



**TOD Steering Committee and Executive Session
July 21, 2016, 10:00 a.m. to 11:30 a.m.
Metro Regional Center, Room 270**

Committee Members Present

Carlotta Collette
Derek Abe
John Southgate
Puja Bhutani
Dave Unsworth

Metro Staff and Guests

Megan Gibb
Joel Morton
Jon Williams
Pat McLaughlin
Lisa Hunrichs
Emily Lieb

I. CALL TO ORDER, WELCOME AND INTRODUCTIONS

Vice-chair Carlotta Collette called the meeting to order at 10:02 a.m. and welcomed all in attendance.

II. APPROVAL OF MEETING MINUTES FOR JUNE 16, 2016

Vice-chair Collette asked if there were any changes or corrections to the meeting summary. Ms. Puja Bhutani requested a change on Page 2, 4th paragraph. She commented that the community garden was a good amenity but that it was hidden behind the parking lot. She suggested that it be located so that it is more accessible by pulling it closer to the street and integrating it with the community spaces.

Action Taken: John Southgate made a motion to approve the minutes as amended; Puja Bhutani seconded the motion. The motion was unanimously **approved**.

EXECUTIVE SESSION

EXECUTIVE SESSION HELD PURSUANT TO ORS 192.660(1)(e), DELIBERATIONS WITH PERSONS DESIGNATED TO NEGOTIATE REAL PROPERTY TRANSACTIONS.

Vice-chair Carlotta Collette declared an Executive Session at 10:07 a.m., pursuant to 192.660(1)(e), for the purpose of deliberating with persons authorized to negotiate real property transactions to discuss the furniture store design concept, the Jesse Quinn project, and the East Burnside Apartments.

Members present: Councilor Carlotta Collette, John Southgate, Puja Bhutani, Dave Unsworth and Derek Abe.

Staff present: Megan Gibb, Joel Morton, Jon Williams, Patrick McLaughlin, Emily Lieb and Lisa Hunrichs.

Time executive session started: 10:08 a.m.

Time executive session ended: 11:45 a.m.

III. ACTION ITEM: FURNITURE STORE

The Committee voiced support for the development program of 15 parking spaces, approximately 5,700 square feet of commercial space controlled by APANO and 48 affordable units (including one manager's unit). However, it was agreed that a priority for this project is to ensure that the design will successfully accommodate future retail and that the community space will contribute to a safe and visually interesting pedestrian environment. The committee agreed to postpone the design endorsement to the August 11 Steering Committee meeting during which the interested parties are requested to provide:

- Concepts for orientation of the layout of the APANO space to ensure that the community space contributes to an active pedestrian environment and allows for successful incorporation of future retail.
- Any further refinement of the ground floor plans or explanation of how the existing plan meets residents' common area needs (laundry, community room, leasing office).
- Attendance of a representative from SERA, ROSE, and APANO at the August 11 meeting.

The Committee noted that concepts for layout of the APANO space would not be part of the tax credit application, but would instead set the stage for preparing the refined floor plan later in design development and which will eventually be subject to Steering Committee review.

Action Taken: None.

IV. ACTION ITEM: THE JESSE QUINN

Vice-chair Collette asked the committee for a motion to approve TOD funding in the amount of \$250,000 for The Jesse Quinn project with the following conditions:

1. One four story mixed use building located in downtown Forest Grove
2. 78 units (a mix of live/work, 1BR, 2BR, 3BR)
3. 92 surface parking spaces
4. 2,500 SF of retail
5. Public plaza adjacent to transit stop
6. Amenities including rooftop deck, secured bike storage and elevators

Ms. Bhutani noted two design issues that did not adequately meet TOD objectives:

- the building's brick corner was not designed to integrate well with the surface street;
- the rain garden should be located behind the building and the units pulled up to the street.

She noted that she would be pleased to provide direct feedback to the project team. Staff noted that the design feedback would be provided to the development team, and that staff would make an effort to bring project designs to the committee earlier if possible to allow more opportunity for feedback.

Action Taken: John Southgate made a motion to approve the recommendation. Derek Abe seconded the motion and the motion **passed** with Ms. Bhutani abstaining from the vote.

V. ACTION ITEM: EAST BURNSIDE APARTMENTS

Vice-chair Collette asked the committee for a motion to approve TOD funding in the amount of \$320,000 for the East Burnside Apartments project with the following conditions:

1. One five story building
2. 52 residential units
3. 16 parking spaces
4. Amenities including bike storage (13 spaces), dog washing station, lounge, elevator and bike racks (inside 44 units)

Action Taken: Ms. Bhutani made a motion to approve the recommendation. Mr. Abe seconded the motion and the motion **passed** unanimously.

VI. STAFF UPDATES

There were no staff updates.

VII. ADJOURN

There being no further business, Chair Collette adjourned the meeting at 11:55 a.m.

Respectfully submitted by
Lisa Hunrichs

Attachments to the Record:

Item	Topic	Document Date	Description	Document Number
1	Budget report	6/30/2016	TOD FY 2015-16 Budget Report for the period ending June 30, 2016	072116tsc_01
2	Cost per induced rider report	4/6/2016	Cost per induced rider report	072116tsc_02
3	Property schematic	n/a	Drawings of potential layout of furniture store community space (provided by SERA Architects)	072116tsc_03
4	Market study	n/a	PDC Market Study: lease rates and parking (provided by Rose CDC)	072116tsc_04
5	Map		PDC Jade District: neighborhood prosperity initiative (provided by Rose CDC)	072116tsc_05