

*TOD Implementation Program:*

**TOD STEERING COMMITTEE MEETING MINUTES**

Wednesday, March 2, 2005 Room 270, 2:00 – 4:00p.m.

Metro Regional Center, 600 N.E. Grand Avenue, Portland, Oregon

Members present: Mark Ellsworth, Chair (Governor's Office), Tamira Clark (ODOT), Jillian Detweiler (TriMet), Betty Dominguez (Oregon Housing & Community Services), Meg Fernekees (Oregon DLC), Rebecca Hillwig (DEQ), Robert Liberty (Metro Councilor, District 6)

Staff present: Andy Cotugno, Joel Morton, Phil Whitmore, Marc Guichard, Kelley Webb, and Jessica Martin.

**Chair's Welcome / Call to Order**

Chair Mark Ellsworth welcomed committee members and Metro staff and called the meeting to order at 2:05 p.m.

**Minutes**

Action Taken: Mr. Mark Ellsworth moved to accept the minutes from the December 2, 2004 meeting. Hearing no objections, the minutes were approved as presented.

**I. Milwaukie Site Acquisition**

Mr. Phil Whitmore updated the committee on a proposed project to acquire the Olson Bros Texaco Station at 10700 SE McLoughlin Blvd. The ½ block site will be jointly offered with a ½ block City owned parking lot. The current owners of the property would prefer terms to a cash offer. Mr. Whitmore explained that there is not authorization in the TOD Work Plan to carry out a contracted sale with terms. The Metro attorney's office requested the proposal be brought in front of the Metro Council. TOD staff will draft a resolution that will be presented to the Metro Council within the next two weeks. The committee discussed executing a letter of intent for the joint offering of the adjacent City of Milwaukie parking lot.

Action Taken: Mr. Ellsworth moved that the committee approve the acquisition of the Olson Bros Texaco at 10700 SE McLoughlin Blvd collectively with a Letter of Intent. Ms. Meg Fernekees seconded and the motion unanimously passed.

**II. Hollywood Trifecta**

Ms. Kelley Webb provided information on a project adjacent to the Hollywood Theatre and a block from the light rail station. Kevin Cavanaugh, a small local developer, is currently negotiating a purchase agreement on the site. He plans to collaborate with two other first time developers to subdivide the property into 3 different, separately developed parcels.

The request to the committee for \$200,000 of TOD funds is a preliminary commitment to the project, with the distribution of funds made in installments as the development progresses.

Action Taken: Mr. Ellsworth moved that the committee approve \$200,000 for the project with the following timeline: Acquisition of the property within one year, proof of equity capital mortgage financing, one year after that, and construction beginning 30 days following. The motion passed, with Ms. Meg Fernekees abstaining from the vote.

### **III. Amendment to TOD Program Work Plan for frequent bus**

Metro Council approved expansion of the TOD Program to include frequent bus routes in July 2004, but requested that the criteria for frequent bus projects be refined. The committee determined that in addition to the existing TOD Program Work Plan criteria for sites being offered to developers, criteria for TOD Projects for the site improvements category and criteria for Centers, frequent bus projects would have to meet each of the 5 *mandatory* criteria as well as attempt to respond to as many of the *additional* criteria as possible.

#### **Mandatory Criteria for Frequent Bus Routes**

- 1) Project is in an area that will help spur additional development and help create a node around the transit stop;
- 2) The project represents an attempt to build the base of developers that can be used in other centers;
- 3) There are not adequate local government funds available to close the financing gap;
- 4) The project will be within 800ft walking distance from a high frequency bus line; and
- 5) Demonstrates market concept applicable to high frequency bus line or the project will test the market for new product types for high frequency bus routes.

#### **Additional Project Criteria for Frequent Bus**

- The project uses new building materials or building systems that result in lower construction costs and/or tests new markets for a building type;
- The project will provide market rate and affordable housing, including rental or for sale, in a project that would otherwise be a single use building such as retail or office;
- The project will spur job creation;
- The project uses a high level of sustainable practices including building materials and energy conservation;
- The project is located in or near a center;
- The project has a favorable ratio of TOD dollars to total development costs;
- There are not similar projects in the area done without public funding; and
- The project will improve the quality of the environment for the transit patron.

Action Taken: Mr. Robert Liberty moved to amend the TOD Program Work plan to include the above 5 mandatory and additional criteria for frequent bus projects. The motion passed unanimously.

### **IV. N Flint Project**

Mr. Phil Whitmore provided a project description and background information on a prospective project located at 2124 N. Flint Avenue, on a frequent bus route.

Action Taken: Ms. Meg Fernekees moved to approve \$30,000 for the project subject to the approval by Metro Council of the amended TOD Program Work Plan for frequent bus. Ms. Rebecca Hillwig seconded the motion. The motion passed, with Ms. Jillian Detweiler voting no.

### **V. Gresham RFP for Station Building and Adjacent Land**

The committee discussed the vision for the Gresham Civic Neighborhood. Part of that vision includes the Gresham Civic Station Building, which would be constructed on the TriMet right-of-way, and possibly over the track. A request for proposals is currently in the draft stage and will be formally issued later his spring.

The committee was presented a list of selection criteria that would help evaluate and rank development proposals received for the Station Building.

Action Taken: Ms. Jillian Detweiler moved to adopt the outlined criteria presented to the committee with the understanding that they may be need to restructured, given federal funding requirements. Ms. Meg Fernekees seconded, with an amendment to expand the RFP to include developers outside the region. The motion unanimously passed.

**VI. Project Updates**

Ms. Webb provided updates on Denver/Kenton, Hillsboro Central, The Crossings and results from a PSU survey on The Merrick.

**VII. Get Centered!**

Ms. Webb updated the committee on the Get Centered! kickoff event held at the Brewery blocks in the Pearl District on Thursday, February 3, 2005. She encouraged the committee to attend the next Get Centered! event in Gresham on March 31<sup>st</sup>.

**VIII. Funding Update**

Mr. Whitmore provided a brief funding update on the TOD/Centers Programs.

**Adjournment**

There being no further business, Chair Ellsworth adjourned the meeting at 5:30p.m.

Respectfully Submitted,

Jessica E. Martin  
Recording Secretary