

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 9:14 pm.

Commissioners Present: Price, Herzig, Warr, Nemlowill, Mayor LaMear

Commissioners Excused: None

Staff Present: City Manager Estes, Assistant, City Manager/Police Chief Johnston, Community Development Director Cronin, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Library Director Tucker, and Public Works Director Cook. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COMMISSIONERS: No reports.

CHANGES TO AGENDA: No changes.

CONSENT CALENDAR:

The following items were presented on the Consent Calendar.

5(a) ADC Minutes of 7/20/15

Commission Action: Motion by Commissioner Warr, seconded by Commissioner Nemlowill, that the Astoria Development Commission approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, Nemlowill, Herzig and Price, and Mayor LaMear. Nays: None.

REGULAR AGENDA ITEMS:

Item 6(a): Heritage Square – Request for Qualifications (Community Development)

The City Council adopted a Fiscal Year 2015-2016 goal to investigate locating the Astoria Public Library as part of a mixed-use project within Heritage Square. On July 20, 2015, the City Council was briefed on the Heritage Square environmental remediation phase and the timeline for cleanup activities. As the cleanup phase continues, the City Council has expressed an interest in moving the project forward and to continue a conversation with the community about what will be built on the site and how to finance the development. To achieve this objective, City staff has begun a parallel process to initiate a Request for Qualifications (RFQ) to hire a consultant team that will assist the City's efforts in answering three key questions. These questions include: 1) What will be built on Heritage Square? 2) What will happen to the existing library site? and 3) How do you finance the development program as part of a public private partnership?

In preparation for the RFQ, staff has engaged various stakeholders in the Heritage Square Redevelopment including: ADHDA Executive Director and Board President, Astoria Sunday Market, and American Legion Clatsop Post No 12. Feedback from these stakeholder interviews informed the current draft of the RFQ. The RFQ is a solicitation for architectural design and redevelopment strategy services that will focus on Heritage Square and the existing library site. If Council authorizes moving forward, City staff will advertise in the *Daily Astorian* and the *Daily Journal of Commerce* (Portland). Proposals will be due on August 31 with a review panel of city staff and stakeholders conducting evaluations the same week. The professional services contract for this work will be brought to the Development Commission for consideration. As this project will include areas outside of the Astor East Urban Renewal District, City of Astoria funds will need to be contributed to the project. The breakdown will be specified at the time the contract is considered. The projected cost estimate for these services is between \$10,000 - \$15,000. A "Notice to Proceed" for the selected consultant team is expected to be issued in mid-September with work commencing from September to November. It is recommended that the Development Commission authorize City staff to issue a RFQ for architectural and redevelopment strategy services.

City Manager Estes noted a typographic error in the last paragraph of Page 1 of the memorandum, which should read, "The existing library was built in 1968 and does **not** meet current community needs."

Commissioner Nemlowill said Staff was directed to investigate building a new library at Heritage Square with elements discussed in a work session including costs, timelines, parking, the American Legion, options for reuse of the current library building, a public private partnership, and housing for Astorians. She asked if Staff believed the scope of work for this RFQ included all of those elements. Director Cronin explained that an RFQ is different from a Request for Proposal (RFP). The RFP would cover all of the elements listed by Commissioner Nemlowill. However, an RFQ includes an overview of the project. Once a specific contract has been negotiated by Staff, it will be presented to the Commission for approval.

Commissioner Nemlowill agreed that the two items in the RFQ were broad. However, she wanted to state that specific ideas had been discussed. Director Cronin said this project deals with two sites, the existing library site and Heritage Square. The specifics on how those sites are investigated would be included in the contract. He anticipated that Council would be able to review the contract by September 21st. City Manager Estes added that the RFQ would implement the City Council goal. The specific details that address the goal would be included in the contract that would be presented to the Commission once it has been negotiated.

Commissioner Herzig said the City commissioned a feasibility report on building a library at Heritage Square, but the report was never received. He assumed it would be included in this phase of the project. He did not want the City to lose focus on a mixed-use library with workforce housing.

Mayor LaMear said the due date of August 31st seemed like a short submission period. Director Cronin agreed the timeline was tight and Staff might need to amend the timeline in order to get the RFQ advertised.

The Commission asked why applications could not be submitted electronically, which included faxing. Staff explained that many of the organizations prefer to use a particular formatting for their presentations. If the City's software does not match up with theirs, the presentation may not look as professional when printed. The City wants the organizations to package their product in a way they feel conveys their message about their ability to handle a project. After a presentation is submitted, Staff can always request an electronic copy like a printable document file (PDF) if they need one to share with a review panel or it becomes part of the public record.

Commissioner Price was glad the RFQ was broad. Because she is not an urban planner, she does not know if Council's ideas were good and this will indicate how feasible their ideas were.

Commissioner Herzig was concerned because the Astoria Senior Center was not included as a stakeholder. The Senior Center's federal grant revolves around social services to seniors, most of whom will be traveling on foot. The new library will be right in front of Peace Lutheran Church. He believed the Senior Center and Peace Lutheran Church should be included as stakeholders. In the past, citizen input has not been included this early in this kind of project. Citizens should be included in stakeholder meetings as well. This is very important because moving forward without citizen input at this stage means later on, citizens will fight the City because the City did not ask the public about what was planned. Director Cronin said he had already met with Cindy Mudge of the Sunday Market, and Alana Garner and Dulcye Taylor of the Astoria Downtown Historic District Association (ADHDA). Once Staff has the correct contact information, the American Legion would be contacted. He spoke with Larry Miller of the Senior Center about the Heritage Square project on the day of the Roll and Stroll and Mr. Miller would like to be involved. He thanked Commissioner Herzig for suggesting Peace Lutheran Church and said he would look into adding them as a stakeholder.

Commissioner Herzig believed the Senior Center deserved an opportunity to give input because their services and the meal program would result in a lot of interaction with Heritage Square.

Commissioner Nemlowill was pleased that Staff had presented an RFQ so soon. It seemed as if the City had been working on a solution to this problem for a very long time and she was glad Staff was moving forward with the project.

Commissioner Herzig said the City did a rush job with the screening for the Regatta. Council was expecting to review samples of the plastic screening and choose from four colors. He asked if that project had been put on hold, noting that the entire structure had not yet been covered. The existing material is see-through. City

Manager Estes explained that the existing black material was the material discussed at the City Council meeting. Staff is still working on some additional ideas for screening and signage. The screening is not opaque because the material must allow wind to flow through it.

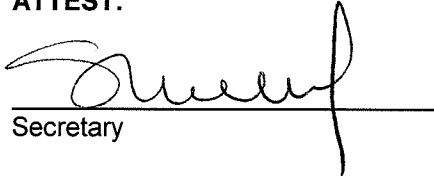
Commissioner Nemlowill asked for an update on the soil removal timeline. City Manager Estes said the lab is currently testing the materials and Staff hopes to have the results after Labor Day. Staff has been working with the Department of Environmental Quality (DEQ) to get preliminary test results so they can begin planning the removal while the final report is being completed.

Commission Action: Motion by Commissioner Herzig, seconded by Commissioner Nemlowill, that the Astoria Development Commission authorize City staff to issue a RFQ for architectural and redevelopment strategy services. Motion carried unanimously. Ayes: Commissioners Warr, Nemlowill, Herzig and Price, and Mayor LaMear. Nays: None.

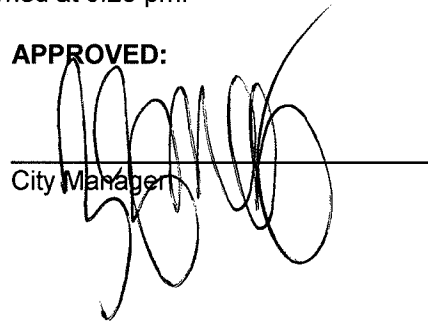
ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:28 pm.

ATTEST:


Secretary

APPROVED:


City Manager