



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

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**DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**  
 City Hall Conference Room A, 716 SW Evergreen Avenue  
 Monday, September 12, 2016 5:00 – 7:00 PM

## Agenda

**DURAC MEMBERS**

Donald Crouch, Chair

Edwin Danielson, Vice-Chair

Brad Smith

Sam Blackwell

Paul Hansen

Tom Kemper

Trish Pinkerton

Gib Stephens

Vacant

David Purkey, Youth Ex Officio

PROPOSED AGENDA

TIME	ITEM
5:00 PM	<b>CALL TO ORDER / INTRODUCTIONS</b>
5:05 PM	<b>I. EXECUTIVE SESSION – REAL ESTATE</b>
	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Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.
	<b>II. MOTIONS AS A RESULT OF EXECUTIVE SESSION</b>
5:45 PM	<b>III. ACTION ITEMS:</b>
5:50 PM	<b>IV. APPROVAL OF MINUTES</b> a. August 8, 2016
6:15 PM	<b>V. DISCUSSION ITEMS</b> a. Membership Satisfaction & Terms (Exhibit 1) b. BPAC/DURAC Joint Meeting-November c. 6 Month Agenda Planning (Exhibit 2) d. Centennial Plaza Update (Exhibit 3) e. 736 NW 5 <sup>th</sup> Street (Grant Property) RFP for Redevelopment f. Business & Property Changes in URA Memo
6:45 PM	<b>CITIZEN COMMENTS</b>
6:50 PM	<b>STAFF COMMENTS</b>
6:55 PM	<b>DURAC COMMENTS</b>
7:00 PM	<b>ADJOURN</b>

\*Please note that these documents are also available on the City's website [www.ci.redmond.or.us](http://www.ci.redmond.or.us); click on Departments, Community Development, Planning Division, and DURAC (under the Urban Renewal box at the bottom). You may also request a copy at City Hall from City Recorder at 541-923-7751 or Jackie Abslag 541-923-7763. Anyone needing accommodation to participate in the meeting must notify ADA Coordinator, at least 48 hours in advance of the meeting at 541-923-7735, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in its programs or activities



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**DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**  
**MINUTES**  
**August 8, 2016**

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

**Advisory Members Present:** Vice-Chair Edwin Danielson, Sam Blackwell, Paul Hansen, Trish Pinkerton, Gib Stephens (*absent: Chair Don Crouch, Tom Kemper, Brad Smith; 1 vacancy*)

**Student Ex Officio:** David Purkey

**City Staff:** Chuck Arnold, *Economic Development/Urban Renewal Project Manager*; Troy Rayburn, *Program Assistant*; Jodi Burch, *Co-Finance Director*; Cameron Prow, *TYPE-Write II*

**Visitors:** Karen Friend, *Transportation Manager, Cascades East Transit (CET) Interim Director, Central Oregon Intergovernmental Council (COIC)*; Jennifer Limoges, *Broker, NAI Cascade*

**Media:** Dave Morgan, *RedmondNewsToday.com*

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

**CALL TO ORDER – INTRODUCTIONS**

Vice-Chair Danielson called the regular session of the Downtown Urban Renewal Advisory Committee (DURAC) meeting to order at 5:04 p.m. without a quorum of members (4 of 8) present.

**V. DISCUSSION ITEMS**

A. Budget Allocations and Acquisitions

Mr. Arnold presented Expenditures by Activity for the Downtown Urban Renewal Development Fund. He summarized prior concerns expressed by committee members. He said this report was a work-in-progress which he will continue to massage to meet DURAC's needs for a standardized quarterly report.

DURAC members requested adding two columns – “FY 2016/17” (current fiscal year) and “Encumbered” or “Pending” (funding not yet incurred) and asked for a profit-and-loss format (coming in, budgeted, going out). Other concerns included budget percentages (City General Fund vs. Redmond Urban Renewal Agency) for the new City Hall project.

Ms. Burch and Mr. Arnold responded to DURAC concerns. Funding of the new City Hall for FY 2016/17 is running at 80% City budget to 20% urban renewal budget.

B. Transit Hub Project

Mr. Arnold presented the “Central Station Project Overview & Update” which was included in the meeting packet.

Ms. Friend's overview of the Central Station project included the background, project scope, vision, conceptual design, amenities, phasing, budget and financing, and construction timeline. Moving the transit hub from Redmond Public Library to a new, permanent location on Kalama Avenue is intended to improve transit, bike, and pedestrian access in the City and regionally. Phase I will cover land acquisition, restrooms, bus pullouts, transit shelters and

stops, park-and-ride lot, covered bike parking and lockers, bike/pedestrian connectivity and wayfinding, security and lighting systems, landscaping, stormwater management, and utilities. Phase II is planning to add a building (up to 4,000 square feet) containing a public lobby, more restrooms, dispatch center, and offices. The project cost will be funded by a combination of revenue sources. This project, scored #2 statewide by the regional solutions team, is being considered for a Connect Oregon VI grant this month. Upon funding, construction is expected to start in spring 2017.

Mr. Arnold summarized the City's role in determining the project location. Key elements in the discussion were the visibility of this site and its proximity to housing and shopping and the impact of this project on the Homestead Trail. Match dollars contributed by the Urban Renewal Agency came from the activity fund of the alternative mobility project.

DURAC concerns included CET's vision of a fixed-route transit system in Redmond, life expectancy of the Kalama Avenue site, and expansion potential.

Ms. Friend responded to DURAC concerns.

Vice-Chair Danielson acknowledged Mr. Stephens' arrival at 5:25 p.m., constituting a quorum.

### III. ACTION ITEMS

None.

### IV. APPROVAL OF MINUTES

A. May 9, 2016

B. June 13, 2016

C. July 11, 2016

**Motion 1** (5/0/0): Ms. Pinkerton moved to approve the minutes from May 9, June 13, and July 11, 2016, as written. Mr. Hansen seconded the motion which passed unanimously.

### V. DISCUSSION ITEMS (continued)

C. Flag Monument Update

Mr. Arnold explained (copy of PowerPoint, Google Maps) how the US 97 Beautification Plan – Public Priorities 1 and 2 tied into urban renewal. This monument will honor Redmond's "Flag City" status and serve as the southern gateway to downtown commercial district. He reviewed design concepts, activities, and timeline. Signs informing the public about what is happening have been added. The project is on budget and on schedule for completion in October 2016.

D. Circulation Study

Mr. Arnold presented his staff report and utilized Google Maps. He reviewed the background, budget/cost savings, project scope, outreach efforts including public workshops, and timeline of this project which will meet City Council Goals 4, 6, 7, and 9. The consultant (Kittelsohn & Associates) will start in early September 2016, concurrent with the City's Transportation System Plan update. He stated the importance of the consultant's work being able to look at the economic impacts of any changes. He has been working with Bruce Warner, temporary advisor during transition to a new Community Development Director; Deborah McMahon, Planning Manager; and Mike Caccavano, City Engineer.

E. Housing Update – Grant Property

Mr. Arnold reported the City's purchase of the Grant property closed on July 29. With control of a previously identified opportunity site, the City is working to determine the best development to generate catalytic activity for the rest of the community. He summarized

discussions at the Midtown Housing Jumpstart Subcommittee meeting a few weeks ago about the need for high-density, quality housing to create a tax base and being a good neighbor with existing uses. The City is working on a temporary lease agreement with Grocery Outlet for what might become a shared parking agreement. Leases with Ryan's Produce and Miller's Economy Auto Service have been transferred to the City. Staff are working with Encore Property Management and the City Finance Department to assure lease payments will be directed to the City. He said the City was working to get the RFP (Request for Proposals) out before the next DURAC meeting in September.

Mr. Rayburn discussed his research strategy regarding RFP templates, appropriate City processes, and outreach to surrounding property owners. He will present the results of his research at the next subcommittee meeting.

Mr. Hansen said he understood the subcommittee was recommending market-rate apartments for this site. Mr. Blackwell agreed with that assessment and asked staff to present the RFP to the subcommittee before releasing it.

Ms. Limoges said many of her clients were seeking this type of project. She discussed, in general, the benefits of hiring a broker to market this type of opportunity.

DURAC concerns included the development vision, using the Redmond Urban Renewal Agency's attorney instead of the City Attorney, marketing strategy, targeted developer outreach, and project timeline.

## **CITIZEN COMMENTS**

Ms. Limoges said the design of the flag monument as presented was beautiful.

Mr. Morgan requested clarification on when the City will know what this property will be used for.

## **STAFF COMMENTS**

Mr. Rayburn summarized planning efforts for Centennial Plaza Phase 2 including public outreach, phasing, and creation of a Public Outreach Task Force that would report back to DURAC.

DURAC concerns about the task force included its role and membership, DURAC's role, and when this task force would start work.

## **DURAC COMMENTS**

None.

### **I. EXECUTIVE SESSION**

Vice-Chair Danielson 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.

Vice-Chair Danielson closed the regular session and opened the executive session at 6:25 p.m.

Vice-Chair Danielson closed the executive session and re-opened the regular session at 7:16 p.m.

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

None.

**ADJOURN**

Next meeting: Monday, September 12, 2016, 5 p.m.

With no further business, Vice-Chair Danielson adjourned the meeting at 7:20 p.m.

APPROVED by the Redmond Downtown Urban Renewal Advisory Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Donald Crouch  
Chair

\_\_\_\_\_  
Chuck Arnold  
Economic Development/Urban Renewal Project Manager

**DOWNTOWN URBAN RENEWAL  
ADVISORY COMMITTEE (DURAC)  
2016 Terms**

**Member** Term expires *Position*

**Donald Crouch** 2018 *Chair*

**Edwin Danielson** 2016 *Vice Chair*

**Sam Blackwell** 2018

**Paul Hansen** 2018

**Thomas Kemper** 2017

**Trish Pinkerton** 2016

**Brad Smith** 2018

**Gib Stephens** 2016

**Vacant** 2016

Youth Ex-Officio  
**David Purkey** 2016

Council Liaison  
**Tory Allman**



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**Downtown Urban Renewal Advisory Committee (DURAC) - Meeting Schedule**

**September 2016:**

- Topics:
  - Member Satisfaction & Terms
  - 6 Month Agenda Planning
  - Business & Property Changes in URA Memo

**October 2016:**

- Topics:
  - Budget Discussion
  - New Member Recruitment
  - Chair Presentation to UR Board
  - Wayfinding Presentation

**November 2016:**

- Topics:
  - BPAC/DURAC joint meeting
  - Mid-Town Plan - 1 Year Update
  - 1<sup>st</sup> Quarter Financial Update
  - Business & Property Changes in URA Memo

**December 2016:**

- Topics:
  - Budget Discussion

**January 2017:**

- Topics:
  - 6 Month Agenda Planning
  - Work Plan Discussion
  - Welcome New Members

**February 2017:**

- Topics:
  - Budget Adoption

**March 2017:**

- Topics:
  - Work Plan Adoption

**April 2017:**

- Topics:
  -

**May 2017:**

- Topics:
  - 6 Month Agenda Planning

## Briefing Report

**To:** Keith Witcosky, City Manager  
Bill Duerden, Public Works Director  
City of Redmond, Oregon

**Copy:** Chuck Arnold, Economic Development / Urban Renewal Project Coordinator

**From:** Troy Rayburn, Program Assistant  
Department of Community Development

Annie McVay, Parks Division Manager  
Department of Public Works

**Date:** September 1, 2016

**RE: Centennial Plaza**

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**Project Title:** Centennial Plaza

**Project Leads:** Troy Rayburn, Urban Renewal  
Annie McVay, Parks Division Manager

### **Project Description:**

The completion of Centennial Plaza will:

- complete an aspect of the Downtown Redmond Urban Renew District Plan Update - 12th Amendment.
- complement the already completed Centennial Park (completed in 2010)
- serve as an open-space between Redmond's new City Hall and historic downtown Redmond
- provide open-space and outdoor recreational amenities for the community

### **Project Budget / Funding:**

Internal staff discussions are proposing an approximate one million plus (\$1,000,000+) cost. Waiting for rough cost for concrete. Will not know until shortly before break ground in 2019 due to hard to predict cost two years out. \$1,000,000+ does not include 2015 property purchases and future demolish costs.



**Site Description:**

Centennial Plaza is the expansion of Centennial Park's master plan. The site is recorded as Block 33 and is located immediately East of Centennial Park, between NW Evergreen Avenue & NW Deschutes Avenue and NW 8 Street & NW 9 Street.

The City of Redmond's Urban Renew District Agency owns eight (8) of the 12 lots on Block 33: Lots 4, 5, 6, 7, 8, 9, 10, and 11. The accumulated site size = 43,125 SQ. FT. / 0.99 Acres.

Community Development staff reviewed the house on lot 4 -- that was brought to the city's attention by Mr. Dennis McClay -- to confirm historical significance. There are no special local or national protections in place on the property. The City does keep historic survey information on many older properties in Redmond from survey work that was done in 1998 by Michael Houser, who was a historic preservation planner with Deschutes County at the time (Deschutes County oversaw Redmond's historical program until about ten years ago). His review indicated that the residence is one of the oldest buildings in Redmond (built in 1910) and is a good example of a Workingman's Four Square style home. If there is an opportunity to market the house to someone who would agree to move it to another property prior to it being demolished, that would likely be supported by the Historic Landmarks Commission. The Department of Public Works has reviewed the house and does not foresee its use on the Plaza.

There are couple mature trees located primarily on lots 7, 8, and 9 (southwest corner of Block 33) that the Agency would like to preserve if possible. NW 8 Street runs parallel between Centennial Park and the proposed Plaza site

**Zoning:**

Block 33 is zoned C2 (Central Business District Commercial) with a Downtown Overlay District (DOD). The DOD supersedes the C2 zone. Parks are a permitted use in DOD. Staff confirmed with Redmond's Department of Community Development's Planning Division no zone change is required for Centennial Plaza on Block 33.

**Initial Development:**

No land use entitlements and environmental impact statement (EIS) for Centennial Plaza was included when Centennial Park was developed. Staff checked both existing files and Deschutes County records. Staff also spoke with Phase I's lead architect, BBT Architects, and land surveyors for Phase I to confirm.

### **Internal Stakeholders & Their Role:**

- Redmond Parks Committee – Advisory
- Parks Master Plan Task Force - Advisory
- Redmond Urban Renewal Agency – Developer / Applicant
- Downtown Urban Renewal Advisory Committee’s (DURAC) Centennial Park Expansion Subcommittee (Sam Blackwell, Paul Hanson, and Tom Kemper) – Advisory
- City of Redmond Departments and/or Department Divisions
  - City Council – Advisory and Project Approval
  - City Manager – Advisory and Supervisory
  - Communications / Public Relations – Media Advisory
  - Engineering – Plan Review
  - Parks Division – Advisory and Plan Review
  - Risk Management – Insurance purposes
  - Community Development– Advisory and Plan Review
  - Building & Permitting – Plan Review and Issuance of Permits

### **External Stakeholders & Their Role / Public Outreach and Inclusion:**

The purpose of undertaking a public outreach and inclusion process is crucial for acquiring the community’s insight regarding what park amenities and recreational facilities it would like to see included on the site.

According to the Downtown Redmond Urban Renewal Plan Update – 12<sup>th</sup> Amendment, 28 public information meetings were held between 2010 and 2011 regarding the Plan Update including Centennial Park. In addition, a number of public meetings were held in 2008 and 2009. Public comments include:

- Include public restrooms in park
  - Restrooms should not look like “out houses”
- Conserve existing mature trees where possible
- Consideration of structured landscaping / tree placement vs. natural layout
- Size and quantity of pavers and their use should be considered
  - shade vs sun exposer
  - size of open space
  - use of possible alternative material
  - take into consideration the scale of the area / site

There is strong need to develop and implement an additional public outreach and inclusion process in 2017 specifically for Phase II since five (5) years have passed from process previously noted.

The following is a draft outline of what a public outreach and inclusion process could include:

- Identify and recruit Community Outreach and Inclusion Task Force members (9 members only):
  1. Council Representative – Councilor Joe Centanni (confirmed)
  2. DURAC Representative – All three of the DURAC Centennial Park Expansion Subcmte have been asked. **All three declined.**
  3. Police Dept. Representative – Hank Majetich has been identified. Not asked as of yet.
  4. Chamber of Commerce – Dave Standwick has been identified. Not asked as of yet.
  5. Adjacent Business – Paul Mercer of Pig & Pound has been identified. Not asked.
  6. Accessibility Representative – Carol Fulkerson has been identified. Not asked as of yet
  7. Redmond Parks – Annie McVCay has been identified, but not asked as of yet.
  8. Neighbor - Vic Borghesi has been identified, but not asked as of yet.
  9. Construction – Steve Boothroyd, private contractor.
  
- Start with sending an introductory letter to adjacent homeowners, businesses, and public organizations / not-for-profits to meet one-on-one. The letter should introduce the project and contact staff. This is a **professional courtesy** to those who will “live with” the development and goes a long way to building trust between government and its constituents. Staff assumes that in community like Redmond this initial courtesy will be well received.
  
- Once the one-on-ones with the project’s immediate neighbors is complete, implement a couple community-wide open houses / informational meetings. The purpose being to expand outreach and the opportunity to acquire additional ideas regarding park amenities and issues pertaining to the site.
  
- Host design open-house for community / public to review and vote for favorite proposal for after proposals are submitted by architectural design and construction teams to our Request for Proposals (RFP).

This background work is essential before presenting to DURAC and City Council.

**NOTE:** The end result should be a community project, not a government project. It is crucial that staff goes into one-on-ones with immediate neighbors and larger community meetings with a blank slate to avoid unnecessary accusations.

**Proposed Timeline / Decision Points:**

**Fall 2016:**

Initial briefing to:

- Leadership
- Redmond Parks Committee
- Parks Master Plan Task Force

Design purpose and work plan for Community Outreach and Inclusion Task Force

Identify and recruit Community Outreach and Inclusion Task Force members (9 members only):

1. Council Representative – Councilor Joe Centanni (confirmed)
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#### **Winter 2017:**

- Convene Community Outreach & Inclusion Task Force
- Research home & property owners immediately adjacent to Block 33, send letter introducing project and staff, and extend invitation to meet one-on-one with staff to review Centennial Plaza and answer neighbors' questions & collect their thoughts.
- Obtain architectural rendering of site without park amenities or recreational facilities in advance of one-on-one meetings with neighbors. It is important to go into the public outreach with a clean slate. Do not want to leave impression government is looking for the public to endorse a preconceived plan.

#### **Winter / Spring 2017:**

- Begin larger community wide informational meetings in late winter or early spring 2017. Informational meetings to take place in new city hall's meeting rooms directly overlooking Centennial Plaza. The goals being to provide additional opportunities for the larger community to learn about the project and contribute to the process regarding how the community would like to see the site utilized.
- Draft and release Request for Proposals (RFP) for architectural design and construction team.

- Select RFP finalists.

### **Spring 2017 Decision Points:**

After community outreach & inclusion, senior level decisions need to be finalized regarding:

- Will the Public Works Department vacate NW. 8<sup>th</sup> Street to connect Centennial Plaza with Centennial Park to minimize safety hazards for children & other pedestrians and create one large continuous open space from City Hall to Redmond's Downtown Business District? *Urban Renewal was informed August 25, 2016, that Public Works is in agreement to vacate NW. 8<sup>th</sup> Street, but need to include Police Dept. regarding vehicle mobility need.*
- Will the Redmond Urban Renewal Agency purchase the remaining privately owned lots / properties on Block 33? *As of Sept. 1, 2016, no.*
- Last, will the Redmond Urban Renewal Agency demolish or sell to Dennis McClay the house his grandfather built in 1910 located on lot 4?

### **December 31, 2018:**

- The City of Redmond's lease with the Printing Post expires December 31, 2018.

### **Winter 2019:**

- Secure professional land surveyor and environmental impact statement (EIS) services to assess Block 33 for land use encumbrances (easements, covenants, contaminated soil, etc.).

### **Winter 2019:**

- Demolish building the Printing Post previously occupied and other
- Demolish houses and clear site if the Redmond Urban Renewal Agency is able to purchase remaining privately owned properties. The goal is to clear the site in order for land surveying and environmental impact statement services. The goal is to undertake professional services all at one time and avoid piece-meal surveying, etc.
- After the site is cleared, have infrastructure providers (water, sewer, cable, telephone, electrical, etc) inspect and confirm ability to supply service.

### **Spring 2019:**

- Host design open-house for community / public to review and vote of favorite proposal for Centennial Plaza.
- Award project to selected architectural design and construction team.
- Submit for planning review and apply for permits.

**Late Spring / Early Summer 2019:**

- BREAK GROUND!