

## Metro | Meeting Summary

TOD Steering Committee  
Thursday, June 14, 2012  
10:00 a.m. to 11:00 a.m.  
Metro Regional Center, Room 270

### **Committee Members Present**

Mark Ellsworth, Chair  
Vince Chiotti  
Carlotta Collette  
Justin Douglas  
Kathryn Krygier  
Dave Kunz  
Lainie Smith

Oregon Governor's Office  
Oregon Housing & Community Services  
Metro  
PDC  
TriMet  
DEQ  
ODOT

### **Metro Staff Present**

Leila Aman  
Pamela Blackhorse  
Megan Gibb  
Joel Morton  
Meganne Steele

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## I. CALL TO ORDER, WELCOME AND INTRODUCTIONS, APPROVAL OF MEETING MINUTES FOR FEBRUARY 9, 2012.

Chair Mark Ellsworth declared a quorum and called the meeting to order at 10:05 a.m. Guest attendee Nikolai Tye Simroski, a Portland resident who was formerly a city planner in Key West, Florida, introduced himself.

### *Action taken:*

Councilor Collette moved, seconded by Mr. Dave Kunz, to approve the February 9, 2012 meeting minutes as presented. Hearing no objections, the motion passed.

Mr. Vince Chiotti requested that future meeting minutes include project locations.

## II. ACTION ITEM: TOD WORK PLAN

Ms. Meganne Steele presented the staff report on the TOD Work Plan Update and distributed the current TOD Program Work Plan document (included as part of this meeting record). The TOD Program Work Plan provides the policy, governance and operating framework for Metro's Transit Oriented Development Program. Originally written in 1998 to satisfy requirements of the Federal Transit Administration (FTA) grant under which the TOD Program was established, the Work Plan has been amended four times by formal Metro Council action. The impetus for this Work Plan update is to incorporate recommendations from the TOD Strategic Plan and the Metro Auditor's office. Ms. Steele noted that instead of amending the current version of the Work Plan, the document has been entirely rewritten for improved clarity and readability. While the scope and substance of the Work Plan remain generally the same, the following substantive changes are incorporated within the update:

- Articulated program mission, objectives and strategies
- Clarified program governance
- Removal of 1998 FTA grant related requirements
- Transition of the Urban Living Infrastructure program from pilot to ongoing
- Improved transparency of program eligibility criteria
- Integration of TOD strategic plan investment framework
- Broader investment policies
- Sets forth property acquisition and disposition parameters

### Governance

Ms. Megan Gibb stated that one recommendation from the consultants was to update the TOD Steering Committee membership by reducing the number of governmental agency positions and allowing appointment of members based upon expertise needed. Ms. Steele distributed a handout outlining the proposed steering committee membership by term (included as part of the meeting record), noting that it is anticipated that current Steering Committee members will be appointed to new terms based upon their interest in continuing to serve. She noted that terms would be staggered and three governmental agencies continue to have representation including:

- Metro
- Oregon Housing and Community Services
- TriMet

Ms. Steele added that this membership structure would allow staff to better respond to development and committee needs. With the Portland Development Commission (PDC) focusing less on housing, Ms. Gibb noted that their position was removed.

Ms. Kathryn Krygier inquired about how new committee members would be determined and recruited. Ms. Gibb responded that because this would be a new process, staff were still contemplating the best approach. She noted that a broker or architect could be a valuable addition to the committee, adding that the Work Plan includes clarified language around the issue of Conflict of Interest.

Ms. Steele mentioned that the City of Vancouver has had a well-functioning development advisory group comprised of private sector people with a broad range of development expertise.

Ms. Lainie Smith asked if it had been determined which current Steering Committee members would be assigned to the positions which will require renewal in one year. Ms. Gibb responded that she would speak with each current member individually to determine their preferences before deciding. She also clarified that while the appointments are for three year terms, members may be reappointed as there are no term limits.

#### Program Activities

The committee discussed the program activities within the Work Plan. Ms. Steele noted that the Work Plan transitions the ULI program from a pilot program to an ongoing program.

#### Investment Guidelines

Ms. Steele directed the committee's attention to two diagrams which show the types of program activities eligible or conditionally eligible in different areas: Figure 1, TOD Typology Clusters, and Figure 2, TOD Program Strategic Investment Framework. While the TOD Program has a responsibility to promote TOD on a region-wide scale, not all parts of the region are equally prepared to support TOD. By applying objective research-based approaches that analyze data to determine current real estate market strength and transit orientation conditions in station areas, transit corridors and urban centers, eligible areas are grouped into similar typologies because they face similar challenges and would benefit from similar investment activities.

#### Investment Criteria

Ms. Steele explained that the threshold eligibility requirements for transit corridors (both frequent bus and streetcar) are changed from 800 ft. of the stop to one quarter of a mile of the transit route. She added that three new criteria have been added in response to strategic plan recommendations, including that the project is expected to reduce VMT, ensure highest reasonable site coverage, and keep administrative costs in proportion to grant.

Mr. Justin Douglas asked whether the criteria related to distance would be measured as the crow flies from the transit stop. Ms. Steele stated that the requirement is for a functional pedestrian connection, so the intent is that walking distances be considered. The distances are meant to be guidelines, not absolute limits or entitlements. For example, although a project may be within ½ mile of a transit station it would not be eligible if it were separated by a freeway or other barrier that made walking impractical.

#### Competitive Investment Criteria

Ms. Steele explained that in order to improve program transparency, the Work Plan now includes competitive investment criteria as well as threshold requirements. She added that most of the

competitive criteria have been historically considered by the TOD Steering Committee, but a few new criteria have been added in response to Strategic Plan recommendations. Additional criteria added to this area include that the project is expected to:

- Improve transit access experience;
- Strengthen economic base for urban living infrastructure;
- Support place-making through large scale initiatives, and/or increase housing choice through affordability; and
- Bring economic and fiscal benefits

The Work Plan has been revised to incorporate broader investment policies. The TOD loan policy is exactly the same as previously adopted. For multi-part investments, there is now clarification that project eligibility is determined separately for each program (TOD, ULI, etc.). In addition, the recurring investment policy is the same as previously reviewed by TOD Steering Committee.

New elements of the Work Plan also include comprehensive property acquisition and disposition parameters that increase flexibility with strong oversight and require OMA-supervised, current appraisal.

Next steps for approving the Work Plan include:

- Metro Council worksession – July 2012
- Metro Council adoption – August 2012
- TOD Steering Committee appointments – August/September 2012

Ms. Gibb and committee members commended for Ms. Steele for her effort in authoring the Work Plan.

Mr. Kunz inquired about whether there was a specific measurement regarding how a project would strengthen the economic base. Referring to page 12 in the Work Plan, Ms. Steele explained that the Program Methods Manual would detail the analytical methods to be used. With regard to ability to strengthen economic base, it is anticipated that staff would develop estimates of increased disposable income that would be brought to the immediate market area.

Mr. Chiotti asked whether the criterion of reducing vehicle miles travelled (VMT) and whether increases in walking and biking were going to be monetized as project benefits. Ms. Gibb explained that anticipated increases in walking and biking mode shares would be explicitly considered, but would not be monetized as part of the funding eligibility calculations. Ms. Steele explained that anticipated increases in walking and bike mode shares would be reflected when project eligibility is determined. In particular, the threshold requirements related to transportation and environmental benefits specifically consider the extent to which the proposed project would enhance the pedestrian and bicyclist experience. Ms. Smith asked how staff intends to estimate VMT reductions. Ms. Steele briefly described the current methodology as developed with assistance from Tom Brennan of Nelson Nygaard: we currently estimate VMT changes in residential uses only, because of data limitations. She explained that the TOD Work Plan anticipates preparation of a Program Procedures Manual to document such methodologies within a framework that can easily integrate new approaches as new best practices are developed.

Ms. Kathryn Krygier asked what would be different as a result of adopting the TOD Work Plan, as updated. Ms. Steele commented that the Work Plan makes the program more transparent, clarifies what the program seeks to accomplish, and may thereby help developers and local jurisdictions partner in helping

to realize the region's desired outcomes. Ms. Gibb commented that the increased specificity of the Work Plan eligibility criteria positions us to work with potential partners to improve development plans.

Mr. Douglas asked for clarification regarding TOD easements. Mr. Morton explained that the easement encumbers the program as a covenant in a CC&R, and Metro has conjunctive release rights to go to court or have the developer refund the money, if the use of the property changes to one which is no longer transit-supportive. Mr. Kunz commented that, at the end of 30 years, those restrictions expire.

Ms. Gibb provided a brief update on the Hillsboro 4<sup>th</sup> Main project. She stated that FTA approval has been secured, although it was a difficult process because FTA Headquarters staff in DC were not initially in concurrence with the FTA Region 10 staff in Seattle. She explained that it was necessary to add a transit benefit user package in order to secure approval. The transit benefit user improvements will include a transit tracker, a transit information center, way finding signage, and on-street bike corral. The Steering Committee members are invited to the 4<sup>th</sup> Main project ground breaking on July 9 at 4 p.m.

#### VII. ADJOURN

There being no further business, Chair Ellsworth adjourned the meeting at 10:52 p.m.

*Meeting documents:*

Doc. Nbr.	Topic	Document Date	Description	Document Number
1	Agenda	06/14/12	June 14, 2012 Meeting Agenda	Tod061412_01
2	Document	06/14/12	Meeting summary, February 9, 2012	Tod061412_02
3	Document	06/14/12	Staff Report	Tod061412_03
4	Document	06/14/12	TOD Work Plan	Tod0261412_04
5	Document	06/14/12	TOD Steering Committee Membership by Term	
6	Document	06/14/12	Staff Report Presentation	Tod061412_05

*Meeting summary respectfully submitted by,*



*Pamela Blackhorse*

*June 14, 2012*