



Town Center Advisory Board

March 20, 2025

Regular Meeting | 7:00 p.m.

Troutdale Police Community Center – Kellogg Room

234 SW Kendall Ct, Troutdale, OR 97060

Participation

The public may attend the meeting in person or via Zoom using the link below. Full Zoom details, including call-in information, are available online here. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or 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).

Agenda

1. Call to Order, Roll Call, & Pledge of Allegiance
2. Adoption of February 20, 2025, Meeting Minutes
3. Public Comment on Non-Agenda Items
4. Discussion
 - a. Next Steps in the RFQ Process
 - b. Draft RFQ evaluation tool
 - c. Draft RFQ Interview Questions
5. Communications
 - a. Staff
 - b. Board
6. Adjourn

Next Meeting: April 17, 2025



Meeting Minutes

February 20, 2025 | Regular Meeting

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

1. **Call to Order, Committee and Staff Present:** Chair Staffenson, Vice Chair Prickett, member Cantrell, Castillo-White, Knight, Rizzo, Koester, Hill, Winters. Andrews resigned from TCAB after his acceptance into City Council. Staff Erika Palmer, Community Development Director and Marlee Boxler, Economic Development Coordinator.
2. **TCAB Elections** Officers will participate in new role until June 30th 2025. For Chair, Rizzo nominated Knight and Staffenson seconded it. For Vice Chair, Prickett nominated Staffenson and Rizzo seconded it. Both candidates were unanimously voted into their respective roles.
3. **Adoption of Dec 19, 2024, Meeting Minutes** - Koester moved to approve the minutes as written and Prickett seconded it. Minutes were unanimously adopted as written.
4. **Public Comment on Non-Agenda items** – There were none.
5. **Discussion**
 - a. **Next Steps in the RFQ Process** – It will be a very busy Spring! Besides the regular meeting next month, there will be an onsite walking tour at the confluence. In April, the proposal and evaluation criteria will be sent to TCAB to make recommendations to the URA Board on who to interview. The URA Board will finalize the interview questions and the interview panel. In May, the actual interviews will occur. TCAB will meet at a special session after the interviews. It is anticipated that on June 17, the URA Board will make a final selection.
 - b. **Update on Trail Construction** – There is a lot of activity between Depoe Park and the confluence site. The park will open late summer. Things are moving. It will be recommended to council to name the park Sharon Nesbit Heritage Park and the other half of the Ch'ak Ch'ak trail to be named the Mary Tibbets Trail.

c. **Downtown Parking Study** – right now we are working with the consultants on creating an open house to educate the public, share findings from the study and discuss the best solutions to alleviate the parking issues. We want to receive public feedback, too. A potential site for a transit/mobility “hub” may be at the confluence as a long-range plan. There is a short-term plan to utilize the outlet mall location as shuttle hub.

6. Communication

- a. Staff – Public Works, Parks and Planning are very excited to have been awarded a \$100,00 grant from the Department of Conservation Development to create an Urban Forestry Master Plan of an audit of street trees and a street tree manual.
- b. Board – Review the online comments about the RFQ. Our community needs to be more informed on the project details (1996 Urban Renewal Plan, confluence clean-up costs, revenue generating development). We must honor our promises to the community. Marlee Boxler is reaching out business for the opportunity of a restaurant/pub space at old City Hall building that is still being developed.

Adjourn – Prickett moved to adjourn, seconded by Koester. Meeting ended at 8:00PM

Exhibit A:

1. Documents Referred to During Meeting

- a. RFQ Timeline & Key Milestones slide set

The Confluence at Troutdale

RFQ Interview Questions

Presentation on Vision/Key Milestones (20 minutes)

1. Team Introduction & Roles

- Please introduce your team members and define their respective roles.
- Identify who will serve as the project manager and describe their key responsibilities in delivering this project.

2. Project Vision & Site Activation

- Provide a brief overview of your vision for the site. In your response, incorporate the following elements:
 - The Confluence project aims to create a vibrant, welcoming space for both locals and visitors. What specific public or publicly accessible spaces are you proposing, and how will they be activated?
 - Identify the primary public-facing commercial areas and describe their intended character and function.

3. Riverfront Design & Engagement

- The ground floor of buildings along the riverfront plays a critical role in integrating with the park and trail system.
 - How will you ensure this edge is inviting to visitors, users, and residents?
 - Describe your design approach for ground-level uses and features that contribute to a welcoming and engaging experience for park and trail users.

4. Design Quality & Differentiation

- The community values high-quality, thoughtfully designed housing that enhances the area's character and appeal.
 - How will your development achieve a high standard of design and quality?
 - In what ways does your proposal differentiate from conventional suburban garden-style apartments, particularly regarding architectural features, site layout, and amenities?

5. Development Timeline & Key Milestones

- Outline the anticipated development timeline, covering, at a minimum, the following critical milestones:
 - Negotiation & execution of an Exclusive Negotiating Agreement

- Negotiation & execution of a Development and Disposition Agreement
- Establishment of a Site Development Plan
- Property subdivision and Phase 1 property closing
- Phase 1 infrastructure design
- Phase 1 infrastructure construction
- Phase 1 vertical development design
- Phase 1 vertical development construction
- Phase 1 project opening

6. Phase 1 Scope & Financial Considerations

- Describe the scope and scale of your anticipated first phase:
 - What portion of the site will be developed initially?
 - What types and amounts of development are planned for the first phase?
- Do you anticipate a positive (residual) land value for the first phase? If so, are you prepared to speculate on a purchase price?

Conversation Questions (40 minutes)

1. What challenges do you anticipate in developing this site and bringing your vision to life? How do you plan to address those challenges, and what support do you envision from the City?
2. How has the current market environment shaped your development plans, and do you foresee any market changes in the next 1-3 years that might influence your strategy?
3. Regarding ownership housing:
 - Will you be developing ownership housing directly or selling parcels to homebuilders?
 - (If homebuilders) How will you ensure high-quality development from third-party builders?
 - How are current interest rates impacting the ownership housing market, and do you expect any changes that could affect your approach?
4. For the commercial component of your project:
 - Have your views on the type and amount of retail that would succeed here evolved?
 - Beyond eateries/breweries, what other retail, light industrial, or maker-space uses could work on this site?
5. Can you elaborate on the hotel component? Who is the target market, and which type of hotel (limited service, extended stay, full service, boutique/experience, etc.) do you think fits best? At what stage of the development would you build the hotel?
6. Would you consider a long-term ground lease instead of a property sale?
 - If not, why?

- If yes, how would that affect your approach, if at all?
7. What is your public engagement strategy, and why is your team particularly well-suited for community involvement?
 8. Do you have any additional questions or points you'd like to discuss?

Team Specific Questions (20 minutes)

To be developed after TCAB makes a recommendation on teams to interview. However,

Developer Questions to the City (10 minutes)

DRAFT

The Confluence at Troutdale

RFQ Evaluation Tool

The City of Troutdale received **X responses** to its Request for Qualifications for The Confluence at Troutdale. **X** were determined to be complete proposals for review. The Town Center Advisory Board is now tasked with evaluating these responses using the evaluation criteria outlined below. There are four categories, with the Vision and Plan for the Site broken down by the project goals. This document is a tool to assist committee members with evaluating the RFQ responses. ***Board members are not required to use this tool, and we will not collect responses.***

Evaluation Criteria

The Vision and Plan for the Site		__ / 45
Team makeup + Development Experience		__ / 25
Financial Capacity		__ / 15
Deal Terms		__ / 15

The Vision and Plan for the Site

45 Points

NAME OF DEVELOPMENT TEAM

____ / 45

What is the mix of uses they propose for the site? How do these uses further the project goals? What kind of uses or tenants do they believe are best suited for the site? Do they have an approach to determine the right mix and scale of uses when contemplating mixed-use sites?

What do they believe are the most appealing features of this site and how do they propose to capitalize on them in their site design and programming? What do they believe are the most important placemaking ingredients to achieve a vibrant district?

Active & Vibrant

Do they propose a mixed-use district with active uses, community gathering places, flexible market spaces, hospitality, and housing opportunities?

Do they propose food, beverage, and “experiences” with strong, active relationships to the river and downtown?

Is there a unique hospitality concept that capitalizes on strong tourism and recreation demand?

Are there flexible, market spaces for small business experimentation and growth?

Are the uses additive and complementary to existing downtown businesses and do they help strengthen downtown?

Are the uses high value that generate robust property tax increment for the TIF District to support infrastructure and placemaking investments?

Accessible & Connected

What connections do they propose to the Sandy River, riverfront park, regional trail systems (40-Mile Loop and Columbia River Gorge Trail), regional tourist destinations, Dabney State Park, Lewis and Clark State Recreation Site, Sandy River Delta Natural Area, and nearby employment districts?

Do they capitalize on the connections to downtown or propose additional direct access?

Do they show a public parking structure or are they supportive of a public parking structure that can serve Gorge transit providers, park and ride facilities, downtown parking, and district parking?

Do they incorporate any mobility solutions or other transportation ideas in their proposal that might lessen car dependency within the site and its immediate surroundings?

Do they address what in their proposal might change if more direct site access is not possible in the near term and what enhancements to the existing right of way are most important to maximize the site's potential?

Strong Sense of Place and History

How do they propose to preserve, restore, and integrate the site's history into the development?

How do they propose to activate the edge of the new riverfront park with vibrant uses and programming?

What is their road placement? Does it capitalize on iconic views of the river, water tower, Cascade foothills, Broughton Bluff, and/or Columbia River Gorge?

Housing

What types of housing do they think are most feasible at this location? What is their proposed residential unit count?

Sustainable and Green Design

How do they approach maximizing sustainable site and building design and green features?

Do they propose and specific ways to minimize resource usage, waste, and other environmental impacts?

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Team Makeup & Development Experience

25 Points

Name of Development Team

____ / 25

What is their relevant experience working on projects that share similar project goals those described in the RFQ (pages 6-7)?

Did they include project summaries and images of past projects that are relevant to our site?

What previous experience do they have working with multiple public agencies on capital projects or other infrastructural needs through public/private partnerships?

Do they mention approaching the outlet mall owner to better achieve project goals?

What is their experience developing hotel/hospitality uses?

What is their experience developing housing types that are allowed on the site (townhomes/plexes/apartments/vertical mixed-use buildings)? What types of housing have they developed?

Who are the key team members? Do they state who the project manager will be? Does the experience of the project manager seem relevant?

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Financial Capacity

15 Points

NAME OF DEVELOPMENT TEAM

____ / 15

How do they demonstrate their financial capacity to bring the capital resources necessary to successfully develop this site? What is their approach to financing the project?

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Deal Terms

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NAME OF DEVELOPMENT TEAM

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What are their preliminary thoughts on deal terms? Do they state a preferred deal structure, and if so, what is it?

What is their preliminary project timeline? Estimated time frame to carry out the project?

Do they have any expectations regarding the City and/or other public partners? Any specific incentives and/or subsidies they expect to be utilized? This can include general statements relating to financial participation, assistance with permits, and other potential public funding sources.

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