between the public and private sectors of the community and achievement of the purposes and goals outlined herein;

(d) Increasing the job and entrepreneurial skills of Cornelius residents, including, but not limited to, workforce development opportunities;

(e) To serve in an advisory capacity to the council, the Cornelius urban renewal agency, and the various departments which deal with development programs, particularly as to long-range programs which affect the economic interests of the city and its inhabitants.

(3) To assist in city policy advocacy relating to community and economic development.

(B) The duties and responsibilities of the commission shall include but not be limited to the following:

(1) Evaluate the city's existing programs and improvement projects and make recommendations to the council and the city manager for the continuance, discontinuance or modification of the same.

(2) Receive input from the general public regarding the economic betterment and improvement of the city and make reports and recommendations thereof to the council and city manager.

(3) Recommend to the council and the city manager ways and means for improving the economic betterment and improvement of the city.

(4) Seek to develop, collaborate with and coordinate close communications and relationships between the city government, chamber of commerce, private businesses and industries, neighboring cities, regional/state economic development agencies and interested citizens regarding the economic betterment and improvement.

(5) When directed by the council and within the resources available to the commission, carry on a comprehensive program of economic betterment and improvement. The economic development commission members shall have no authority to make any direct expenditure

on behalf of the city or obligate the city for payment of any sums of money except as expressly authorized. However, they will make recommendations to city council from time to time regarding expenditures and/or obligations.

(6) Advocate on behalf of new and existing city policies relating to community and economic development.

(7) Serve as the Urban Renewal Advisory Committee by making recommendations to the Urban Renewal Agency regarding projects to undertake, changes to project lists, changes to the capital investment program, and all other matters related to urban renewal in the city.

(C) The board shall not direct personnel nor investigate complaints regarding performance of personnel. [Ord. 893 § 1 (Exh. A), 2007; Code 2000 § 2.980; Ord. 2023-01 § 1 (Exh. A), 2023.]

City of Cornelius Agenda Report

To: City Council
From: Peter Brandom, City Manager
Date: December 4, 2023
Subject: Resolution 2023-45, Specific System Development Charge (SDC) Policy for Commercial to Residential Conversions



Summary: The recent Oregon House Bill (HB) 2984 requires local governments to allow the conversion of buildings from commercial to residential use within urban growth boundaries of cities with a population of 10,000 or greater, under certain conditions. The bill requires that SDCs be calculated based on a specific policy set prior to December 31, 2023, otherwise the city may not be able to assess the SDC on such a conversion.

Previous Council Action: The City's SDC fee policy was enacted in 2008 and last updated in 2021.

Relevant City Strategic Plan Goal(s): Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

Background: The City ought to be able to assess SDCs for conversions of buildings from commercial to residential, and the proposed resolution to amend Cornelius Municipal Code Chapter 12.40 will allow for it.

Cost: Staff time.

Advisory Committee Recommendation: None.

Staff Recommendation: Approve Resolution No. 2023-45 as proposed.

Proposed Motion: I make a motion to approve Resolution No. 2023-45. A RESOLUTION OF THE CORNELIUS CITY COUNCIL ADOPTING A SPECIFIC POLICY FOR SYSTEM DEVELOPMENT CHARGE CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL CONVERSIONS, AS REQUIRED BY HOUSE BILL 2984 and this action takes effect immediately.

Exhibit: Resolution No. 2023-45.

RESOLUTION No. 2023-45

A RESOLUTION ADOPTING A SPECIFIC POLICY FOR SYSTEM DEVELOPMENT CHARGE CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL CONVERSIONS, AS REQUIRED BY HOUSE BILL 2984

WHEREAS, House Bill 2984 (“HB 2984”) amended ORS 197.308 to require local governments to allow the conversion of buildings from commercial to residential use within urban growth boundaries of cities with a population of 10,000 or greater, under certain conditions; and

WHEREAS, the population of the City of Cornelius (the “City”) exceeds 10,000; and

WHEREAS, HB 2984, Section 1(5)(c) permits cities to charge system development charges (“SDC”) in connection with a commercial to residential use conversion for a contemplated housing development if “(A) the charge is calculated pursuant to a specific adopted policy for commercial to residential conversions adopted on or before December 31, 2023; or (B) the charge is for water or wastewater and includes an offset for at least 100 percent of the water or wastewater system development charges paid when the building was originally constructed;” and

WHEREAS, the City desires to be able to charge all applicable SDCs in connection with such commercial to residential use conversions; and

WHEREAS, the City Council believes that Cornelius Municipal Code (“CMC”) Chapter 12.40 sufficiently addresses all SDC methodology, rates, and other applicable terms and conditions needed to calculate SDC charges in connection with commercial to residential conversions pursuant to HB 2984.

NOW THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:

Section 1. The City Council hereby adopts CMC Chapter 12.40, as currently in effect and as may be amended from time to time, as the City’s specific policy for SDC calculations in connection with all residential development, including commercial to residential conversions pursuant to HB 2984.

Section 2. This Resolution shall become effective upon adoption by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting of December 4, 2023.

City of Cornelius, Oregon

By: _____
Jeffrey C. Dalin, Mayor

Attest: _____
Debby Roth, City Recorder

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Barbara Fryer, Community Development Director
Date: November 16, 2023
Subject: Resolution No. 2023-46: a Resolution Adopting Findings For Selecting Unite Oregon As Community Based Organization Partner For Metro 2040 Grant



Summary: City staff and Mayor Dalin serve as representatives on the Tualatin Valley Highway (TV Highway) Technical Advisory, Policy Advisory, and Steering Committees. Unite Oregon serves as the Community Based Organization developing the TV Highway Equitable Development Strategy for the corridor. City staff worked with Unite Oregon, building on their existing work in this area, to develop a scope of work and Metro 2040 Planning and Development Grant application in the Equitable Development category. The grant application is to develop an anti-gentrification and anti-displacement plan for the Cornelius Town Center.

Previous Council Action: Submission of a Metro 2040 Grant Letter of Interest was approved by City Council in July, 2023. City Council adopted the Town Center plan in 2019.

Relevant City Strategic Plan Goal(s): Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community; Goal 6: Identify community and economic development opportunities to support the community's needs.

Background: The Town Center Plan, while laudable for its goals, has the potential to set in motion gentrification and displacement of residents and businesses. That is the intent of the 2040 Growth Concept – to densify the region and hold the regional urban growth boundary static. Pressure to build bigger buildings in place of existing development is exerted where a Town Center, or other 2040 center typology, is located. The intent is to facilitate urban growth in patterns that reduce dependency on automobiles, encourage walking and create “livable and equitable communities.” However, as we have seen throughout the region, where housing and businesses exist at lower price points, intense pressure to redevelop follows. Cornelius’s Town Center is just such a location. It has the increased density – compliant with the 2040 Growth Concept – and property values lower than most of the region, resulting in naturally occurring affordable housing and tenant space.

The City of Cornelius worked with Unite Oregon to build on the Equitable Development Strategy for the TV Highway project, specifically within Cornelius’s Town Center. Metro has notified the City that the grant award will occur in January with formal Metro Council action. The grant, as written, would fund a private consultant and Unite Oregon to work with residents,

entrepreneurs, and equity coalition members to identify and recommend strategies to prevent gentrification and displacement. The strategies would be evaluated for their efficacy in Cornelius's Town Center and a formal recommendation to City Council would result.

The attached Resolution provides findings as to why Unite Oregon was selected as the Community Benefit Organization Partner on this project.

Cost: Staff time.

Advisory Committee Recommendation: Not applicable.

Staff Recommendation: Approve Resolution No. 2023-46.

Proposed Motion: I make a motion to approve Resolution No. 2023-46, A Resolution Adopting Findings For Selecting Unite Oregon As The City's Community Based Organization Partner For The Metro 2040 Grant.

Exhibit: Resolution No. 2023-46 and Exhibit A

FINDINGS IN SUPPORT OF SPECIAL PROCUREMENT DIRECT APPOINTMENT FOR A
PERSONAL SERVICE AGREEMENT PURSUANT TO OREGON REVISED STATUTE
279B.085

Community Based Organization Partner for the Metro 2040 Planning and Development
Equitable Development Grant

Personal services are a contract for services performed by an independent contractor in a professional capacity. CMC 2.50.020(D). The City Council (“Council”) or City Manager must award personal service contracts by following the solicitation procedures described in PCR 70.015, unless otherwise directed by Council, or otherwise exempted by ORS 279B.075 (sole-source procurements), 279B.080 (emergency), or 279B.085 (special procurements).

Oregon law permits the Council, acting as the City’s Local Contract Review Board, to exempt a personal service contract from formal solicitation procedures when the Council can make the following findings:

- 1) That the exemption is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public improvement contracts, and
- 2) That the exemption will result in substantial cost savings or other substantial benefits to the agency.

The following findings of fact support the Council granting an exemption to permit the direct appointment of the project described below.

Nature of the Project:

The Town Center Plan, while laudable for its goals, is a plan that sets into motion gentrification and displacement of residents and businesses, if successful. That is the intent of the 2040 Growth Concept – to densify the region and hold the regional urban growth boundary static. Pressure to build bigger buildings in place of existing development is exerted where a Town Center, or other 2040 center typology, is located. The intent is to facilitate urban growth in patterns that reduce dependency on automobiles, encourage walking and create “livable and equitable communities”. However, as we have seen throughout the region, where housing and businesses exist at lower price points, intense pressure to redevelop follows. Cornelius’s Town Center is just such a location. It has the increased density – compliant with the 2040 Growth Concept AND property values lower than most of the region, resulting in naturally occurring affordable housing and tenant space.

The project, therefore, provides the tools and strategies for the city to implement that will allow the City to meet the regional goals of increasing density within the urban growth boundary, while also ensuring that safeguards are in place to assist local businesses and residents and minimize displacement.

Resolution 2023-46

Exhibit A

Cost:

\$143,233

Findings:

1. Direct appointment of this contract is unlikely to encourage favoritism or to substantially diminish competition.

Unite Oregon is a Community Based Organization who has led creation of Equitable Development Strategies for the Southwest Corridor Light Rail project and the Tualatin Valley Highway bus rapid transit project. Unite Oregon created a coalition of people and organizations that live, work and play along the TV Highway corridor, including Adelante Mujeres, Asian Pacific American Network of Oregon (APANO), Bienestar, Centro Cultural, the Muslim Educational Trust, the Community Housing Fund, Oregon Department of Transportation, TriMet, Washington County and the cities along the corridor. Unite Oregon facilitated the community-led creation of the Equitable Development Strategy which included 13 priority actions to help residents and businesses stay in place and thrive when the market forces start to impact those most vulnerable to displacement. Due to the work on this project and the Southwest Corridor Light Rail project, Unite Oregon has an established network of participants that coincide with the City's Town Center Plan area and have the unique experience conducting this type of work that is not apparent in other community based organizations.

2. Direct appointment of this contract is reasonably expected to result in substantial cost savings or other benefits.

Due to the existing partnerships built through the TVHWY Equitable Development Strategy work, Unite Oregon can begin work on the City's strategies immediately, without need to mobilize and create a new coalition or group of participants, thus saving both time and presumably money. Unite Oregon worked under a Metro grant on both the Southwest Corridor and TVHWY Equitable Development Strategies, demonstrating experience both in the type of work and with the Metro grant reporting system.

Conclusion and recommendation:

Based on the above findings, it is recommended that the City Council directly award this personal service contract to act as the City's community based organization partner for the Metro 2040 Planning and Development Equitable Development Grant.

City of Cornelius Agenda Report

To: City Council
From: Peter Brandom, City Manager
Date: December 4, 2023
Subject: Resolution 2023-47, Enterprise Zone Fee Adjustment



Summary: The cities of Forest Grove and Cornelius jointly co-sponsor a shared Enterprise Zone (EZ). Enterprise Zones allow for local governments to provide exemptions from certain taxes to incentivize industrial development. The proposed resolution would increase the application fee from the existing \$200 flat fee charged to companies accessing the EZ incentive to a percentage of the project investment, up to a cap. This is required in order to provide sufficient revenue for the administrative cost and economic development revenue, and to remain consistent with the City of Forest Grove, our EZ program partner.

Previous Council Action: City Council approved the Cornelius EZ in 2008. It is managed jointly with the City of Forest Grove, whose original EZ was approved in 2006. The state approved a 10-year extension to the joint EZ in 2016.

Relevant City Strategic Plan Goal(s): Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

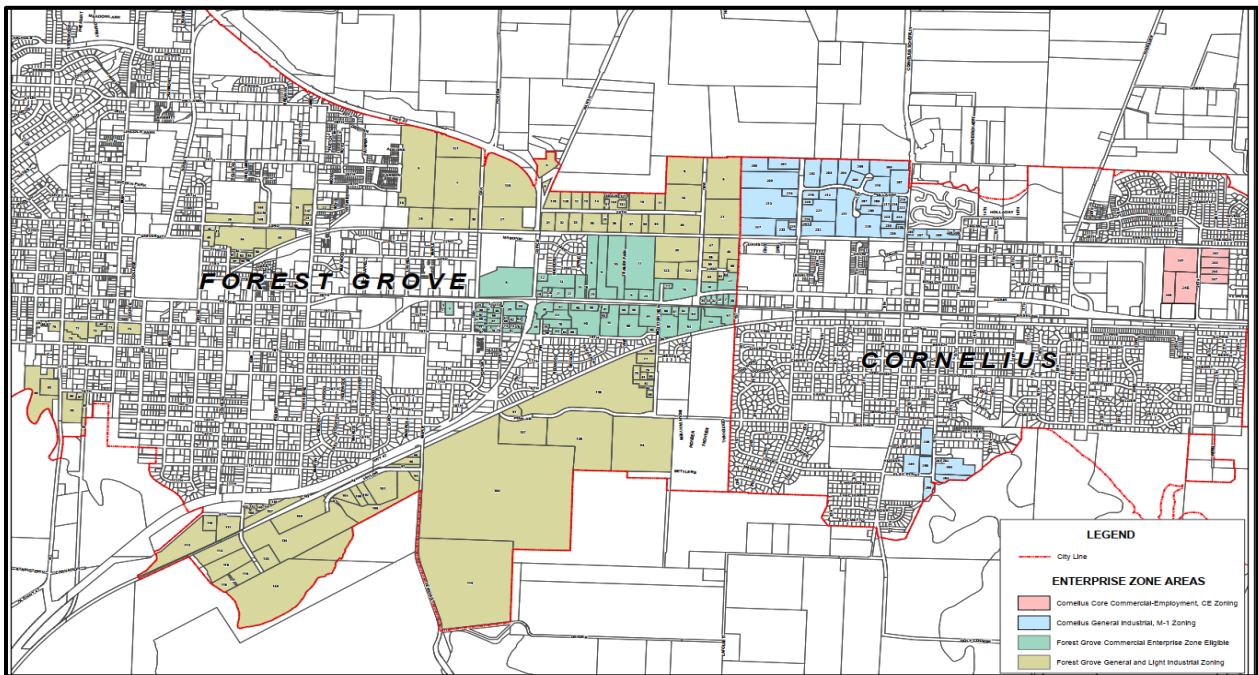
Background: Under state law and the City's Enterprise Zone, companies may apply for 3- or 5-year tax abatements under certain conditions on eligible property. Eligible properties in Cornelius and Forest Grove are shown on the enclosed map. EZ incentives are available if a company meets the following core requirements, among others:

- Invests a minimum of \$50,000 in a project
- Increases site job count by at least 10%
- Maintains the job count increase for at least the duration of the incentive

Cities throughout the region have increased the fee for applying for the EZ, and both the City of Forest Grove and City of Cornelius still charge a flat \$200 fee. In order to be consistent with the City of Forest Grove and to match many other regional jurisdictions, the enclosed resolution would increase the application fee for the 3-year program from \$200 to .1% of total project cost up to a fee cap of \$50,000. The fee for the 5-year program would remain at .01% of total project cost, with a fee cap of \$50,000. Below is a comparison of other city EZ fees.

3-Year EZ	Application Fee	Cap
Cornelius	\$200	N/A

Forest Grove	.1%	\$50k
Tigard	.1%	\$50K
Beaverton	.1%	\$50K
Hillsboro	.1%	\$50K
Gresham	.1%	\$50K
Clackamas	.1%	No Cap
Lake Oswego	.1%	\$50K
Oregon City	.1%	No Cap
Sandy	.1%	No Cap



Cost: Staff time.

Advisory Committee Recommendation: The Economic Development Commission has approved the proposed application fee increase.

Staff Recommendation: Approve Resolution No. 2023-47 as proposed.

Proposed Motion: I make a motion to approve Resolution No. 2023-47. A RESOLUTION OF THE CORNELIUS CITY COUNCIL INCREASING THE APPLICATION FEE FOR THE FOREST GROVE/CORNELIUS ENTERPRISE ZONE and this action takes effect immediately.

Exhibit: Resolution No. 2023-47.

RESOLUTION NO. 2023-47

A RESOLUTION CHANGING THE APPLICATION FEE FOR BUSINESSES APPLYING
FOR PROPERTY TAX ABATEMENT THROUGH
THE FOREST GROVE/CORNELIUS ENTERPRISE ZONE

WHEREAS, the City of Forest Grove and the City of Cornelius are currently co-sponsoring governments of the Forest Grove/Cornelius Enterprise Zone; and

WHEREAS, the Oregon Economic and Community Development Department approved the City of Forest Grove's Enterprise Zone on April 17, 2006; extended the same to the City of Cornelius on July 14, 2008, thereby creating the Forest Grove/Cornelius Enterprise Zone; and issued a 10-year extension on June 27, 2016; and

WHEREAS, the City of Cornelius fulfills its duties and implements provisions jointly with the City of Forest Grove under ORS Chapter 285C and related parts of Oregon Law, including but not limited to, having appointed a local Enterprise Zone manager and preparing a list or map of lands and buildings in the Enterprise Zone; and

WHEREAS, pursuant to the Oregon Enterprise Zone Act under ORS 285C.045-ORS 285C.250 ("Act") and the City Enterprise Zone policies, the City has the authority to establish conditions under which a company may apply for and qualify for a three- or five-year property tax abatement; and

WHEREAS, the City of Cornelius currently charges an application fee of \$200 for eligible businesses seeking to have property exempt from property taxation in the Forest Grove/Cornelius Enterprise Zone; and

WHEREAS, consistent with state law, the City of Cornelius desires to change the application fee to .1% of the value of the investment in qualified property that is proposed in the application, with a cap on the application fee of \$50,000.

NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:

Section 1. An application fee of .1% of the total investment shall be required to submit an application for eligible businesses seeking to have property exempt from taxation in the Forest Grove/Cornelius Enterprise Zone, with a cap of \$50,000 on the application fee.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting
December 4, 2023.

City of Cornelius, Oregon

Jeffrey C. Dalin, Mayor

Attest: _____
Debby Roth, City Recorder

Cornelius

Oregon's Family Town

Cornelius Urban Renewal Agency Meeting
Monday, December 4, 2023
Council Chambers - 1355 N Barlow St, Cornelius, OR 97113
In-Person and Zoom Meeting
TVCTV Televised-Channel 30

Board of Directors
Chair John Colgan

Board Member Eden Lopez
Board Member Jef Dalin

Board Member Doris Gonzalez
Board Member Angeles Godinez

1. **ADOPTION OF AGENDA**
2. **NEW BUSINESS**
 - A. **Adoption of FY 2025 Budget Calendar**
3. **ADJOURNMENT**

URBAN RENEWAL AGENCY
FY 2025 BUDGET CALENDAR

Approved by the City Council at the 12-04-2023 meeting

- | | |
|------------------|---|
| December 4 (Mon) | URA Board Chair approves budget calendar and appoints the City Manager as the Budget Officer |
| Mar 1- Mar 31 | Finance Department prepares proposed Cornelius URA budget |
| April 3 (Wed)* | Publish Notice announcing Budget Committee meeting (1 st notice) |
| April 10 (Wed)* | Publish Notice announcing Budget Committee meeting (2 nd notice) |
| April 24 (Wed) | City Manager releases Proposed Budget (1 st budget meeting) |
| April 24 (Wed) | Submit first Financial Summaries to Washington County |
| April 24 (Wed) | Budget Committee meeting #1
(Budget presentation, budget message delivered and Public Hearing on State Revenue Sharing) |
| May 1 (Wed) | Budget Committee meeting #2 (Committee approves budget) |
| May 1- May 31 | Summary Budget and Hearing notice must be published. (5-30 days before the budget hearing) In this time a second notice must be published, but does not have to contain the summary budget. |
| June 3 (Mon) | URA Board adopts budget
Resolution adopting budget
Make appropriations
Levy and Categorize tax |

No later than July 15th -2 copies of notice of levy and adopted resolutions go to County Assessor
Copy of entire budget to County Clerk
Submit final Financial Summaries to Washington County

*2 notices announcing the Budget committee meetings must be published with 5 days between notices (5-30 Days before the meetings)