



## **Meeting Minutes**

**December 11, 2024 | Regular Meeting**

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

This meeting was recorded and can be viewed online at:  
<https://www.youtube.com/@troutdaleoregon>

**Commissioners and Staff Present:** Chair Staffenson, Vice Chair Prickett, Commissioner Allen, Andrews, Leamy, Minkoff, and Wilcox. Staff - Erika Palmer, Community Development Director, and Marlee Boxler, Economic Development Coordinator.

1. **Public Comment on Non-Agenda items** – Adrian Koester mentioned that he has been following the Home Forward construction and has noticed a bigger collection of parked cars around the job site on 4<sup>th</sup> Street.
2. **Review and Approve Meeting Minutes - Oct 9, Oct 30 and Nov 13, 2024.** Commissioner Wilcox will submit his corrections to the Staff. Chair Staffenson requested that the approval of minutes be tabled until the next meeting to include more substantive content.

### **3. Presentation**

**Downtown Parking Study Presentation** – Staff provided a high-level overview of the Sandy River Shuttle and Downtown Parking Study. Kittelson & Associates is a consulting firm hired to help with this work, and the city assembled a Technical Advisory Committee (TAC) of many stakeholders to review and comment on the work being produced. The Sandy River Transit Shuttle Feasibility Study is funded by a Travel Oregon grant, and through this project, the city hopes to learn if there could be a shuttle to improve access to the Sandy River. The city is funding the Downtown “Parking” Study. The two projects run simultaneously because they overlap and dovetail each other. Both studies started in Spring 2024 and will wrap up in April 2025. What has been completed thus far with the feasibility shuttle study is a

background review and an analysis of existing conditions and opportunities. The next step is a TAC meeting in February to review shuttle alternatives.

The on and off-street “parking” study was conducted this past July. There are 276 on-street parking stalls in the downtown area, and 1/3 of the stall have a time limit, while 2/3 have no time limits or other restrictions. There are 395 off-street parking stalls, which have no time limits or restrictions. A few constraints to parking downtown are the topography and a mishmash of parking signage that can lead to confusion. The peak hours for parking are mid-day from 12 to 2 PM. The average parking stay is roughly 3-hours. The estimate future parking demand will likely exceed our capacity. Other general findings from the parking survey include that the off-street parking rate is larger than that of on-street parking – people prefer parking in off-street parking lots. The city will continue monitoring the parking downtown and any potential for additional parking facilities. In early winter, a parking management memo will be sent to the TAC outlining a menu of parking options the city could consider implementing.

#### 4. New Business

- a. **Marijuana Code Update Workplan** – A ballot measure passed (**correction: the ballot measure truly ‘failed’, but the speaker misspoke and said it passed**) in the last November election that would allow recreational retailers in Troutdale. Currently, the Troutdale Development Code prohibits this, and the code needs to be amended. Does the commission prefer to return to the original code that allowed retail marijuana service in certain areas, or do we want to revise the old code? Planning staff will need to notify the state of any code amendments.

Commissioner Wilcox asked about the status of a current dispensary within 500 feet of a new park (under construction now). Staff says it would be classified as legal, non-conforming, and grandfathered in the code. Essentially, an existing dispensary business would not have an issue.

- b. **Climate-Friendly Equitable Communities (CFEC) Update** –At the second meeting in January, Director Palmer will update the City Council and get their input about the CFEC work and the options that the city needs to consider for adoption before June 30, 2025.

After the PC work sessions, the commission recommended Option B. Option B is moving forward with a commercial parking lot, and employers

with 50 or more workers would be required to pay the workers who do not use parking every day a \$50 stipend per month. After the January council meeting, Palmer will return to PC to address the topic further.

## 5. Communication

- a. Staff – The 257<sup>th</sup> Project will start in mid-January. The Stark Street bridge repair project may have a possibility of 1 lane open by late February. Holiday Movie Night is on Dec 21 @ Reynolds High School. The festivities will start at 3 PM, and the movie will be shown in the evening. This is the last meeting for Commissioner Leamy, who was elected to the City Council.
- b. Chair, Vice Chair, and Commissioners thanked Leamy for his work on the commission.

## 6. Reference Documents Discussed During Meeting

- a. Troutdale Transit Feasibility and Parking Study Presentation
- b. CFEC Business Survey Results

The meeting adjourned at 8:05 PM.