



**REDMOND URBAN RENEWAL AGENCY**  
**CITY OF REDMOND**  
Community Development Department

716 SW Evergreen Avenue  
Redmond, OR 97756-2242

Phone **541-923-7756**  
Fax 541-548-0706

[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

**DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**  
**MINUTES**  
**May 9, 2016**

City Hall Conference Room A, 716 SW Evergreen Avenue, Redmond, Oregon

**Advisory Members Present:** Chair Don Crouch, Vice-Chair Edwin Danielson, Sam Blackwell, Paul Hansen, Trish Pinkerton, Brad Smith (*absent: Tom Kemper, Denys Middleton, Gib Stephens*)

**Youth Ex Officio:** (*absent: David Purkey*)

**City Staff:** Heather Richards, *Community Development Director*; Chuck Arnold, *Economic Development/Urban Renewal Project Manager*; Ginny McPherson, *Assistant Project/Program Coordinator*; Cameron Prow, TYPE-*Write II*

**Council Liaison:** None

**Visitors:** None

**Media:** None

*(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)*

**CALL TO ORDER – INTRODUCTIONS**

Chair Crouch called the regular session to order at 5:01 p.m. with a quorum of members (5 of 9) present. Mr. Smith arrived at 5:04 p.m., bringing the total number of members present to 6.

Chair Crouch closed the regular session and opened the executive session at 5:02 p.m.

**I. EXECUTIVE SESSION**

Chair Crouch read aloud the following statement: Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during regular session. Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

Chair Crouch closed the executive session and reopened the regular session at 5:35 p.m.

**II. MOTIONS AS A RESULT OF EXECUTIVE SESSION**

None.

**III. APPROVAL OF MINUTES**

A. March 14, 2016

Ms. Prow requested deletion of Line 1 (*required space: am/pm, Mr./Ms.*) and removal of Erma Hansen's name from the list of visitors.

**Motion 1** (5/0/0): Mr. Smith moved to approve the minutes from March 14, 2016, as amended. Ms. Pinkerton seconded the motion which passed unanimously.

B. April 11, 2016

**Motion 2** (5/0/0): Ms. Pinkerton moved to approve the minutes from April 11, 2016, as written. Mr. Smith seconded the motion which passed unanimously.

#### IV. ACTION ITEMS

None.

#### V. DISCUSSION ITEMS

A. Policy for Property Assistance Program – Funding Per Tax Lot

Mr. Arnold presented and requested DURAC feedback on a draft policy about reinvesting grant funds in the same tax lot: A property owner may only receive funding from the Façade Improvement Grant Program and the Small Projects Improvement Grant Program one time unless the following conditions are met: (1) the property has new ownership within five years since the last grant award (resulting in grant repayment) and (2) the proposed project brings the property to a higher standard of improvement.

Committee concerns included the type of improvements covered, level of the subsequent proposed improvement, impact of depreciation on the improvements, . Following discussion, DURAC members agreed by consensus with the proposed policy.

B. Update on Downtown Flowers

- **Hanging Flower Baskets:** Ms. McPherson reported a bid was awarded to a McMinnville nursery for 170 pots. The pots will be delivered to Curt Petersen, Parks/Facilities/Cemetery Manager, on May 20, 2016, as Public Works is responsible for maintaining the flower baskets.

- **Annual Planting:** A Request for Proposals resulted in the bid being awarded to Madras Garden Depot. Ms. McPherson said her outreach efforts (personal contact, Facebook posting) were successful in generating over 100 volunteers. She said 80 volunteers will start work at 9 a.m. on June 4, 2016.

Committee members discussed the community's positive response to these two annual beautification projects.

#### CITIZEN COMMENTS

None.

#### STAFF COMMENTS

- Professional Business Medical District Property Owners: Mr. Arnold said the May meeting was postponed and the June meeting date might be changed to accommodate Bob Gomes' schedule.

- Committee Member Attendance: Ms. Richards expressed concern about Mr. Middleton's absence from the last six DURAC meetings. Chair Crouch said he would telephone Mr. Middleton regarding his interest in continuing as a DURAC member.

- Downtown Bike Corral Subcommittee: Mr. Arnold summarized efforts underway by the City's Bicycle and Pedestrian Advisory Committee (BPAC) to install a bike corral downtown. He requested two volunteers to serve on a joint subcommittee of BPAC and DURAC members to resolve both committees' concerns. Ms. Pinkerton and Mr. Smith volunteered to represent DURAC interests on the subcommittee which will meet on May 23 or May 24, 2016.

- Joint DURAC/BPAC Meeting: Mr. Arnold reported BPAC was also interested in a joint meeting with DURAC to discuss wayfinding and alternate mobility projects. Ms. Richards outlined benefits of

DURAC and BPAC working together on projects of mutual interest. Ms. McPherson expressed support for a joint DURAC/BPAC effort on the wayfinding project. Following discussion, Mr. Arnold said he would schedule a joint meeting of DURAC and BPAC for August or September 2016.

- DURAC Monthly Report: Mr. Arnold reported he is working with staff to develop a report form. This form will include how much the Urban Renewal Agency paid out in Property Assistance Program grants for the prior quarter and a list of completed projects (with photos) since the last meeting.

### **DURAC COMMENTS**

Family Recreation Center: Mr. Hansen suggested a way to add parking capacity for the Family Recreation Center without building a parking structure, and using the \$6 million saved to kickstart development of the recreation center. Ms. Richards outlined the City's idea for parking along 9<sup>th</sup> Street near the new City Hall. Members discussed ways to add parking inventory downtown.

Financial Reporting: Mr. Danielson said he wanted to review the approved 2016-2017 urban renewal budget with City Budget Manager Jason Neff. He also requested quarterly reports, showing what expenditures have occurred relative to the resources available during that quarter, and review of the proposed 2017-18 urban renewal budget before it goes to the Budget Committee. He suggested staff review the school district budget format and said he would deliver a copy to City Hall on May 10.

Ms. Richards summarized the budget and decision-making processes involved in urban renewal administration. The 2016-17 budget reflected the 2016-17 work plan adopted by DURAC. She will ask Mr. Neff to attend the June 13 DURAC meeting.

Mr. Smith said he would e-mail a link to the executive summary of a report he received from the American Booksellers Association to Mr. Arnold for distribution to all DURAC members. The report discusses the impact of Internet sales growth by Amazon on downtown economies and tax bases. He noted Amazon now accounts for one-third of all consumer retail internet sales.

Following discussion about potential report formats, members agreed it would be helpful to see the annual urban renewal budget document for 2016-17 (how much money is available, what resources are coming in relative to those expenditures) and a quarterly financial report (which projects were approved, expenditures approved for each project).

Next Meeting Agenda (tentative): 2016-17 Urban Renewal Budget, DURAC quarterly financial report

### **ADJOURN**

With no further business, Chair Crouch adjourned the meeting at 6:52 p.m.

APPROVED by the Redmond Downtown Urban Renewal Advisory Committee and SIGNED by me this 25th day of August, 2016.

ATTEST:

/s/ Donald Crouch  
Donald Crouch  
Chair

/s/ Chuck Arnold for  
Heather Richards  
Community Development Director