



Town Center Advisory Board (TCAB)

Nov 9, 2023

Regular Meeting | 7:00 p.m.

Troutdale Police Community Center – Kellogg Room
234 SW Kendall Ct, Troutdale, OR 97060

Agenda

1. Call to Order, Roll Call, & Pledge of Allegiance
2. Public Comment on Non-Agenda Items
3. Discussion
 - a. Update on LU-0013-2023 Sandy River Run Townhomes
 - b. TCAB Organizational Structure
4. Staff Communications
5. Committee Member Comments
6. Adjournment

Participation

The public may attend the meeting in person or via Zoom using the link below. Full Zoom details, including call-in information is available

Zoom Log In: <https://us02web.zoom.us/j/4458535863?pwd=RjZEcMNXeDFJc0k5Q2FzVDdydWdDQT09>

For additional information: [Town Center Committee | Troutdale Oregon](#)

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting to the City of Troutdale (comdev@troutdaleoregon.gov or 503-665-5175).

Next Meeting: Thursday, December 14 at 7:00 p.m.



Memorandum

DATE: October 18, 2023
FROM: Marlee Boxler, Economic Development Coordinator
ON BEHALF OF: Town Center Advisory Board
TO: Dakota Meyer, Associate Planner

SUBJECT: LU-0013-2023 Town Center Advisory Board Comments

The Town Center Advisory Board (TCAB) is enabled under Ordinance No. 876 with providing feedback or testimony on certain land use applications that occur within identified opportunity sites and for capital projects that occur along identified opportunity corridors. Feedback may include proposed conditions of approval that can be reviewed by staff, planning commission, or city council when evaluating an application for a decision. Identified opportunity sites and corridors can be found within the 2020 – 2040 Town Center Plan.

Application LU-0013-2023 proposes to construct residential townhomes spanning across four lots in the General Mixed-Use (MU-2) zone. The properties are within the floodplain and vegetation corridor and are accessed off a private drive from Historic Columbia River Highway. The project will consist of two sets of two attached townhomes across the four lots. Tax Lots 1N3E25DB – 02004, 02005, 02006, and 02007 are all located within Opportunity Site 12: Peninsula Tract. The Town Center Plan identified the following preferred land uses for the site:

1. Mixed-Use Development
 - a. Averages 16 dwelling units an acre and presumes multi-story structures with ground floor commercial or flexible space and upper floor residential dwelling units.
2. Open Space and Parks
 - a. Include active parks with amenities, passive parks, plazas, recreational and sports facilities, and natural areas.
3. Community Service Uses
 - a. For civic-related uses such as educational facilities, government offices, and human services (library, daycare, senior center, etc.), but excluding parks and plazas.

During the October 17, 2023 TCAB Meeting, the proposed application was reviewed and discussed. Three members of the public were in attendance and provided comments, however, as this was not a formal public hearing these comments were not identified as proponents, opponents, or neutral. TCAB determined that the proposed land use application does not meet any of the preferred future land uses from the Town Center Plan. Concern was also expressed by members of TCAB over the

sensitive nature of the site, as it is located within the floodplain and vegetation corridor. There were also concerns regarding access off the shared private drive with the RV park, which was echoed by the members of the public who were in attendance.

Due to the proposal not meeting any of the preferred uses from the Town Center Plan and the potential impacts to the floodplain, vegetation corridor, and surrounding neighbors – primarily those living at the RV park with whom access will be shared off a private drive – the Town Center Advisory Board feels as though the application warrants a Type III review procedure. Type III reviews are decided upon by the Planning Commission and include a formal public hearing and additional surrounding property notification. TCAB requests the following Condition of Approval:

Proposed Conditions of Approval

- LU-0013-2023 application type be modified to a Type III procedure, with a decision made by Planning Commission. If the current application cannot be modified, TCAB requests that the existing application be denied and any subsequent applications be reviewed as a Type III procedure.

ORDINANCE NO. 876

AN ORDINANCE AMENDING TROUTDALE MUNICIPAL CODE SECTION 2.20 AND ESTABLISHING THE TOWN CENTER ADVISORY BOARD

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The 2020-2040 Troutdale Town Center Plan was adopted on May 11, 2021, charting the next era of planning for growth and development of the Troutdale Town Center under a unifying town center vision.
2. The Plan contained a series of implementation strategies and actions that the City of Troutdale could consider in order to carry out many of the Plan's suggested actions and activities.
3. The establishment of a Town Center Advisory Board was among the most critical aspects of the implementation strategy, as it would ensure continued community involvement and oversight of the City's staff actions and policy directions.
4. The recent successes of improving the city's sense of place through event promotion, placemaking, branding and marketing, and economic recruitment suggest the City is fulfilling many of the activities in the Main Street "Four Point Approach", which was identified by the plan as a successful template to consider for future improvements to the town center in general and downtown in particular.
5. The establishment of a Town Center Advisory Board can help fulfill the organizational considerations of the Main Street Approach while maintaining proper public oversight to ensure the plan continues to be carried out in line with the community's expectations.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TROUTDALE

- Section 1. The Town Center Advisory Board is hereby established and charged with executing its expectations as described in the 2020-2040 Town Center Plan and as outlined in Attachment A.
- Section 2. The City Manager is directed to begin recruitment of interested persons who wish to be appointed to at-large positions on the Town Center Advisory Board for terms beginning no sooner than July 1, 2022.
- Section 3. The chairs of the Citizens Advisory Committee, Historic Landmarks Commission, Parks Advisory Committee, Public Safety and Equity Advisory

Committee, and Planning Commission are directed to authorize the appointment of one of their committee members to the Town Center Advisory Board for a one-year term beginning no sooner than July 1, 2022. This appointment shall occur on a regular meeting of the particular committee and shall be made no later than June 30, 2022.

Section 4. The chairs of the aforementioned committees in Section 3 are directed to ensure that the appointment of one of their committee members to the Town Center Advisory Committee is to occur between April 1 and June 30 on an annual basis.

Section 5. Should a particular committee or commission fail to name a representative to the committee by the first meeting of each committee year, which begins on July 1st, the council shall appoint any Troutdale resident to fill that committee spot for that term.

YEAS: 5

NAYS: 2 Councilor White, Councilor Glantz

ABSTAINED: 0



Randy Lauer, Mayor
Date: February 25, 2022



Sarah Skroch, City Recorder
Adopted: February 22, 2022

**Attachment “A” to
Ordinance #876****2.20.130 Town Center Advisory Board**

- A. The town center advisory board is created and charged with carrying out certain activities and making recommendations to the city's elected and appointed officials on matters relating to the implementation of the Town Center Plan and future development and programmatic opportunities in the town center district.
- B. The board shall meet at times deemed necessary by the board; however, they will meet at least once per quarter.
- C. The board shall have ten (10) members, comprised of the following:
 - 1. One member shall be a member of the citizens advisory committee, appointed annually by the citizens advisory committee and shall serve a 12-month term.
 - 2. One member shall be a member of the historic landmarks commission, appointed annually by the historic landmarks commission and shall serve a 12-month term.
 - 3. One member shall be a member of the parks advisory committee, appointed annually by the parks advisory committee and shall serve a 12-month term.
 - 4. One member of the public safety and equity board, appointed annually by the public safety and equity committee and shall serve a 12-month term.
 - 5. One member of the planning commission, appointed annually by the planning commission and shall serve a 12-month term.
 - 6. Five at-large members, appointed by the city council and serving staggered, three-year terms.
 - a. For the first year of appointments, the council shall appoint two (2) at-large members to serve a three-year term; two at-large members to serve a two-year term; and one (1) at-large member to serve a one-year term.
 - b. Among the at-large members, the city council shall strive to appoint at least one resident of the town center district and one business owner or manager with a physical presence in the town center district.
 - 7. Not more than three (3) members of the board shall reside outside the city limits. Any non-resident member shall have a demonstrated interest in town center affairs through land ownership, business operation, or other method deemed appropriate by the city council at the time of their appointment.
 - 8. Should a particular committee or commission fail to name a representative to the committee by the first meeting of each committee year, which begins on July 1st, the council shall appoint any Troutdale resident to fill that committee spot for that term.
- D. The board is enabled to provide feedback or testimony on certain land use applications that occur within identified opportunity sites and for capital projects that occur along identified opportunity corridors. Feedback may include proposed conditions of approval

that can be reviewed by staff, planning commission, or city council when evaluating an application for a decision.

- E. The board shall also perform any other duties or functions assigned by the council. Those duties shall be specified by motion or resolution of the council.