



**Urban Renewal Agency Work Session Minutes
Parklet Pilot Program Review**

**Monday, January 10, 2022
5:30 p.m., Zoom Community Auditorium**

***Minutes are unofficial until approved by the Urban Renewal Agency.
Urban Renewal Agency approved minutes as presented March 21, 2022.***

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 5:30 p.m. via Zoom Webinar Video Conference. The meeting was held in a "hybrid" format allowing the public to attend both virtually and in-person in the Community Auditorium. Members of the public could observe the meeting **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY ZOOM WEBINAR:

Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynnda Wenzl, Vice Chair; and Peter Truax, Chair

STAFF PRESENT ATTENDED BY ZOOM REMOTELY: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Anne Lane, Parks and Recreation Director; Bryan Pohl, Community Development Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: PARKLET PILOT PROGRAM REVIEW

Pohl and VanderZanden facilitated the work session, noting the purpose of the work session was to discuss the results of the URA Parklet Pilot Program. Pohl presented a PowerPoint presentation overview, noting a two-year Parklet Pilot Program was identified under URA Goal 4.6, *Encourage uses and amenities that support increased community uses in the Town Center*, for the purpose of creating innovative and cost-effective ways to add public gathering space with amenities in the Town Center. Pursuant to URA Resolution No. 2019-03, one parklet for the following locations was approved for the period of May-October for the years 2020-2021:

- Main Street: between 19th and 21st Avenues
- 21st Avenue: between College Way and A Street
- A Street: between 19th and 21st Avenues

URA funding could not exceed \$10,000 during the two-year trial period. Subject to funding availability, the program reimbursed up to \$2,500 for a private parklet and up to \$5,000 for a public parklet. Applications were reviewed on a first-come, first-serve basis. To date, one application was received and funded, located on 21st Avenue between Main Street and College Way (Bella Donna's Bistro and Patisserie). The parklet remains today. The program remained in place during the COVID-19 pandemic and outdoor tents with similar functions were temporarily allowed during indoor

restaurant closure, which were removed when indoor dining restrictions were lifted. In conclusion of the above-noted staff report, Pohl advised staff is seeking guidance from the Board to determine if the program should be discontinued, extended as a pilot program, or permanently implemented. Pohl asked if the Board had any proposed changes to the program criteria if the program is extended, such as:

- Seasonal or year round
- Length of permit period
- Number of parklets
- Whether to incentive using URA funds
- Approval process:
 - First come, first serve
 - Request for Proposals
- Design criteria – open v. closed

URA Board Discussion:

Director Chair Truax opened the floor and a roundtable discussion ensued pertaining to the Parklet Pilot Program. Gustafson declared that she owns Bella Donna's Bistro and Patisserie and was awarded funding for a parklet. In addition, the Board asked staff to seek feedback from downtown businesses, i.e., parking concerns, and asked staff to look into parklets on the eastside of the URA boundary, i.e., near Safeway/Goodwill. Pohl stated the area may not be suitable for parklets due to lack of public rights-of-way and very limited on-street parking along the commercial corridor as well as safety concerns due to traffic load, i.e., parklets are installed on one on-street parking space. At the conclusion of the roundtable discussion, the URA Board collectively concurred as follows:

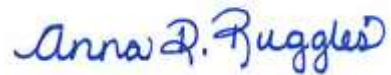
- To ensure equal opportunities, a competitive process solicited through a Request for Proposals (RFP) will be administered.
- Parklets remain in place year-round.
- One additional parklet (for a total of 4) near B Street.
- Extend Parklet Pilot Program for a duration of no more than three years.

Permit fee: The applicant may need to obtain a Right-of-Way, Location Permit (at no cost) through the Engineering Department to maintain a parklet on one on-street parking space. In response to the Board's consensus, VanderZanden advised staff will bring back a proposed resolution for consideration at a later date.

3. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 6:03 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder