

**Portland Development Commission  
Lents Town Center URA  
Transportation Task Force**

**Charter - DRAFT**

**Project Background:**

On June 25, 2008, Portland City Council approved the first amendment to the Lents Town Center Urban Renewal Plan. The amendment increased the acreage of the LTC URA by extending it along the commercially-zoned Foster Road corridor between SE 50<sup>th</sup> and SE 79<sup>th</sup> Avenues, as well as adding selected parcels along the original LTC URA boundary. The amendment also significantly increased the financial capacity of the URA, and extended the last date to issue debt to 2020.

The Transportation Task Force (TTF) is being created to involve members of the Lents Town Center Urban Renewal Advisory Committee (LTC URAC) and the community at-large in reviewing previous LTC URAC recommendations for transportation projects: taking into consideration the accomplishments, the projects that remain outstanding, and the additions to the URA; and making recommendations to prioritize the use of URA funds allocated for transportation capital improvement projects in the LTC URA during the next five fiscal years (FY 2010-11 through FY 2014-15). Staff identified a number of transportation projects in the LTC URA, and would like to receive broad community input in order to decide what projects to consider as priority for the next five years. The currently-identified transportation projects to be prioritized include, in no particular order:

- A local improvement district (LID) to pave unimproved streets in yet-unspecified locations in the LTC URA, also known as the “Lents IV LID.”
- The second phase of the Foster-Woodstock Streetscape Improvement Project, on the east side of the Foster-Woodstock couplet;
- The 104<sup>th</sup> Avenue Street Improvement project; and
- The Ramona Street Redesign.

Additional potential transportation projects to be considered by the TTF are identified in other plans adopted by City Council and the Portland Development Commission (PDC). The TTF will only add projects to the list if they are included in plans elaborated by the Portland Bureau of Transportation (PBOT) and adopted by Portland City Council.

**Mission of the Committee:**

The Transportation Task Force (TTF) will serve as an advisory group to the LTC URAC and PDC staff regarding the prioritization of transportation projects in the

URA between Fiscal Years 2010-2011 and 2014-2015 and provide recommendations for implementation of those projects.

**Committee Reports:**

The TTF will report its advice and recommendations to the LTC URAC and the PDC Project Manager. The TTF recommendations may be forwarded to the PDC Board of Commissioners for consideration.

**Scope of Work of the Committee:**

Taking into consideration the results of the budget setting process undertaken by the LTC URAC and its Budget Subcommittee, which will determine to a large extent the amount of money available for transportation projects in the LTC URA, the TTF will:

- Develop an understanding of the projects, especially about the opportunities and constraints for implementation.
- Develop a set of prioritization criteria in order to evaluate all identified transportation projects equally. An especially important criterion will be PDC's and the City of Portland's goal to prioritize projects that promote economic development and job creation.
- Serve as a two-way communication conduit between the community, stakeholders and PDC.
- Advise PDC regarding the potential timing of project implementation options.
- Consider the interests and concerns of the community and key stakeholders regarding the transportation projects.
- Make presentations on project prioritization and implementation to the Lents Town Center Urban Renewal Advisory Committee (LTC URAC).
- Attend public meetings and provide testimony as needed.

**Duration and Number/Frequency of Meetings:**

The committee will hold its first meeting on December 9, 2009 and will continue to meet through March 2010.

The TTF will meet three (3) times during the above-mentioned period, or more often if needed to coincide with decision points, and will also host one (1) Open House event. Each TTF meeting will be approximately two hours long, and scheduled to meet the needs of its members. The preliminary dates for the TTF meetings are:

- December 16, 2009;
- January 6, 2010;
- January 26, 2010 – Open House in conjunction with the Lents Neighborhood Association (to be confirmed), and
- February 17, 2010.

The TTF will present the results of the prioritization of transportation projects to the LTC URAC at its March 9, 2010 meeting. After the report to the URAC is

made, the TTF will reconvene on an ad hoc basis, whenever new projects are identified or other transportation-related issues warrant it.

**Organization and Facilitation:**

The PDC Project Manager and/or the Public Participation Coordinator, in coordination with the assigned PBOT staff, will develop meeting agendas and facilitate meetings. The Project Manager will be responsible for ensuring that TTF works within the parameters of its mission, scope of work and charter.

Meetings will be open to the public and provide a set amount of time at the beginning of each meeting for public comment. PDC and PBOT staff will provide administrative support and project expertise to the TTF. PDC and PBOT staff will not serve as voting members of the committee.

**Decision Making Process:**

The recommendations of the TTF are advisory to the LTC URAC and the PDC Project Manager. The TTF will work to achieve consensus in developing recommendations. If consensus is not possible, the TTF will allow for a simple majority vote by verbal assent to provide the basis for a decision. In the case of a majority vote, the committee will provide the opportunity for minority reports to be submitted.

This TTF will represent a diversity of geography, skills and viewpoints. As such, committee members are expected to listen and weigh both community and city-wide goals and needs for the project. TTF recommendations should represent a broad base of collective wisdom about what will best serve the City.

**Ground Rules:**

- Listen carefully and speak honestly.
- Respect the views of others.
- Keep an open mind.
- Critique issues, not people or organizations.
- Allow everyone to speak without dominating the conversation.
- Take responsibility for the success of the meeting.
- Listen and weigh both community and city-wide concerns.

**Membership:**

The TTF will have thirteen (13) members representing both local and city-wide viewpoints, such as:

- The Lents Town Center Urban Renewal Advisory Committee (four [4] seats);
- The Lents Neighborhood Association;
- The Powellhurst-Gilbert Neighborhood Association;
- The Foster-Powell Neighborhood Association;
- The Mt. Scott-Arleta Neighborhood Association;
- The Brentwood-Darlington Neighborhood Association;
- The 82<sup>nd</sup> Avenue of Roses Business Association;

- The Foster Area Business Association; and
- A local resident, and
- A local business owner.

The identified TTF participants will serve as voting members. In the event an appointed TTF member resigns his or her seat on the committee, PDC staff will work with the organization the member represented to identify and appoint a new representative. If the resigning member were an at-large member, then PDC and PBOT staff will identify the new member to replace the resigning member.

Neighborhood and business associations and the LTC URAC could also designate an alternate representative to participate in the TTF in the event of a temporary absence of the principal representative. At any given time, only one organizational representative will have the opportunity to vote.

**Attachment A** lists the membership of the committee.

**Committee Officers:**

Because of the large number of TTF members, the committee will have two co-chairs: one designated by the PDC Project Manager and one elected by the TTF members. The co-chairs will be the spokespeople for the TTF and will work closely with staff in the creation of the final report and recommendations from the TTF.

**Roles and Responsibilities of Members:**

- Attend all committee meetings and other related public activities and advise the PDC Project Manager in advance of meeting absences.
- Review agenda and meeting information in advance of the meeting.
- If a designated an organizational representative: keep the entity represented informed of project issues and activities; and reflecting the position of the entity in discussion and votes of the committee.
- Assist PDC project staff in identifying and informing other community stakeholders regarding the project.
- Testify at PDC and City hearings, if needed.

**Attachment A**

**Lents Town Center Urban Renewal Area**

**Transportation Task Force**

**As of November 16, 2009**

**Members:**

1. Cora Potter, representing the Lents Town Center Urban Renewal Advisory Committee (LTC URAC);
2. Roberta Krogman, representing the LTC URAC;
3. John Mulvey, representing the LTC URAC;
4. Raymond Hites, representing the LTC URAC;
5. Jess Laventall, representing the Lents Neighborhood Association;
6. James Chasse, representing the Powellhurst-Gilbert Neighborhood Association;
7. Christian Smith, representing the Foster-Powell Neighborhood Association;
8. Jim Williams, representing the Mt. Scott-Arleta Neighborhood Association;
9. John Reichlein, representing the Brentwood-Darlington Neighborhood Association;
10. Gary Sargent, representing the 82<sup>nd</sup> Avenue of Roses Business Association;
11. Elizabeth Buckwalter, representing the Foster Area Business Association;
12. Heather Robinson, at-large resident; and
13. Seth Richardson, from Meticon Bikes, at-large business owner.