



TUALATIN DEVELOPMENT COMMISSION MEETING

Monday, April 14, 2025

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

IMMEDIATELY FOLLOWING THE 7PM REGULAR COUNCIL MEETING

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, April 14. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

Call to Order

Public Comment

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Consent Agenda

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.

- [1.](#) Consideration of Approval of the Tualatin Development Commission Meeting Minutes of June 24, 2024

General Business

- [1.](#) Downtown Revitalization

Adjournment

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



TUALATIN DEVELOPMENT COMMISSION

Staff Report

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: April 14, 2025

SUBJECT:

Consideration of Approval of the Tualatin Development Commission Meeting Minutes of June 24, 2024

RECOMMENDATION:

Staff respectfully recommends the Commission adopt the attached minutes.

ATTACHMENTS:

-TDC Meeting Minutes of June 24, 2024



OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR JANUARY 22, 2024

PRESENT

Chair Frank Bubenik, Commissioner Bridget Brooks, Commissioner Maria Reyes, Commissioner Valerie Pratt, Commissioner Cyndy Hillier, Commissioner Octavio Gonzalez

ABSENT

Commissioner Christen Sacco

Call to Order

Chair Bubenik called the meeting to order at 8:10 p.m.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Commissioner Brooks, Seconded by Commissioner Pratt.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Gonzalez

MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 22, 2024

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 637-24** Authorizing Changes to the FY 2023-2024 Adopted Budget

Assistant City Manager Don Hudson presented Authorizing Changes to the FY 2023-2024 Adopted Budget. He stated Local Budget Law allows for a supplemental budget to be prepared to authorize the transfer of appropriation authority to an appropriations category that doesn't already exist in the adopted budget. Director Hudson stated the FY 2023-2024 budget was adopted with \$132,220 in the Leveton Projects Fund Transfers category and during the FY 2022-2023 annual audit process, the Commission's independent auditors determined the appropriate category for this amount should be Special Payments.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

None.

Motion to adopt **Resolution No. 637-24** Authorizing Changes to the FY 2023-2024 Adopted Budget made by Commissioner Pratt, Seconded by Commissioner Brooks.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Gonzalez

MOTION PASSED

2. Consideration of **Resolution No. 638-24** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2024

Assistant City Manager Don Hudson presented the Tualatin Development Commission Budget, Fiscal Year 2024-25. He stated the City of Tualatin Budget Advisory Committee approved the proposed budget on May 29, 2024. The total budget is \$3,340,475 and is allocated between the Tualatin Development Commission (TDC) Administration Fund, the Southwest Urban Renewal District (SWURD) Bond Fund and the Core Opportunity and Reinvestment Area (CORA) Bond Fund.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

None.

Motion to adopt Resolution No. 638-24 Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2024 made by Commissioner Brooks, Seconded by Commissioner Pratt.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Gonzalez

MOTION PASSED

Adjournment

Mayor Bubenik adjourned the meeting at 8:17 p.m.

_____/ Nicole Morris, Recording Secretary

_____/ Frank Bubenik, Chairman



TUALATIN DEVELOPMENT COMMISSION

Staff Report

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, Administrator

FROM: Sid Sin, Urban Renewal / Economic Development Manager

DATE: April 14, 2025

SUBJECT:
Downtown Revitalization

RECOMMENDATION:

Provide feedback on the proposed downtown revitalization process and direct staff to move forward with:

- Creating a Community Advisory Committee to guide the downtown revitalization process
- Contracting with Civilis for community identity work
- Developing an intergovernmental agreement with the University of Oregon for the Sustainable City Year Program for a design charrette in the downtown area and other supporting studies
- Code amendments based on work that comes out of community identity and design charrette efforts

EXECUTIVE SUMMARY:

The goal of this process is to build on the great work already done for the Core Opportunity and Reinvestment Area Plan (CORA Plan) in 2022 and develop a community identity to put Tualatin's downtown in the best possible position to encourage revitalization and redevelopment opportunities.

In November 2022, the Tualatin Development Commission (TDC) adopted the CORA Plan. The urban renewal area is comprised of 457 acres (Attachment B) with a maximum indebtedness of \$140 million. The Plan was guided by a 10-member working group of varied stakeholder interests. The Plan included a vision for the area, projects and project funding for downtown that signaled the City's commitment and support for downtown revitalization. This memo outlines the process for revitalizing the downtown area and supports the Council's priority for making progress in the urban renewal area and bringing the community one step closer to connecting people through development.

The vision for the Plan states:

The Core Opportunity and Reinvestment Area Plan is a guiding document in our community's effort to strengthen the social, cultural and economic vitality of central Tualatin by funding projects that improve property values, eliminate existing and future blight, and create an active civic core.

Additionally, the following goals and priorities were identified as part of the planning process.

- Establish or create a common identity
- Enhance connectivity
- Ensure a collaborative approach

- Protect and promote the natural environment
- Foster mixed-use development
- Expand housing options

The time is right to begin this process. Since the Plan was adopted, the area continues to generate tax increment revenue for future projects. The downtown is poised for redevelopment and the community is anxious for new housing, retail and commercial options. Additionally, the City recently opened the new Veterans Plaza and completed its purchase of the last three acres of the six-acre riverfront park project. The riverfront park project can be one of many catalyst projects in the downtown area that can begin to generate interest, identity and redevelopment in the area.

The process is proposed to be guided by a Community Advisory Committee (CAC) that would include representatives from the City Council, Chamber of Commerce, Tualatin Parks Advisory Committee, business owners, Citizen Involvement Organizations, Tualatin Arts Advisory Committee, Aging Task Force, IDEA Committee, and a youth member. The CAC is envisioned to meet at least once a month throughout the process and be charged with championing the process, encouraging citizen involvement, being a liaison between city staff and the community, and providing input on project deliverables.

The process will also have the benefit of a Technical Advisory Committee (TAC) that will help inform the process. The TAC will include members from the following City departments, Planning, Engineering, Parks & Recreation, Public Works, City Manager's Office, as well as Tualatin Valley Fire and Rescue. This group will serve as subject matter experts, share information with other organizations and provide input on project deliverables.

There are three phases to this process, with the first two estimated to take approximately 16 months and cost between \$125-\$205K (depending on the availability of the University of Oregon matching funds). The last phase is approximately 8 months, and the budget will be determined later based on the outcome of the first two phases. The overall process is further described below, and the schedule is included as Attachment C.

Phase 1 - Identity and Placemaking (5 Months - \$45k)

Michele Reeves is the mastermind behind Civilis, an urban strategy firm focused on bringing urban design and the community (and businesses) together to create community identity and place making through collaboration and community building. A detailed scope of work and schedule is included as Attachment D and summarized below.

Outreach and engagement activities include:

- Small group focused interviews with community business and property owners
- Community survey
- Technical assistance for several businesses or properties
- Civic identity community workshop

The outcome of this process will include the creation of a civic identity report for the downtown that can be used to develop conceptual designs and code amendments.

Phase 2 - Urban Design Charrette and Concepts (12 months - \$80k-\$160k)

Following the community identity phase, the proposal is to work with the University of Oregon's Sustainable City Year Program (SCYP) to take the results of the identity phase and translate that into plans and drawings through a design charrette for areas of the downtown so people can visualize the future. The SCYP program has been partnering with Oregon communities for many years, bringing the academic community and many disciplines, including architecture, engineering, law, business, community planning and applying those specialties to solve real life practical issues. This process would harness the energy, enthusiasm and unrestricted creativity of academia and apply solutions to areas of the downtown that were identified as potential development opportunities in the area.

(Attachment E). Through this process, other areas of downtown may also emerge for further design consideration. Additionally, there may be the opportunity to look at more in-depth discrete projects such as floodplain design, downtown connectivity, stormwater management, wayfinding, etc. This process would be conducted over three academic terms (Sept 2025-June 2026) and begin in the Fall 2025 with graduate level site analysis work. The focus would be on understanding site characteristics and background analysis for the downtown such as transportation, land use, zoning, etc. That information would then be the basis for design for the winter and spring term architecture/landscape architecture design studios to reimagine the downtown. The end product will be multiple building and streetscape design concepts reflecting what the downtown could look like in the future. The community will be encouraged to participate and help shape the design phase by providing feedback at key points in the design process.

Phase 3 - Code Amendments for Design Standards (8 months)

This phase of the process translates the information gained through the community identity and design charrette to form the basis of the code amendments for new downtown design standards. City staff will lead this process supported by consultants. The final scope and budget will be determined based on the outcome of previous phases.

Tualatin Development Code Chapter 73E (Central Design District Design) Attachment F, describes design guidelines for the downtown area. While developments are encouraged to meet these standards (to the maximum extent possible), they are not required to meet these guidelines. Codifying design standards would provide certainty for the community as to what type of development is envisioned in the downtown area. Additionally, this provides certainty to the development community to ensure them of what is expected from a proposed development, and it also ensures them that the next developer will be held to the same high standards, thereby protecting their investment.

Upon completion of the three phases, “implementation” will be an on-going process that entails implementing the projects listed in the Plan, actively promoting development opportunities, and seeking development partners. This is also a good opportunity to review the projects identified in the Plan to determine the project priorities and amend or add new projects as needed based on the outcome of this work.

FINANCIAL IMPLICATIONS:

The estimated cost for this work is between \$125-\$205K (depending on the availability of the University of Oregon matching funds). The work will be funded through urban renewal consulting funds. Funding is available for the remainder of the fiscal year to begin the work, and funds have been budgeted for the next fiscal year to continue the work.

ATTACHMENTS:

- Attachment A: PowerPoint Presentation
- Attachment B: CORA Plan Boundary Map
- Attachment C: Downtown Revitalization Schedule
- Attachment D: Civilis Scope of Work
- Attachment E: CORA Development Opportunity Site Map
- Attachment F: Tualatin Dev. Code Chapter 73E, Central Design District Boundary Map



Downtown Revitalization

Urban Renewal / Economic Development Division

April 14, 2025

AGENDA

- CORA Plan Vision
- Why now?
- Project Goals
- Proposed Community Advisory Committee
- Draft Timeline + Process
- Requested Direction



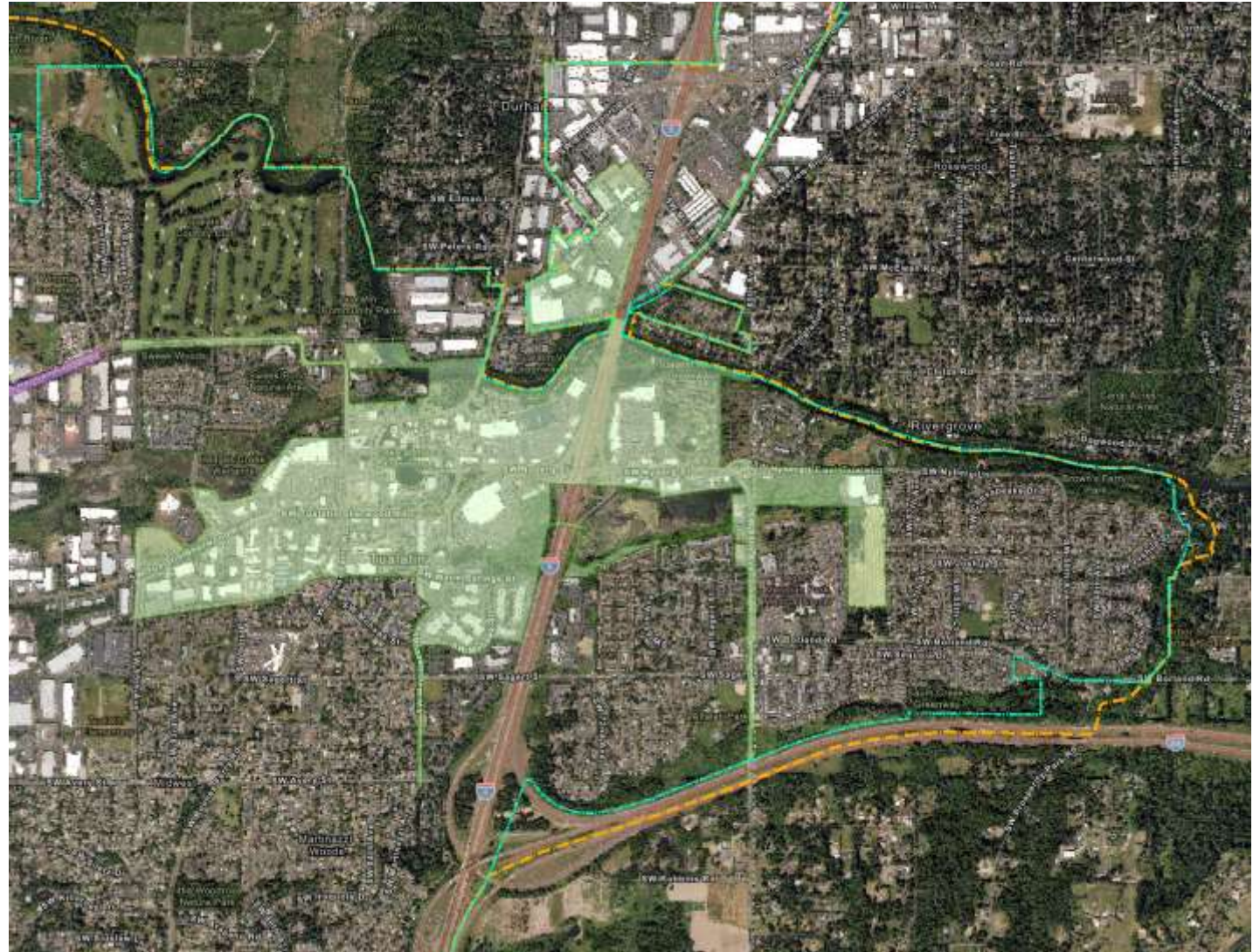
CORA PLAN VISION

The Core Opportunity and Reinvestment Area Plan is a guiding document in our community's effort to strengthen the social, cultural and economic vitality of central Tualatin by funding projects that improve property values, eliminate existing and future blight, and create an active civic core.



WHY NOW?

- CORA Plan adopted in 2022 \$140m future investment
- Veterans Plaza
- Riverfront Park property acquisition
- Untapped potential and ripe for redevelopment



PROJECT GOALS:

- Put Tualatin's downtown in the best possible position to encourage revitalization and redevelopment opportunities.
- Build upon the great work that has already been done
- Engage the community in developing a community identity
- Develop a process that results in implementation
- Encourage investment and redevelopment by providing certainty, reduce risk and partner with the development community



COMMUNITY ADVISORY COMMITTEE:

- City Council
- Aging Task Force / Juanita Pohl Center Steering Committee
- Parks Advisory Committee
- Arts Advisory Board
- Youth Member
- Inclusion Diversity Equity and Access Advisory Committee
- Community Involvement Organization
- Chamber
- Property / Business Owner
- Commercial / Housing / Development

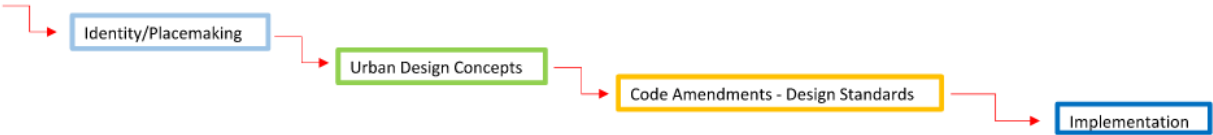
Note: Internal City Technical Advisory Committee & TVFR



DOWNTOWN REVITALIZATION PROCESS

Timeline: 24 months
Estimated Cost: \$205k (City \$125k [\$45k Civilis + \$80k UO] + \$80k UO Match) for Phases 1 & 2. Phase 3 budget is TBD.
Process - start with CORA Vision:

The Core Opportunity and Reinvestment Area Plan is a guiding document in our community's effort to strengthen the social, cultural and economic vitality of central Tualatin by funding projects that improve property values, eliminate existing and future blight, and create an active civic core.



Proposed Scope and Schedule

Description	Goal / Deliverable	Months	2025												2026												2027											
		Months	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
CIVILIS urban strategist - Identity/Placemaking	Downtown identity / Placemaking	5																																				
U of O Sustainable City Year Program (SCYP) - Explore Design Aesthetics (\$80k)	• PPPM Graduate - site/planning analysis	4																																				
	• Arch / LA Studio - site plans / renderings	2.5																																				
	Note: SCYP requires 3 or more other "projects" TBD	2.5																																				
Code Amendments - Design Standards	TDC Chapter 73E-Central Design District Design Guidelines	8																																				
Implementation	CORA Projects, public/private Redevelopment																																					
Outreach / Community Engagement:																																						
• TDC / Council																																						
• Community Advisory Committee (External Stakeholders)																																						
• TAC (Internal stakeholders)																																						
• Development Community (Developers/Builders/Consultants/Brokers/Finance)																																						
• Public																																						



PHASE 1 - COMMUNITY IDENTITY /PLACEMAKING:

Civilis - Urban strategist bringing together Urban Design and Community (and businesses)

- Small group focused interviews with community business and property owners
- Community survey
- Technical assistance for several businesses or properties
- Civic identity community workshop

Outcome:

Community identity as foundation for conceptual designs and code amendments



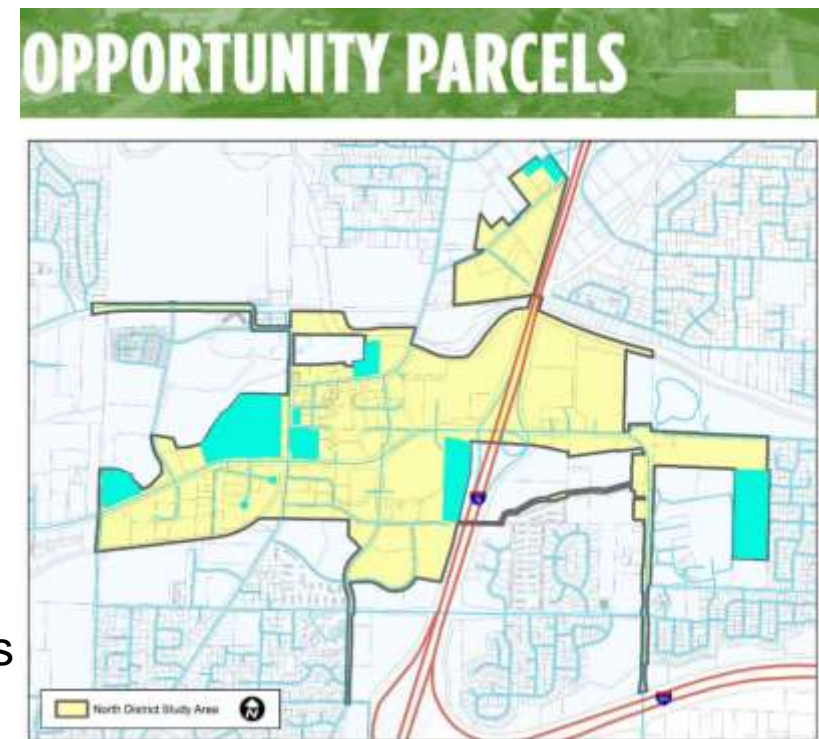
PHASE 2 – URBAN DESIGN CONCEPTS:

University of Oregon - Sustainable City Year Program
Architecture / Landscape Architecture Design Studios

- Graduate Level Site Analysis / Discrete Mini-Projects - Fall 2025
- Design Charrette - Winter 2025
- Design Charrette - Spring 2026

Outcome:

Visualize the future - translate Community Identity into plans and drawings



PHASE 3 - DESIGN STANDARDS CODE AMENDMENT:

Tualatin Development Code Chapter 73E Central Design District Design Guidelines:

- Central Tualatin Concept
- City Connections
- Spaces & Landscaping
- Buildings



IMPLEMENTATION:

Ongoing process to.....

- Review / Construct CORA Plan projects
- Actively promote development opportunities
- Seek like-minded development partners



REQUESTED DIRECTION:

Provide feedback on the process and direct staff to move forward with:

- Creating a Community Advisory Committee to guide the downtown revitalization process
- Contracting with Civilis for community identity work
- Developing an intergovernmental agreement with the University of Oregon for the Sustainable City Year Program for a design charrette in the downtown area and other supporting studies
- Code amendments based on work that comes out of community identity and design charrette efforts



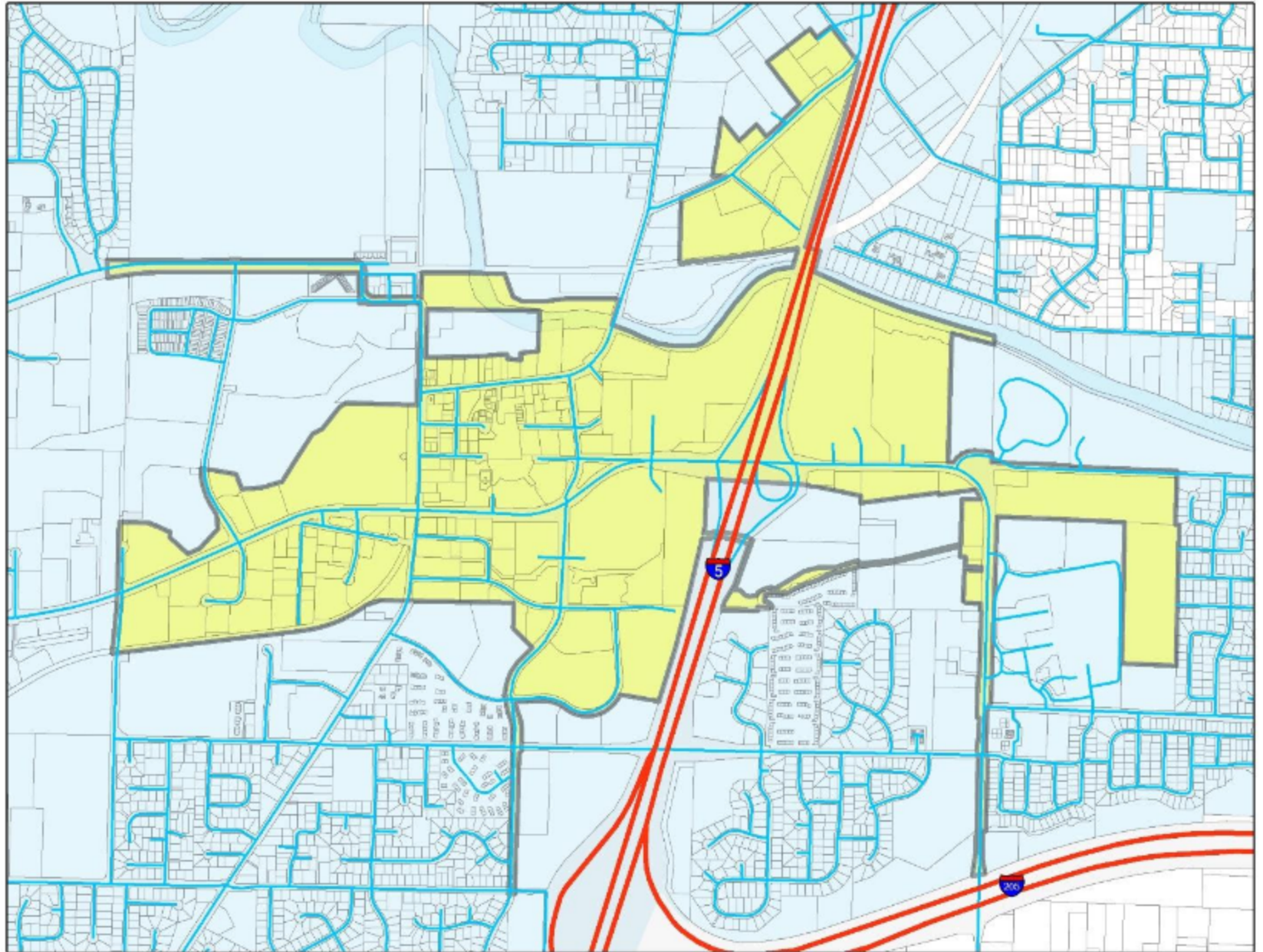


CITY *of*
TUALATIN

THANK YOU

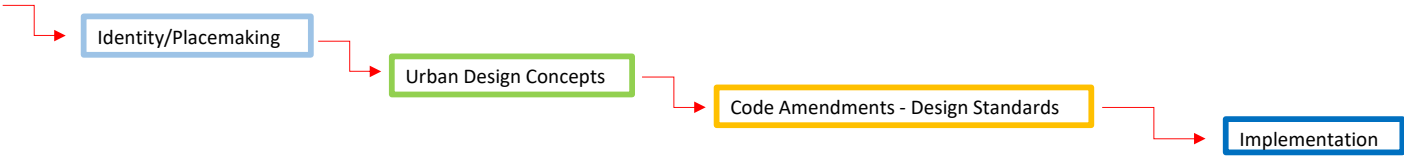
Core Opportunity Reinvestment Area Boundary

Attachment B



Timeline: 24 months
Estimated Cost: \$205k (City \$125k [\$45k Civilis + \$80k UO] + \$80k UO Match) for Phases 1 & 2. Phase 3 budget is TBD.
Process - start with CORA Vision:

The Core Opportunity and Reinvestment Area Plan is a guiding document in our community's effort to strengthen the social, cultural and economic vitality of central Tualatin by funding projects that improve property values, eliminate existing and future blight, and create an active civic core.



Proposed Scope and Schedule

[illegible]

CIVILIS

City of Tualatin Downtown Revitalization Scope

March 2025

SCOPE OVERVIEW

Note: All deliverables by consultant unless specifically noted in the scope.

WAVE 1: INTERVIEWS, ASSESSMENT, and QUANTIFICATION.

Consultant will meet with the Citizen Advisory Committee (CAC) virtually to review the community identity process, scope, and solicit feedback to customize the approach for this community. At this meeting, City staff will provide an overview of the downtown revitalization project (Civilis Community Identify, U of O Sustainable City Year Program Design Charrette, Code Amendments, and Implementation.)

Consultant will conduct up to 6 small format group interviews with property and business owners. Consultant will work with the City to determine the mix, but generally we might group people by business type, by ownership type, by geography, by building type, by length of ownership, etc. (These meetings are typically held back-to-back, in one place, and they last for roughly 50 minutes with a 10 minute transition between meetings.)

Additionally, Michele will complete a “district secret shopper” assessment and quantify downtown conditions that are relevant to improvement of the downtown area, including general layout, business mix, ground floor execution, customer traffic patterns, building challenges, public realm, and overall brand/experience.

Deliverables/Outcomes: 1) Data on how the downtown area is functioning as a commercial district (in the form of notes during interviews) from the perspective of business and property owners. 2) An overview of downtown stakeholder perspective on downtown. 3) Relationship building between stakeholders and between City and stakeholders. 4) Additional data/deliverables that result from this work may include any of the following: documentation on specific areas that are contributing or detracting from downtown experience, maps with information on the downtown experience, photographic or video recordation of positive and negative brand, circulation, wayfinding, etc., business mix documentation, ground floor experience documentation, etc.

Responsibilities of City: Issue invitations, locate meeting space, and organize the walking tour and route, take notes (for use by the City) in all interviews and walking tours.

WAVE 2: CIVIC IDENTITY BUILDING AND TECHNICAL ASSISTANCE (TA).

Consultant will meet with CAC virtually to provide a summary of Wave 1 findings and present Wave 2 work on the survey and workshop and incorporate any applicable

recommendations that enhance the overall process. Recommendations that involve a material change to the Civic Identity scope and process and/or recommendations that involve additional tasks that are not covered by this Scope will have to be negotiated as an amendment to this contract.

We will launch the community survey and conduct an in-person workshop for downtown stakeholders where city staff will be the scribes to record stakeholder answers in a very fun and fast paced story framework Civic Identity Workshop. This workshop will include a presentation that will a) introduce the basic mechanics of how a downtown/mixed-use environment functions from a land use perspective; b) provide an overview of downtown economics and how businesses and property owners maximize returns in this environment; and c) teach the improvisation-based story framework and how it applies to land use and places.

Additionally, during this wave, I will work with 2 property owners (or owner groups) for TA as well as 2 business owners (or owner groups) for TA. We will identify the best options and types of TA after my in-person visit and the small format group interviews, but these can take the form of larger groups doing an in-depth section for a block/series of businesses or buildings, or they can be shorter one-hour sessions across individual businesses. (With ½ breaks between to move between businesses/buildings) Depending upon how this is divided, it works out to roughly 6-8 hours of TA time, which is outlined in the Timeline section below.

Deliverables/Outcomes: 1) Tailored technical assistance for individual business and property owners/groups. 2) Data on issues facing owners/businesses for the city that arises from TA appointments. 3) Raw, open-ended survey results from the community and the workshop stakeholder participants in xls format (see an example attached). 4) Powerpoint slide deck from Civic Identity workshop (will exceed more than 100 slides) with information on mixed-use district economics, downtown form, and examples that are relevant to Tualatin's plans for downtown today, and its future. 5) Relationship building between stakeholders and between City and stakeholders.

Responsibilities of City: Issue invitations, provide collateral (Consultant will provide sample verbiage and example fliers from other locations), meeting space, a/v (laptop, screen, remote control, podium/music stand, screen), 1 easel per 6 attendees at workshop, 1 moderator per 6 attendees at the workshop, community survey link distribution/invitation, and organize walking tour and route.

WAVE 3: CIVIC IDENTITY FINDINGS AND RECOMMENDATIONS/NEXT PHASE KICK OFF

This scope is meant to be a process that will build connection, relationship, and knowledge around the idea of creating a beloved downtown experience for Tualatin. This momentum should then be used to kick off the next design phase for downtown as some sort of next phase kick off that includes the Civic Identity Downtown Findings and Recommendations.

At this presentation, I will provide an overview of findings and recommendations for downtown

that are all directly informed by the scope above, with a focus on a) actionable recommendations for the private sector; b) recommendations for changes/additions to the public sector toolkit, linking them to direct findings from the community; and, c) suggestions for short-term urban renewal district initiatives that can help downtown today, as well as assist with transformations that will get it to where people want it to be in the future.

My presentation slide deck, and accompanying Civic Identity memo will be reviewed in more detail with the city (including CAC) in a meeting on this same day where we will do a deep dive into short, medium, and long-term findings and recommendations with the public sector toolkit.

Consultant to be the primary presenter of the final findings to the Tualatin Development Commission (City Council acting in capacity as the urban renewal governing body). CAC members and City staff to coordinate and participate in the presentation.

Deliverables/Outcomes: 1) Final presentation PPTX slide deck (over 150 slides, most with images/examples/case studies) that contains findings from interviews, walking tours, surveys and workshops. This presentation will outline the authentic identity of downtown today, and what it might want to be in the future, as told through the story framework populated by feedback from the community and downtown stakeholders. The presentation will also include private sector and public sector recommendations to leverage downtown's current identity and offer ideas for how to express community wants in a future downtown experience that is economically viable and community experience driven. 2) Final written memo focused on Civic Identity for downtown and how that might be expressed in public sector toolkits related to design, transportation/circulation, and code.

Responsibilities of City: Issue invitations, provide collateral (Consultant will provide sample verbiage and example fliers from other locations), meeting space, a/v (laptop, screen, remote control, podium/music stand, screen).

TIMELINE

All work will be completed on mutually acceptable dates in 2025. Tentative time blocking for the work outlined below is shown in the table on the final page of this scope, however the final schedule may be subject to change, as agreed to by both parties. Timeline details per visit include:

WAVE 1

Day 0

- Meet with CAC and staff virtually to kick off the community identity process and identify who to include in the small group discussions

Day 1

9:00 am - 3:00 pm: Secret Shopper and Quantification

3:00 pm - 4:30 pm: District Walking Tour

Day 2

9:00 am - 12:00 pm: 3 Small Format Interviews

12:00 pm - 1:00 pm: Lunch

1:00 pm - 4:00 pm: 3 Small Format Group Interviews

4:00 pm - 5:00 pm: Meeting with City to Discuss Findings to Date and Identify TA

WAVE 2

Day 0

- Meeting CAC and staff virtually to review the draft survey, workshop format, and identify TA properties.

Day 1

- Launch Community Survey Online
- Civic Identity Story Framework Presentation and Workshop
- TA Appointment Property Owner

Day 2

- TA Appointment Property Owner
- 2 TA Appointments for Business Owners

WAVE 3

Day 1

- Downtown Design and Code Kickoff/Civic Identity Report In Joint Kick Off
- Final Findings and Recommendations Meeting with the City and CAC/Review of Civic Identity

Day - TBD

- Civilis to present Final Findings to the Tualatin Development Commission, virtually or in-person. Current proposal includes virtual rate. If the presentation is in-person, it shall be negotiated as an amendment to this contract.

FEE SCHEDULE

Consultant bills by the hour at \$250/hour. Invoices will be submitted monthly. Time for this work is estimated to not exceed 169 hours, therefore, fees for this work will not exceed \$42,250.

HOURS: 169

NOT TO EXCEED COST : 42,250

Civilis Scope
Mar-25

Goal: Developed a shared community downtown identity which will be used to help inform the design charrette phase in the Fall.

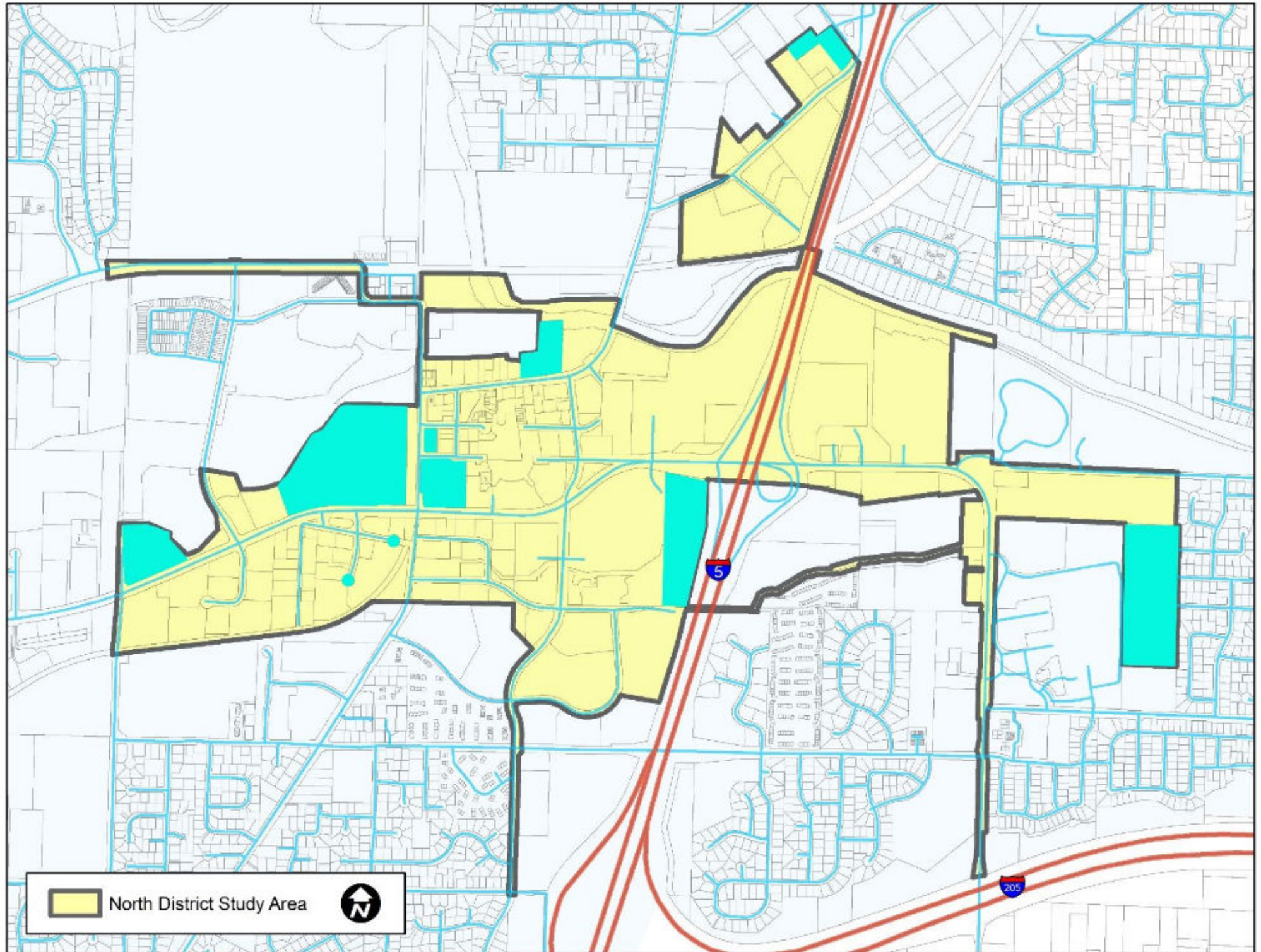
Timeline: ~5 months (each wave is about 1-1.5 month)~

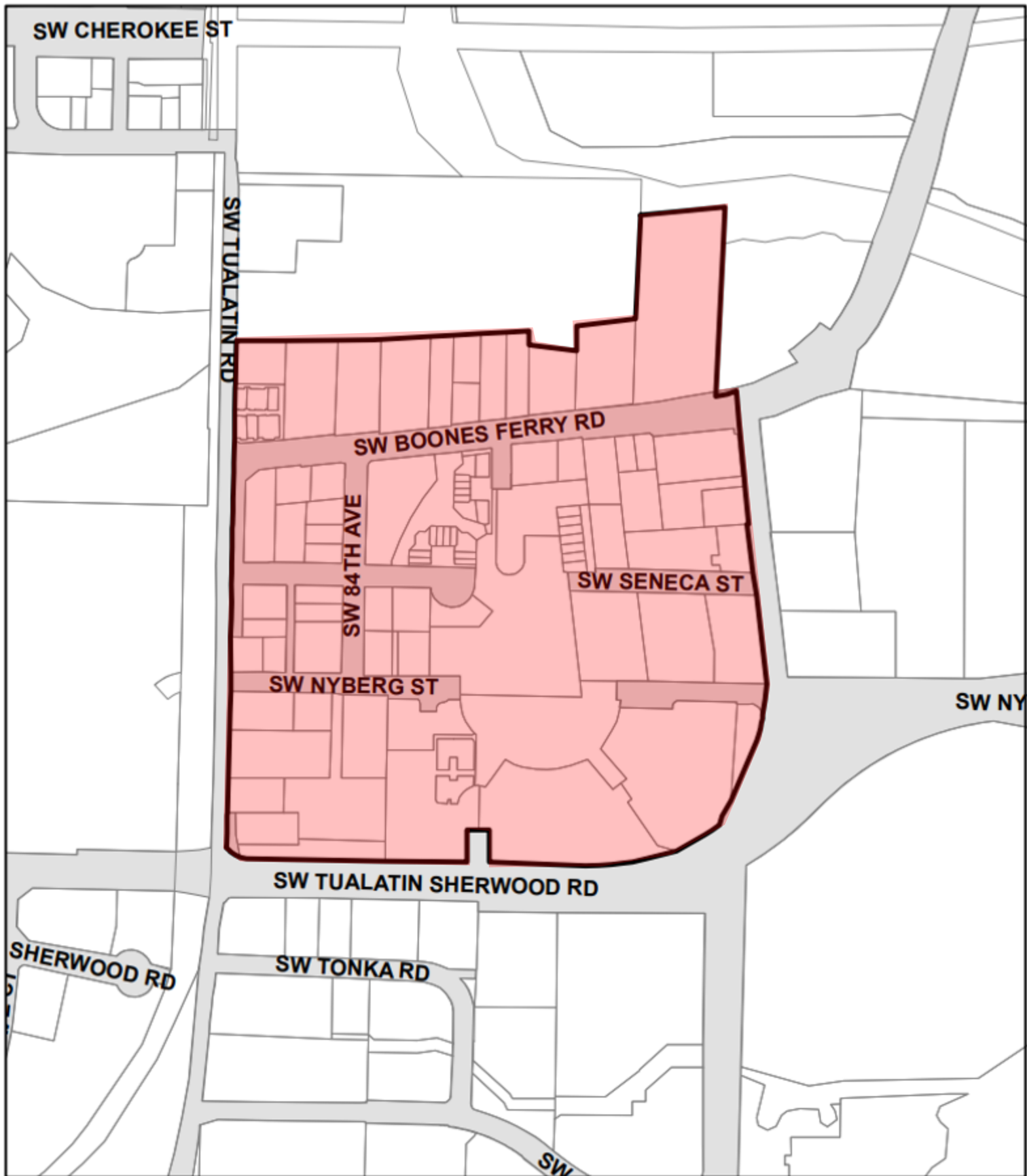
IP Preferred Timeline for In-Person (IP) Work
A Analysis, Memo, Survey, and Presentation Preparation
Alternative Timeslot for IP

			May				June				July				Aug				Sept				Comments
Wave 1: Intro/Assessment	Description	Deliverable	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
• Assessment	Michelle's "secret shopper"					IP																	City Responsibility (Wave 1): Issue invitations, locate meeting space, and organize the walking tour and route, take notes (for use by the City) in all interviews and walking tours.
• Interviews	6 small group 2-3 people	• Relationship building • Data on how the downtown area is functioning as a commercial district (in the form of notes during interviews) from the perspective of business and property owners.				IP																	
• Quantification	Coordinate easy and clear way to document and share data	Data may include: • documentation on specific areas that are contributing or detracting from downtown experience • maps with information on the downtown experience: branding, circulation, wayfinding, business mix, ground floor experience • photographic or video recordation of experience					A	A	A														
Wave 2: Civic Identity			May				June				July				Aug				Sept				
• Community Survey	Open ended survey asking questions about downtown: perception, missing elements, want to see, etc.	Survey results										A	A										City Responsibility (Wave 2): Issue invitations, locate meeting space, and organize the walking tour and route, take notes (for use by the City) in all interviews and walking tours. Issue invitations, provide collateral (Consultant will provide sample verbiage and example fliers from other locations), meeting space, a/v (laptop, screen, remote control, podium/music stand, screen), 1 easel per 6 attendees at workshop, 1 moderator per 6 attendees at the workshop, community survey link distribution/invitation, and organize walking tour and route.
• Civic Identity Downtown Workshop	In-Person workshop: • Introduce the basic mechanics of how a downtown/mixed-use environment functions from a land use perspective • Provide an overview of downtown economics and how businesses and property owners maximize returns in this environment • Teach the improvisation-based story framework and how it applies to land use and places.	• Relationship building • Workshop documentation: information on mixed-use district economics, downtown form, and examples that are relevant to Tualatin's plans for downtown today, and its future											IP										
• Technical Assistance (TA) 2 Owners or Owner's Group	Tailored technical assistance for individual business and property owners/groups.	Documentation of discussion and data on issues facing owners/businesses resulting from TA									A	A	IP	A	A	A							
Wave 3: Findings & Recommendations			May				June				July				Aug				Sept				
• Civic Identity Memo	build connection, relationship, and knowledge around the idea of creating a beloved downtown experience for Tualatin	• Final presentation PPTX slide deck (over 150 slides, most with images/examples/case studies) that contains findings from interviews, walking tours, surveys and workshops. This presentation will outline the authentic identity of downtown today, and what it might want to be in the future, as told through the story framework populated by feedback from the community and downtown stakeholders. The presentation will also include private sector and public sector recommendations to leverage downtown's current identity, and offer ideas for how to express community wants in a future downtown experience that is economically viable and community experience driven. • Final written memo focused on Civic Identity for downtown and how that might be expressed in public sector toolkits related to design, transportation/circulation, and code.													A	A	A	IP					City Responsibility (Wave 3): Issue invitations, provide collateral (Consultant will provide sample verbiage and example fliers from other locations), meeting space, a/v (laptop, screen, remote control, podium/music stand, screen).

OPPORTUNITY PARCELS

Attachment E





-  Central Design District ~42.5acres
-  Parcels
-  Right of Way



This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -Engineering and Building Dept. Plotted 1/8/2008