

# PDC

## PORTLAND DEVELOPMENT COMMISSION

**DATE:** August 12, 2009

**TO:** Board of Commissioners

**FROM:** Bruce A. Warner, Executive Director

**SUBJECT:** Report Number 09-90  
Appoint Ms. Sarah Zahn to the Gateway Regional Center Urban Renewal Advisory Committee.

### EXECUTIVE SUMMARY

#### BOARD ACTION REQUESTED

Adopt Resolution No. 6725

#### ACTION SUMMARY

This action will authorize the appointment of Sarah Zahn to the Gateway Regional Center URAC as a regular member representing Human Solutions, Inc. for a term ending in June 2012. Ms. Zahn is the Director of Housing at Human Solutions.

#### PUBLIC BENEFIT

Meaningful public participation helps promote democracy and civic engagement, builds public trust in government and enhances the Commission's credibility within the community.

Effective public participation can improve the quality and effectiveness of Board plans and decisions.

#### **This action will support the following PDC goals:**

- Sustainability and Social Equity
- Healthy Neighborhoods
- A Vibrant Central City
- Strong Economic Growth and Competitive Region
- Effective Stewardship over our Resources and Operations, and Employee Investment

#### PUBLIC PARTICIPATION AND FEEDBACK

The public is continually advised of the opportunity to serve on URACs, and encouraged to apply for appointment.

## **COMPLIANCE WITH ADOPTED PLANS AND POLICIES**

This action complies with the URAC Policy adopted by the Board of Commissioners (“Board”) on September 14, 2005 (Resolution No. 6293) and amended on July 9, 2008 (Resolution No. 6614) that requires the Board to appoint members to URAC’s that the Board has created.

This action helps implement the Public Participation Policy adopted by the Board on June 22, 2005 (Resolution No. 6266) which established that “public participation is required and will be an integral component of project schedules, budgets, and board decision-making processes for developing and implementing urban renewal area plans and implementing urban renewal projects.”

## **FINANCIAL IMPACT**

There is no significant financial impact as a result of this action.

## **RISK ASSESSMENT**

There are no significant legal, financial or operational risks resulting from this action.

## **WORK LOAD IMPACT**

The major work load associated with the appointment of new URAC members is providing new members with an orientation session and related material specific to their URACs. This activity is coordinated by Public Participation staff, and included in existing work plans.

## **ALTERNATIVE ACTIONS**

Per Board established policy, there is no alternative process for making this appointment.

## **CONCURRENCE**

In accordance with PDC’s URAC Policy, Human Solutions through its Executive Director, Ms. Jean DeMaster, has nominated Ms. Zahn to serve as its representative to the Gateway Regional Center URAC.

## **BACKGROUND**

On September 14, 2005, the Board adopted Resolution No. 6293 establishing a formal policy regarding the composition and operations of URACs. This Policy was most recently revised on July 9, 2008 (Resolution No. 6614). Pursuant to that policy, the following URACs have been formally established by the Board:

1. Lents Town Center
2. Central Eastside
3. Interstate Corridor
4. Gateway Regional Center
5. Oregon Convention Center
6. North Macadam
7. River District

The process for identifying potential URAC members includes:

- Ongoing recruitment and acceptance of applications via the PDC website;
- Assessing the range of existing and potential stakeholders in a particular urban renewal area in relation to the existing URAC composition and diversity;
- Personal outreach and recruitment by PDC staff and URAC members; and
- Review of applications by PDC staff and URAC chairs.

Human Solutions, Inc. currently has one organization member seat on the Gateway Regional Center URAC. In a letter dated on July 6, 2009, Human Solutions informed PDC staff that the person previously holding its seat, Ms. Dorene Warner, has retired from the organization and will no longer be its representative. In the same letter, Ms. Jean DeMaster, the Human Solutions Executive Director, nominated Ms. Sarah Zahn to be the organization's representative on the Gateway Regional Center URAC. Staff is requesting consideration of Ms. Zahn's appointment based on the organization's nomination and the submission of her application for service on the URAC.