



CITY OF REDMOND
Community Development Department

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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Meeting Minutes

Monday, June 13, 2011

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

ADVISORY MEMBERS PRESENT: Chair Tory Allman, Carol Nelson, Susan Nobles, Brad Smith, Ken Streater, Will Van Vactor (*absent: Steven Boothroyd, Krista Beale, Rachel Winkler*)

CITY STAFF PRESENT: Heather Richards, *Community Development Director*; Jon Williams, *Economic Development Project Manager*; Cameron Prow, TYPE-*Write II*

CITY COUNCIL LIAISON: Margie Dawson

OTHERS PRESENT: Trish Pinkerton, *Redmond Spokesman*

(scribe CP's note: The minutes were created from an audio recording and notes taken at the meeting. The three digits after the motion title show the number of members voting in favor/against/abstaining.)

CALL TO ORDER/INTRODUCTIONS

Chair Allman called the meeting to order at 5:02 p.m. with a quorum present.

DISCUSSION/ACTION ITEMS

A. Action Items

1. Adopt DURAC Work Plan for June-November 2011

Mr. Williams presented the draft work plan for the second half of 2011. Most of the tasks involved developing criteria for programs authorized under the 12th Amendment to the Redmond Downtown Urban Renewal Plan. Ms. Richards emphasized the importance of keeping the momentum going on capital improvement projects.

Motion 1 (6/0/0): Ms. Nobles moved that DURAC adopt the DURAC Work Plan for June through November 2011 as presented. Mr. Streater seconded the motion which passed unanimously.

2. Adopt Program Criteria for Restaurant Capital Improvements Program

Mr. Williams reviewed staff recommendations in his June 13, 2011, memo. The 12th Amendment authorized \$150,000 for this program. The target area is the Downtown Core, identified by the Downtown Redmond Urban Renewal Development Strategy as the "civic and cultural heart of Redmond." To achieve City Council goals and fulfill the Strategy, staff recommended prioritizing locations, identifying desired restaurant types (table service, 6 days/week, lunch and dinner, wine/beer license, open to minors), defining eligible work (tenant improvements and capital equipment), and specifying loan terms and underwriting criteria. Restaurants should be evaluated based on the vitality brought, generating the greatest impact/leverage (critical mass), attracting new families and visitors, and minimizing the City's credit risk.

DURAC discussion points included the *impact of expanding the program outside the downtown core, spin-off effects, covering program management costs, location of property used as*

collateral, allocating program funds, tactical vs. strategic opportunities, target audience, and program sustainability.

Ms. Richards said staff will get a legal opinion on what urban renewal funds can be used for and who can collateralize loans for capital improvements.

Motion 2 (6/0/0): Mr. Smith moved that DURAC recommend that the Downtown Urban Renewal Board adopt the staff-proposed underwriting criteria for the Restaurant Capital Improvements Program, modified to allow the City to negotiate the duration of the loan to correspond with the length of the tenant's signed lease agreement and allowing tenants to collateralize loans with real property they own if the property owner can't or won't). Mr. Streater seconded the motion which passed unanimously.

Motion 3 (6/0/0): Mr. Streater moved that DURAC recommend that the Downtown Urban Renewal Board adopt staff recommendations for loan terms of the Restaurant Capital Improvements Program. Ms. Nobles seconded the motion which passed unanimously.

Motion 4 (6/0/0): Ms. Nobles moved that DURAC recommend that the Downtown Urban Renewal Board allow both tenant improvements and capital equipment to be eligible for assistance under the Restaurant Capital Improvements Program. Mr. Streater seconded the motion which passed unanimously.

Motion 5 (6/0/0): Mr. Smith moved that DURAC recommend that the Downtown Urban Renewal Board adopt staff recommendations for the types of restaurants desired in the Restaurant Capital Improvements Program. Ms. Nelson seconded the motion which passed unanimously.

Motion 6 (6/0/0): Mr. Streater moved that DURAC recommend that the Downtown Urban Renewal Board adopt staff recommendations to limit the initial geographic boundaries of the Restaurant Capital Improvements Program to the Downtown Design Overlay District and to prioritize projects proposed for 6th Street. Mr. Smith seconded the motion which passed unanimously.

Motion 7 (6/0/0): Mr. Streater moved that DURAC recommend that the Downtown Urban Renewal Board change the title of the Restaurant Capital Improvements Program to the "Revolving Restaurant Capital Improvements Program." Ms. Nobles seconded the motion which passed unanimously.

Motion 8 (6/0/0): Mr. Streater moved that Ms. Nelson, Mr. Smith, and Mr. Streater serve on a subcommittee that will work with staff to review, approve, or deny loan proposals and that this review process be incorporated into the Revolving Restaurant Capital Improvements Program criteria. Mr. Van Vactor seconded the motion which passed unanimously.

3. Approval of Minutes

Motion 9 (6/0/0): Ms. Nobles moved to approve the May 9, 2011, minutes as presented. Ms. Nelson seconded the motion which passed unanimously.

B. Discussion/Update

1. Property Assistance Program

Mr. Williams reviewed parameters and performance of this program which has three components: (a) Façade Renovation/Rehabilitation Grant, (b) Small Projects Improvement Grant, and (c) Property Rehabilitation Loan Program. Of 83 total projects, 67 have been completed and 16 are active at this time. Approximately \$570,000 have been expended to date: \$190,000 on City Hall

and \$196,000 on private-sector improvements, with \$184,000 remaining under this authorization. An additional \$3.5 million has been allocated to the Property Assistance Program through the 12th Amendment for the next 20 years. He presented before-and-after photos of recent projects (marketing collateral).

Ms. Richards said the loan program has not stimulated new construction and large renovation projects as was expected, probably due to its narrow focus.

2. Eastern Y Volunteer Day (subcommittee: Smith, Van Vactor, Winkler)

Ms. Richards said that June 25 has been scheduled for planting flowers (annual and perennials), by which time the sprinkler system should be installed. Press releases will go out within the next two days. The City will host a barbeque picnic lunch for the volunteers and provide tables and chairs. Water bottles with the City's logo will be provided to volunteers for this and future events as part of a larger initiative to encourage citizens to take pride in their community.

Ms. Nobles said some of the larger stores she approached for donations have requested a letter from the City. Mr. Williams promised to take care of this.

Chair Allman said he will be doing the barbequing and will also provide canopies for shade.

3. Business Park Master Plan Project

Ms. Richards said that this project is one of those included in the urban renewal plan for the uptown area by the hospital. Staff will be presenting its recommendations for a Request for Proposal at the July 11 meeting.

4. Highway 97 Reroute Beautification Project – Opportunities and Priorities for Urban Renewal Support

Ms. Richards recommended postponing discussion on this issue to July 11, 2011. Staff would like time to develop and present a plan, and wants to work with DURAC to select a couple of priority projects that could start in fall 2011.

LIAISON COMMENTS

Ms. Dawson reported that City Council swore in a new police chief (Dave Tarbot) on May 24. Council also approved purchasing Evergreen Elementary School, created the new Redmond Historic Landmarks Commission (two members – Jack Nelson and Jane Schroeder – appointed so far), extended land-use planning approvals, and reopened the recruitment period for a new airport manager (Carrie Novick will stay on until her position is filled, hopefully by Labor Day 2011).

CITIZEN COMMENTS (None)

STAFF COMMENTS

Mr. Williams said that Krista Beale has resigned from the Design Review Committee (two volunteers are needed) and from DURAC due to her moving out of the area. DURAC members agreed **by consensus** to consider non-DURAC members for the Design Review Committee.

Ms. Richards said that the City will purchase Evergreen Elementary with urban renewal funds and is expected to close on July 13, 2011. Potential civic partners have indicated interest, but site improvements (grading, drainage, sidewalks, parking) are on hold as the City cannot afford to bond again to cover its share for two years.

DURAC COMMENTS

Ms. Nobles thanked Mr. Williams for his hard work in getting a color palette adopted for the Design Review Committee and helping with other projects.

Mr. Streater reported receiving positive comments from a property owner who worked with Mr. Williams in accentuating her building.

Chair Allman thanked DURAC members for volunteering their time to beautify the downtown core through the Centennial Park Flower Planting on May 31 and the 6th Street Clean-Up on June 6.

ADJOURN

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

APPROVED BY THE DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE AND SIGNED BY ME THIS 12 DAY OF September , 2011.

ATTEST:

 /s/ Tory Allman
Tory Allman, Chair

 /s/ Heather Richards
Heather Richards, Community Development Director