



**Enterprising Places Steering Committee  
Summary Meeting Notes  
Monday, August 3, 2015  
3:00 to 5:00 p.m.  
Metro Regional Center, Room 270**

**Committee Members Present**

Jonath Colon	Hispanic Metropolitan Chamber of Commerce
Kathryn Harrington	Metro
Don Stastny (by phone)	Stastny: architect llc
Jeana Woolley	J.M. Woolley & Associates
Bob Stacey	Metro

**Metro Staff and Guests**

Megan Gibb	Metro
Joel Morton	Metro
Lisa Miles	Metro
Laura Dawson Bodner	Metro
Deb Meihoff	Communitas Planning

**I. CALL TO ORDER, INTRODUCTIONS, REVIEW OF AGENDA**

Megan Gibb called the meeting to order at 3:06 p.m. and reviewed the agenda. Councilor Harrington shared information on the effectiveness of having community rooms in mixed use developments.

**II. APPROVAL OF MAY MEETING SUMMARY**

**Megan Gibb asked the committee if there were any amendments to the meeting summary from May 11, and hearing none, called for a motion to approve. Ms Jeana Woolley moved to approve the meeting summary and Mr. Jonath Colon seconded the motion. All in favor, none opposed.**

**III. UPDATE REGARDING CURRENT STOREFRONT PROJECTS**

Ms Miles gave an update on the district revitalization grant-funded art walk in Tigard. Mr. Stastny expressed hope that the artwork be archived. The committee discussed possible options. Ms Miles gave an update on the storefront grant progress, detailed on page 3 of the presentation included in the packet. She recommended that the design committee weigh in earlier on projects so that the architects have their input at the beginning.

#### **IV. UPDATE REGARDING ADMINISTRATIVE REFINEMENTS**

Ms Miles said she would like grantees to understand that design is a high priority. Some property owners are reluctant to direct financial resources towards design. In future grant rounds, she will communicate, at the beginning of the process, that grantees will be getting a certain amount for design and a certain amount for construction. The challenge is to determine an amount to delegate for the design process.

Steering Committee comments included:

The property owners see design as an added cost, delegate 15% to design, give grantees an idea of the potential cost so that they can use it to plan, use language such as “Experience has shown that... and in other exemplary programs... that design matters,” use as a teaching moment, add a budget page to the application that breaks out permitting, architect, and other costs, share a set of pre-qualified architects that grantees can connect with, allude to a design cost guideline rather than a definite cost.

Ms Miles said she would like to work with businesses with small projects, but that it may not be feasible, given the administrative time it takes to administer each project.

Ms Miles described the dynamics with design firms on the pre-approved list and talked about how she might change the process slightly for the next year’s work. Mr. Stastny asked to participate in any discussion on revising the list of pre-approved architects, and invited Ms. Woolley to participate. Ms Woolley concurred.

Ms Miles suggested that in administering the storefront grants, some project funds may be directed to help fund improvements to exterior spaces adjacent to the buildings that help contribute to the overall ambience of the district and support adjacent business activities such as outdoor seating. Current projects in Oregon City and Brooklyn have exterior space that, with improvements, could add vitality to the business and local district.

Steering Committee comments included:

The space adjacent to the businesses could be considered activity areas; don’t grant money to features that could be considered stagnant, use the word “activated area,” in the application, ask if exterior spaces are being included in the plan, think of activation in terms of programming that relates to /improves the business or the district, have a main focus for improvement but also improve secondary elements (activity areas), the main focus is on storefront improvement, and also take advantage of the secondary elements (activity area), ensure the program is flexible enough to encompass this idea, determine under what criteria we would consider whether this exterior space be considered for grant dollars, use language like “an extension of the building program.”

Ms Miles recommended not changing application materials to include activity areas; she will talk to applicants when there is an opportunity to make this type of improvement.

## **V. CONSIDERATION OF NEW STOREFRONT IMPROVEMENT GRANT APPLICATIONS**

Ms Miles gave a budget update. The funds from Wells Fargo have been received and must be spent by end of December 2015. July is first quarter of 2015-16 fiscal year. Metro funds may be carried forward into the subsequent year.

### **NE 3rd and Roberts building:**

Ms Miles gave an overview of the NE 3<sup>rd</sup> and Roberts building in Gresham. This application was discussed at the March steering committee meeting. She showed photos of the building (see slide number 8). She then reviewed the previous owners' first and second floor plans, including the restaurant space. The current owner indicated he is prepared to make a sizable investment reconfiguring the interior space, including the addition of elevators.

Steering Committee comments included:

Would the owner consider decreasing the size of the restaurant? The building is not that large and it might be worthwhile to simplify it.

### **Anderson Building:**

Ms Miles introduced the Anderson building in Forest Grove, two blocks from Pacific University. The owner wants to do a historic renovation of the building, detailed on slide number 13 in the meeting packet.

Steering Committee comments and questions included:

Local activity includes a sidewalk chalk festival and a nearby farmers market, the timeline would need to be much longer for this project, construction is anticipated next spring, have the owner identify what specific costs the Metro grant will cover, if an owner is making a significant investment, how can he participate in our grant process without being held back, has the owner engaged with the City of Forest Grove and the new city manager, discuss what could be done differently with this type of project, including administrative process changes.

Ms Miles talked about the paint and signage projects and the need to recalibrate to make them more efficient and effective.

### **Paddle Palace**

Ms Miles introduced the Paddle Palace building in Tigard, referenced on page 14 of the meeting packet. It is located across the street from the transit center.

Steering committee comments included:

The location of the building is on the Federal Creek floodplain, the changes requested would not increase activity in the area, it is not clear that the changes requested would improve Main Street, the large parking lot is a detriment, what is the goal of the requested improvements, how could this be tied to the historic downtown, there is little walking traffic along the four lane street, the wall might be a good place to install art panels or other civic art, confer with the Southwest Corridor team on plans for this area.

The committee does not recommend moving forward with this project. If the applicant chooses, they might submit a proposal for design funding. The proposal would need to have the support of the tenant.

**Action: Lisa Miles, Deb Meihoff, Joel Morton and Megan Gibb will meet to discuss the possibility of fast tracking larger projects.**

**Megan Gibb asked for a motion. Ms Kathryn Harrington moved that the Enterprising Places Steering Committee recommend the award of \$100,000 of program funds to support the NE 3<sup>rd</sup> and Roberts building and the Anderson building at the levels of funding indicated in the August 2015 Grant Application Review Table. Ms Jeana Woolley seconded the motion. All in favor, none opposed.**

**VI. ADJOURN**

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by  
*Laura Dawson Bodner*

**Attachments to the record:**

Item	Topic	Document Date	Description	Document No.
1	Enterprising Places March 2015 Grant Application Review	No date	Chart	080315epsc_1