

CENTRAL BUSINESS DISTRICT VITALIZATION TASKFORCE
Meeting Minutes – April 26, 2022, at 5:30 pm
Ridge Room 108

Committee Members:

Andreas Blech
Terri Collins-Bain
Ginger Ford
Nick Gates
Julia Hendricks
Terry Hopkins
Bob Lange -absent
Ward Warren

City/Staff/Chamber/Council Liaisons:

Joel King (City Councilor)
Bradley Clark (Community Development Director)
James Conway (City Liaison)

Guest:

Curt Collins (City Councilor)

1. **Roll Call: NO Chair**, Bradley started the meeting at 5:35 pm.
2. **Introductions:** Individual members, City Staff (Bradley and James), and City Councilors Joel King and Curt Collins introduced themselves and gave a brief overview of their interest in downtown.
3. **Public Comment:** None
4. **Approval of Minutes:** None
5. **Work Session Items:**
 - a. **Discussion/Election of Chair and Vice Chair:**
 - Postponed until after staff presentation
 - b. **General comments from members:**
 - Member Hendricks inquired if committee is scheduled to meet once or twice a month.
 - Chair Warren stated he would be fine with either meeting schedule times.
 - c. **Overview presentation of the purpose and scope of work approved by the City Council:**
 - Brad presented a PowerPoint reviewing committee rules, Oregon Meeting Law, goals, code of conduct.
 - Councilor King stated that parking is a part of the scope as well.
 - Councilor Collins mentioned a third-party development firm SERA, should be involved, and provide a presentation of their capabilities to the Task Force.
 - Chair Warren mentioned that both City Council and the taskforce agreed to wait until the taskforce makes specific recommendations, at that time if the recommendations are appropriate, we at that time would look at hiring a contractor and/or consultant to carry out the plan.
 - d. **Staff listening session member aspirations/expectations for taskforce outcomes:**
 - Member Ford nominated Member Warren to be Chair and was seconded by Member Blech.
 - Brad asked if there were other nominations and Member Hendricks nominated Member Gates, who deferred to Member Warren as Chair citing time constraints and his interest in Vice Chair.

- Brad called for a show of hands to vote for Member Warren as Chair and Member Gates as Vice Chair.

MOTION/VOTE to Elect Chair

Member Ford moved, and Member Blech seconded the motion to elect Ward Warren as Chair. The vote resulted as follows: “AYES”: Members Blech, Collins-Bain, Ford, Hendricks, Hopkins, and Warren. “NAYS”: None. Abstain: None. Absent: Member Lange. The motion passed.

- Chair Warren described his relationship with Travis Boersma and shared his commitment to the success of downtown. He expressed his concern to any potential loss of 150+ parking spaces in Caveman Plaza.
 - Chair Warren suggested to invite Travis, Jim Love and any other influential person that has personal interest in the vitalization of downtown to attend future meetings.
 - Councilor King advised a brainstorming session and to use the next meeting to begin outlining specific projects on a sheet to discuss prioritization
 - Vice Chair Gates agreed and stated that prioritization of projects will result in a better plan and utilize the taskforce and we should prioritize “hot” topics and include how Caveman Plaza and G Street reconfiguration potentially relate to other downtown projects.
 - Chair Warren suggested to invite CoPA members to attend future meetings as this relates to the vitalization of downtown. He also mentioned potential projects like future event space, lighting, and parking.
 - Member Hendricks stated that committee task is no longer focused on Caveman Plaza, but the redesign of the Plaza would have big impacts on other downtown projects.
 - Vice Chair Gates said the best thing we can do is read through the Terrain Architect document and after 2 or 3 meetings determine how outside sources may have an impact.
 - Vice Chair Gates stated Taskforce should go after low hanging fruit first and this was supported by Councilor King.
 - Member Hopkins and other members requested copies of additional reports, budgets, and City Master Plan to help guide their decision making.
 - Brad offered to provide a list of active planning and building permits in the CBD.
- e. Setting of 2022 meeting schedule**
- Chair Warren suggested to set the meeting schedule, and Member Blech suggested every 2 weeks to start, better to “hit it hard” in the beginning.
 - Vice Chair Gates requested to have one of the meetings times during the day, due to time constraints and increase attendance.
 - Chair Warren put up the meeting schedule to meet twice a month and was passed unanimously.
 - Consensus of all members was reached on the day and time of the week each meeting will be held. Tuesday meetings will be held at 5:30 PM and Monday meetings at 3:00 PM (every two weeks).

- **Next meeting: Monday, May 9 at 3:00 PM**
- **Following meeting: Tuesday May 24 at 5:30 PM**

6. Information Sharing

- a. No specific information sharing was conducted

7. Future Agenda Building for Next Meeting:

- a. Prioritizing Downtown projects, listing and discussing prioritization.
- b. Brainstorming, idea sharing from each member on vision and direction
- c. Potential role of third-party urban design firm
- d. May meeting

8. Adjournment:

- a. Meeting adjourned at 7:05 pm

Next scheduled meeting: May 9, 2022 at 3:00 P.M.

Minutes prepared by James Conway, Staff Liaison