



City of Tigard

City Center Development Agency Meeting Minutes –
February 4, 2014

TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD

MEETING DATE AND TIME: February 4, 2014 - 6:30 p.m.

MEETING LOCATION: City of Tigard – Red Rock Creek Conference Room
13125 SW Hall Blvd., Tigard, OR 97223

1. CITY CENTER DEVELOPMENT AGENCY BOARD MEETING

- A. At 6:34 pm Chair Cook called the meeting to order.
- B. Deputy City Recorder Krager called the roll.

	Present	Absent
CCDA Director Buehner		✓
CCDA Director Henderson		✓
CCDA Director Snider	✓	
CCDA Director Woodard	✓	
CCDA Chair Cook	✓	

- C. Chair Cook called for any Non Agenda Items – None.

2. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES

Director Snider moved for approval of the January 7, 2014 minutes. Director Woodard seconded the motion. The motion passed.

	Yes	No
CCDA Director Buehner		absent
CCDA Director Henderson		absent
CCDA Director Snider	✓	
CCDA Director Woodard	✓	
CCDA Chair Cook	✓	

**TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING
MINUTES – February 4, 2014**

3. DISCUSS PROPOSED CCDA CALENDAR TOPICS FOR 2014

Community Development Director Asher said the proposed calendar was created in response to a request at the January CCDA meeting. Redevelopment Project Manager Farrelly developed a list of monthly topics for the Board to explore. These are concepts and programs staff is working on and the idea is that the Board will be involved in a different way with discussions on new ideas that are “uncooked” and require more work.

Community Development Director Asher said working together on these topics will help the CCDA Board gain greater knowledge and appreciation of what staff is doing. He said thoughts and ideas will come to the CCDA for discussion earlier in the process rather than being first filtered through the CCAC and then presented to CCDA after considerable vetting. He said the Board will engage in a monthly forum to discuss topics on a working level and staff will check in with the CCAC on policy or practical questions as needed.

Upcoming topics include a new program idea in March that is similar to the façade improvement program. It incentivizes property owners to improve their downtown property appearance with more attractive landscaping. Economic Development Manager Purdy is working on several downtown projects, i.e., vertical housing tax credit. In August the CCDA Board will talk about the Tigard Downtown Alliance becoming an urban renewal partner with the city. Mr. Asher said these are the topics of substance in the urban renewal work program. Community Development Director Asher said Director Snider requested a discussion on plaza space and Michelle Reeves will be invited in to discuss this.

Director Snider asked how the discussions would be characterized and how to evaluate success. Community Development Director Asher said the advantage of this approach would be that the Board would have early input on proposed courses of action to guide progress. Then, when it is time for formal CCDA approval, the likelihood of a “yes” vote by Board members is increased.

Director Woodard asked for a discussion on downtown circulation, noting that it is part of a larger conversation that includes areas outside the urban renewal district. He expressed concern that circulation discussions about North Dakota and Tiedeman, for example, are seen as a separate issue from Ash Avenue and the downtown, yet they are related. Executive Director Wine said the greater discussion of circulation on North Dakota/Greenburg/Tiedeman is scheduled for future council discussion but will also carry over into CCDA meetings. She said staff does not view them as separate issues.

Community Development Director Asher said the April discussion on downtown public spaces will include talking about the relationship between the density of people and cars in a successful urban public space. Director Woodard suggested another foot traffic count be completed. He said he walks in Tigard every day and noticed the trail traffic has increased dramatically since 2008. More walkers and bike riders are coming through the downtown as trail connections are made. He said he wanted the downtown businesses to be ready to attract and serve this traffic as it will continue to increase as the city follows its mission to create connections.

TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING MINUTES – February 4, 2014

Redevelopment Project Manager Farrelly said these topics are in addition to executive sessions and regular items for the CCDA including an upcoming joint meeting with the CCAC to discuss their annual goals.

4. DISCUSS URBAN RENEWAL IMPLEMENTATION WITH CCAC CHAIR AND VICE-CHAIR

Redevelopment Project Manager Farrelly introduced CCAC Chair Murphy and Vice Chair Arendes who were present to follow up on earlier discussions held about the role of the CCAC. He said their 2013 annual report was forwarded to the CCDA in November but distributed a copy tonight to aid in the discussion. A copy of the *2013 Annual Report of the City Center Advisory Commission to the City Center Development Agency* has been added to the packet for this meeting.

Director Snider asked if the CCAC had goals separate from the CCDA and City Council. Executive Director Wine said every year boards and commissions are asked to hold a dialog to give input when council sets its goals.

CCAC Chair Murphy said that the CCDA undertook a fundamental examination of the role of the CCAC and he thought it appropriate to check in with the board. He asked if there were any questions or comments about the 2013 annual report. There were none. He said Director Snider touched on a key point he wished to discuss: The CCDA's decision reexamine the functions of the CCAC. He said he believed there is room for improvement in the goal coordination between CCAC and CCDA. He said the calendar discussed in the previous agenda item is most welcome and is a building block for the CCAC's work plan for the upcoming year. He said he wants the CCAC to serve the needs of the CCDA in the most effective and efficient way possible and suggested that it might be desirable for the board to receive CCAC input prior to discussing some of the topics. He said the topics on the calendar may trigger work the CCDA wants to delegate to the CCAC and this is also welcomed by them, as they want to contribute to preparation and implementation of some of these items.

CCAC Chair Murphy offered some themes he hoped the CCDA and CCAC can work on for the urban renewal district this year:

- Collaboration - He fears the silo effect. He wants the CCAC working closely and in sync with the CCDA. A discussion should be held on how to use skills the city already has with in-house staff for implementation of the urban renewal plan. He recommended identifying the roles of the CCDA, staff, CCAC and occasional consultants; these roles are complementary but different.
- Leverage - Leverage is using a little bit to get a lot more and create a bigger impact. The most obvious example is finding outside funding sources to

TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING MINUTES – February 4, 2014

complement the urban renewal bonding capacity. He said another type of leverage is people power, and in one sense the CCAC members can be viewed as leverage for the CCDA. He hopes the CCAC can extend the reach of the CCDA. There is a pool of talent in Tigard that has not been tapped and many who are unable to serve a two-year term might commit to a three- or six-month term. Their contributions need not be lost. He said he will ask former CCAC volunteers to return and help with their efforts.

- Public/Private Interface - A viable, effective downtown organization has been a top-tier priority. The Tigard Downtown Alliance may be filling that role. He said he wanted to focus on what can only be done by the city. Also, what belongs only in the realm of the private sector? Where do the public/private join to complement each other? What are the strengths of each? CCAC Chair Murphy suggested the CCAC may have been trying to fill the role of a downtown organization and he questioned whether that was the best use of their time and energy.

Vice Chair Arendes said she viewed the CCAC's charge as broader than being a business advocate and is excited about the TDA's progress. She said as the TDA steps up, perhaps the CCAC can step back and concentrate resources in other places. She said she looks forward to receiving more direction on what those should be and sees the calendar as a great tool for better communication.

Director Snider asked if they wanted any deliverables from the CCDA. CCAC Chair Murphy said there were. He said he or Vice Chair Arendes will attend every CCDA meeting. If there is something that the CCAC can do, starting with the March topic, he wants to know. Director Snider said whether or not the CCAC thinks something is a good idea is valuable information and he suggested a 3-5 minute CCAC summary on each of the calendar topics. Chair Cook suggested CCAC use the proposed CCDA agenda topic calendar to schedule the same topics a month before the CCDA discussion so CCAC input can be considered by the CCDA.

Director Woodard said he was favorable to that strategy but would take it one step further. He suggested inviting a TDA representative to attend if the topic affects downtown businesses or a PRAB member if a plaza space discussion is scheduled. Director Snider agreed and said a private/public integration balances the thinking process. Chair Cook suggested the TDA Downtown Dialogs would be an appropriate venue for some topics.

CCAC Chair Murphy said he wants to know when they meet the CCDA's needs and especially when they do not. He said their goal is to provide the CCDA with information and support to give Tigard the best downtown.

TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING MINUTES – February 4, 2014

5. DOWNTOWN MIXED USE DEVELOPMENT PROJECTS PRESENTATION AND DISCUSSION

Community Development Director Asher displayed the urban renewal agency project bubble chart and indicated the importance of the two redevelopment sites and how they are linked. He introduced regional development consultant John Spencer who will manage the project due to its complexity.

Redevelopment Project Manager Farrelly said Tigard was awarded a Metro CET grant for community planning for two downtown housing and mixed use development projects. One site is the existing public works yard and another site is being pursued by the developer, George Diamond Properties. Tigard is evaluating developing housing on the Ash Avenue site and possible mixed use on the other site.

He said an intergovernmental agreement with Metro has been signed. A memorandum of understanding with George Diamond Properties has been signed. This MOU states expectations for the project. A Phase III environmental assessment was completed on the public works yard which used to be a waste water treatment plant. It came back with no major problems flagged. He said the city is completing a survey and an appraisal is in progress. Similar work will be done on the second site once it is identified. He showed slides of the 3.2 acre public works site that has about 2.7 acres available for development. It fronts the Fanno Creek Park with a trailhead nearby. The dog park is next door and developers said a dog park is an attractive amenity. The city has invested in Burnham Street improvements and Main Street services and amenities are only a five-minute walk from this site. Public works has offices and materials storage on this site.

Executive Director Wine said the interim solution is to move the public works shop operations at Ash Avenue to the public works building on Burnham Street. Director Snider asked how many city staff FTE's are located there and Executive Director Wine said there were 40. Community Development Director Asher said the Public Works Department is actively searching for an alternative location.

Consultant Spencer gave a process overview and identified what information will be returning to the CCDA and the developer for decision making. He said the MOU gives the developer the opportunity to acquire the city site within a certain time period but they also must identify and control another site. Efforts are being made to get two developed sites in play. The developer has until the end of February to secure the second site. If they do not, the city can find another development partner. Director Snider clarified that the city is using an attractive city-owned site as leverage to catalyze another site. Consultant Spencer agreed and said the goal is to have at least one project under construction by 2017. Community Development Director Asher said another leverage point is securing a developer. Consultant Spencer said this developer is already active in this community and has made investments so there is an advantage to working with him. He said this project is already a public/private partnership in the pre-development stage with the Metro CET grant, urban renewal agency funding on the public side and the and the developer's responsibilities on the private side. These include design services, financial analysis and any costs associated

TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING MINUTES – February 4, 2014

with tying up the second site. The CET grant will pay for environmental reports, a survey and appraisal for the second site. Technical studies will give the city and developer information to determine whether to move forward. If this does not work out, the question will be how to fill the gap with public funding.

Consultant Spencer said the staff report contains a list of criteria the CCAC identified to consider when making decisions regarding the redevelopment of the public works yard. He suggested additional criteria:

1. If there is public investment in making these projects work, are they warranted given the long-term tax base impacts?
2. If the city makes investments to support the private development, are they catalytic enough to stimulate additional private investments downtown?
3. Are these investments necessary to achieve the longer-term goals of the urban renewal district?

Director Snider said he would like to review these CCAC criteria again when the time for the CCDA to make decisions on the public works yard gets near.

Director Snider asked how certain the CCDA will have to be before committing to this. Consultant Spencer said it will be a judgment, not a yes or no answer.

Director Woodard said it is all contingent upon how much risk to take. The city should work in a collaborative mode with private sector partners. Consultant Spencer said going through this exercise will give the city a track record as a good partner and this has value.

Community Development Director Asher said this will be a public process and when concept designs and drawings are ready they will be shown to the CCAC and at open houses. A test will be whether the city receives more phone calls from developers. Getting something built will change the way Tigard is viewed. We need to demonstrate that we can do this.

6. NON AGENDA ITEMS –There were none.

- CCDA EXECUTIVE SESSION

At 8:03 pm Chair Cook read the citation for an executive session called under 192.660(2) (e) to discuss real property negotiations. The executive session ended at 8:34 pm.

TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING MINUTES – February 4, 2014

7. ADJOURNMENT

At 8:34 pm Chair Cook announced that the CCDA was out of Executive Session. Director Woodard moved for adjournment. Director Snider seconded the motion and all voted in favor.

	Yes	No
CCDA Director Buehner		absent
CCDA Director Henderson		absent
CCDA Director Snider	✓	
CCDA Director Woodard	✓	
CCDA Chair Cook	✓	

/s/Carol A. Krager
Deputy City Recorder, Carol A. Krager

Attest:

/s/John L. Cook
CCDA Chair, John L. Cook

April 1, 2014
Date

**TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING
MINUTES – February 4, 2014**