



M E M O R A N D U M

TO: City Center Redevelopment Authority Board of Directors
FROM: Patrick Quinton, Executive Director
DATE: November 9, 2023
SUBJECT: 2024 Workplan

The purpose of this memorandum is to identify the potential agenda and action items for CCRA over the next 15 months and establish a prioritized workplan for addressing these topics. The list of potential items includes both briefings on topics within the purview of CCRA and actions that can be initiated by the Board.

The items highlighted in this memorandum represent only planned agenda items, and do not include any individual projects that may be brought to CCRA for review. In addition, the CCRA Board may be asked to advise the City on strategic opportunities that emerge during the year, such as downtown property acquisitions.

Follow Up Actions

The Waterfront Gateway project requires the continued involvement of CCRA as the project moves from negotiation to development. In addition, CCRA retains oversight of the MFTE program as part of its charter. Over the next 15 months, CCRA will be required to take the following actions:

Item	Board Action	Comments
City Hall Plaza Design	Action	Public design process for plaza behind City Hall will be presented to CCRA in Q2 2024 for review and approval.
Waterfront Gateway Ground Lease and Purchase Agreement	Action	Ground lease and purchase agreement documents for Waterfront Gateway will be finalized by the end 2023. CCRA will review and recommend for Council approval.
MFTE Annual Review	Information	CCRA Board requested annual report on activity under the revised MFTE program

Policy and Plan Review

Given the significant current and anticipated project and policy activity impacting downtown, CCRA will receive a range of updates over the next 15 months on the following topics:

Item	Board Action	Comments
Downtown Parking Plan	Advisory	City is undertaking an update to Downtown Parking Plan. CCRA will be consulted throughout process and make a recommendation on final report.
Housing Action Plan	Advisory	City is implementing a comprehensive action plan to increase housing production. CCRA will receive updates and provide feedback.
Green Building Policy	Advisory	City has hired consultant to draft new Green Building Policy; CCRA will be consulted throughout process and provide feedback.
Interstate Bridge Replacement Project (IBR)	Information	CCRA will be briefed at various stages as project progresses with some opportunities for feedback
IBR Urban Design Study	Advisory	City has started an urban design study for downtown to anticipate IBR impacts. CCRA will be briefed and provide feedback.
Comprehensive Plan	Information	New Comp Plan is underway. CCRA will receive regular updates and provide feedback on relevant topics.
Economic Development Plan	Advisory	City will prepare an economic development plan as part of Comp Plan process that will guide work with business base and to grow the economy.
Tax Increment Financing Plan	Advisory	City staff are analyzing potential geographic areas for the two state-authorized TI areas and should have an initial recommendation in 2024.

Future Redevelopment Planning

In addition to the above agenda items, which are primarily advisory in nature, CCRA may choose to undertake the following actions to position the agency to help guide future redevelopment work in downtown Vancouver:

Item	Board Action	Comments
Downtown Redevelopment Study	Action	CCRA will commission a study of redevelopment opportunities in downtown to establish priorities for future work by both CCRA and City staff.
CCRA Business Plan	Action	CCRA will undertake a business planning process to map out a plan for the agency to establish a resource base to operate more independently. This action builds on the conversation from April 2022 on the future role and responsibilities for CCRA.

Development Market Conditions Analysis	Action	CCRA will explore commissioning an analysis of the current state of the market and the factors impacting the cost and feasibility of development. The study could inform City policymaking and be used to convene a public discussion about the findings.
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Proposed Workplan

Given the above list of potential agenda items, below is a potential 15-month workplan for CCRA. This proposed workplan will be used to establish priorities for CCRA rather than lock in agendas for the next year.

Meeting Date	Proposed Agenda Items	Comments
October 19, 2023	• Block 1 Design Review	Already scheduled for this meeting
	• Workplan review	This meeting can be used to discuss and provide feedback on proposed workplan
November 16, 2023	• Parking Plan update – Consultant Selection and Scope of Work	Parking team will have completed consultant selection and finalized scope of work.
	• Housing Action Plan overview and update on progress	Housing Action Plan is ongoing so this would be first update on the plan
December 20, 2023	No Meeting?	
January 17, 2024	• IBR update	Briefing by City staff in advance of issuance of Environmental Impact Statement (EIS) in February
	• WFG ground lease and purchase agreement – review and approval	Documents should be finalized and ready for CCRA approval
	• Development Redevelopment Study RFP – review and approval	Staff can present drafted RFP for approval
February 15, 2024 (workshop)	• CCRA Business Planning Workshop	Convert this meeting to workshop format to plan for future operations of CCRA
March 21, 2024	• Green Building Policy update	City will seek the input of CCRA members throughout this process. This item will be one of two updates to full board.
	• Downtown Redevelopment Study consultant and scope approval	Results of RFP process will be complete and ready for CCRA approval

April 18, 2024	<ul style="list-style-type: none"> • City Hall Plaza Design review & approval 	Public process for designing Waterfront Gateway plaza will be complete and design will be ready for CCRA review and recommendation to Council
	<ul style="list-style-type: none"> • Development market conditions presentation 	Presentation and discussion about state of market for commercial development
May 16, 2024	<ul style="list-style-type: none"> • Business Planning follow up 	Allocating time for next step in CCRA long term planning
June 20, 2024	<ul style="list-style-type: none"> • IBR update 	Combination of IBR team and City staff would provide update to Board and answer any questions.
	<ul style="list-style-type: none"> • IBR Urban Design Study update 	Consultant team would present initial findings and seek feedback from Board.
	<ul style="list-style-type: none"> • Tax Increment Financing update 	Staff will present update on analysis of potential TI areas and next steps
July 18, 2024	<ul style="list-style-type: none"> • Comp Plan update 	Presentation from consultant team and City staff on status of Comp Plan process
	<ul style="list-style-type: none"> • Economic Development Plan update 	Presentation from consultant team and City staff on draft economic development plan
	<ul style="list-style-type: none"> • Parking Plan update 	Consultant team would present initial findings and seek feedback from Board
August 15, 2024	<ul style="list-style-type: none"> • Business Planning 	Allocating time for next step in CCRA long term planning
September 19, 2024	<ul style="list-style-type: none"> • Downtown Redevelopment Study update 	Consultant team would present initial findings and seek feedback from Board
	<ul style="list-style-type: none"> • Housing Action Plan update 	Housing Action Plan is ongoing and this would be second update on the plan
October 17, 2024	<ul style="list-style-type: none"> • Green Building Policy review and recommendation 	Final policy will presented for CCRA review and recommendation to Council
	<ul style="list-style-type: none"> • MFTE Annual Report 	Staff report on activity since changes to MFTE program
November 21, 2024	<ul style="list-style-type: none"> • Parking Plan – Final presentation and approval 	Final policy will presented for CCRA review and recommendation to Council
	<ul style="list-style-type: none"> • IBR Urban Design Study update 	Consultant team may be ready to present final findings and seek feedback from Board.
December 19, 2024	No meeting?	

Next Steps

Staff will begin work on CCRA led initiatives to meet the timelines established in the agenda. Updates on City led plans for the first 90 days of the plan will be scheduled as well. The actual agendas for future meetings will be finalized 15-30 days prior to each meeting.