



REDMOND URBAN RENEWAL AGENCY
CITY OF REDMOND
 Community Development Department

716 SW Evergreen, Redmond OR 97756
 541-923-7756
 Fax: (541) 548-0706
www.ci.redmond.or.us

DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE
City Hall Conference Room A, 716 SW Evergreen Avenue
Monday, July 8, 2013
5:00 – 7:00 PM
Agenda

		TIME		ITEM	
DURAC MEMBERS	MEETING OBJECTIVES			• Swear in new commissioners	
				• Adopt Downtown Jumpstart Program	
				• Advise City Council on Downtown Parking	
				• Update DURAC on ongoing projects	
Brad Smith Chair					
Donald Crouch Vice Chair		5:00 PM		CALL TO ORDER / INTRODUCTIONS	
				DISCUSSION / ACTION ITEMS	
	PROPOSED AGENDA	5:05 PM		Swearing In of New Commissioners	
Sam Blackwell		5:15 PM		A. Discussion / Update	
				1. Update Pilot Butte Canal Trail project	
				2. Update Business Medical District	
Edwin Danielson				3. Update Center City Housing Strategy	
				4. Update on Urban Renewal Plan Finance	
Anne Graham				B. Action Items	
				1. Downtown Parking Management	
Paul Hansen				2. Downtown Jumpstart Program	
				3. Approval of Minutes for May 13, 2013	
Denys Middleton		6:45 PM		LIAISON COMMENTS	
		6:50 PM		CITIZEN COMMENTS	
Trish Pinkerton		6:55 PM		STAFF COMMENTS	
				CHAIR COMMENTS	
Vacant		7:00 PM		ADJOURN	

*Please note that these documents are also available on the City's website www.ci.redmond.or.us; click on Departments, Community Development, Planning Division, DURAC (under the Urban Renewal box at the bottom). You may also request a copy at City Hall from Heather Richards 923-7756 or Jackie Abslag 923-7763.

Anyone needing accommodation to participate in the meeting must notify Mike Viegas, ADA Coordinator, at least 48 hours in advance of the meeting at 504-3032, 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



CITY OF REDMOND
Community Development Department

EXHIBIT 1

716 SW Evergreen Avenue
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www.ci.redmond.or.us

DATE: July 8, 2013
TO: Downtown Urban Renewal Advisory Committee
THROUGH: Heather Richards, Community Development Director
FROM: Jon Williams, Economic Development Project Manager
SUBJECT: Downtown Jumpstart Forgivable Loan Program

Addresses Council Goals:

7. URBAN RENEWAL

Invest resources to encourage new business investment in designated blighted areas that will grow the job base and strengthen and diversify the tax base in that area.

B. Create a readily identifiable city center core that is vibrant with a mixture of offices, specialty shops, entertainment, housing and other commercial uses.

Report in Brief:

DURAC is asked to recommend that the Urban Renewal Board approve a competitive forgivable loan program to support one catalytic project within the pedestrian oriented core of the Downtown Urban Renewal District. The program would result in a Request for Proposals being issued in August with a December deadline. The selected project would be eligible for a forgivable loan of up to \$500,000 subject to an underwriting review by staff and final approval by the Urban Renewal Board. Please see the proposed project application (Exhibit A).

Background:

Context

The Downtown Redmond Urban Renewal Plan ("Plan") includes a Redevelopment Opportunity Fund which was established to "strategically take advantage of opportunities to stimulate redevelopment in the District." The Urban Renewal Strategy identifies six projects for potential funding through the program, and sets aside \$3MM for projects that have not yet been identified. In late 2011, DURAC and the Urban Renewal Board approved a Redevelopment Opportunity Revolving Loan program which allows developers to apply for low interest loans funded through the Redevelopment Opportunity Fund line item.

The Downtown Jumpstart Program would divert \$500,000 of the \$3MM available through the Redevelopment Opportunity Revolving Loan Program to fund a competitively awarded forgivable loan. The offering a forgivable loan is to generate investor interest in achieving either one of several projects pre-identified as Catalyst Projects in the Downtown Urban Renewal Strategy or a different private project that achieves the goal of a achieving single new construction or substantial rehabilitation project that draws new visitors, customers, and families to the downtown core, and establishes Downtown Redmond as a destination for dining, entertainment, and shopping.

The pedestrian oriented core of downtown Redmond has benefited from significant public investment including the construction of Centennial Park, the introduction of pedestrian amenities on 6th Street, and improvements to 5th Street. At the same time however, the area has faced competition from new big box retailers as well as challenges associated with multiple phases of reconstruction on 5th and 6th Streets. The Urban Renewal Plan recognizes that additional anchor attractions are needed for the downtown core to reach its potential as a vibrant destination for family oriented shopping, dining, and entertainment. To achieve this goal, the Plan identifies several potential catalyst projects including a family entertainment center, a family recreation center, a performing arts facility, a hotel/conference center, and the redevelopment of the historic New Redmond Hotel.

Proposed Approach

The proposed approach of the Catalytic Recover Program is to award one forgivable loan to a project expected to achieving at least two of the following goals which are derived from the Urban Renewal Plan and the criteria for the Redevelopment Opportunity Fund:

- Be located within the boundaries of the Downtown Overlay District. (Please see attached map.)
- Consist of new construction or substantial rehabilitation. Substantial rehabilitation projects must involve replacing two or more major building systems such as (elevator, roof, electrical system, fire suppression, plumbing system, heating and ventilation systems etc.)
- Include primarily destination retail, dining, entertainment, or lodging. Projects with these components may include upper story residential uses. (Exclusively residential and industrial projects are ineligible.)
- Leverage **at least four** dollars of private investment for each dollar of urban renewal financing.
 - **Eliminating conditions of blight**—Address blighted conditions including underutilized land and/or deteriorated buildings and structures.
 - **Promoting Redmond’s economic development**— Enhance the downtown core’s attractiveness as a place to live, work, or seek entertainment.
 - **Stimulating additional private investment**—Generate further private investment beyond that directly associated with the project (such as a major anchor retailer, employer, or entertainment venue expected to generate ancillary investment).
 - **Creating jobs**— Projects that will bring new employers to the community.
 - **Focusing on families**—Projects that enhance Redmond’s attractiveness and amenity value for families.

It is expected that an announcement or request for proposals would be issued in early fall, with a deadline for responses within 90 days of the announcement. A DURAC subcommittee would score responses based upon the following criteria:

- **Catalytic Impact of Concept— 5 points:** To earn full points, applications should demonstrate a likelihood of drawing substantial numbers of new visitors to downtown. Examples would include lodging, entertainment, destination dining (such as brew pubs with on premises brewing and entertainment), and destination retail with anchor credit tenants secured. Application should include market research or other data that supports concept’s ability to draw new visitors.
- **Leverage— 5 points:** To earn full points, applicants should commit to leveraging 4 dollars of private financing for each dollar of public financing.
- **Financing—5 points:** To earn full points, applicants should provide evidence of the ability to finance the project. Examples of evidence of financial capacity could include letters of commitment from lenders.
- **Team experience—5 points:** To earn full points teams should demonstrate successful experience developing, and operating projects of a similar nature and scale.

The DURAC subcommittee would evaluate whether it believes any of the proposed projects meet the criteria for awarding funds. If no projects are deemed to satisfy the goals of the program, no award would be made. If satisfactory proposals are received, the highest scoring proposal would then be invited to provide information needed to fully vet the feasibility of the project and identify any risks or obstacles. Following this underwriting process Staff would present the proposed project for approval or rejection by the Urban Renewal Board. If approved, Staff would move forward with closing and funding of the forgivable loan. If the proposed project is rejected by the Urban Renewal Board or withdrawn during the underwriting process, the DURAC subcommittee and Staff would evaluate whether to recommend funding for the next highest ranked project.

Proposed Terms

The Catalyst Recovery Program would be structured as an interest free loan forgivable based on achievement of construction completion and continued operation. Following completion and for four years following year following completion, 20% of the original loan balance would be forgiven. In, any year during the forgiveness period, the project did not satisfy the forgiveness criteria, 20% of the original loan balance would become immediately due to the Urban Renewal Agency. Addition key terms are as follows:

- Funds may only be utilized for approved construction costs. Land acquisition, design, and permit costs are ineligible
- Pay-in of funds will be commensurate with construction progress unless otherwise negotiated.
- Agencies will lien the property for the value of the grant for a period of 5 years. During this period any unapproved transfer of ownership, change of operator, change of use, or closure for more than 120 days in any 365 day period, may trigger repayment provisions in the grant.
- Applicant must have minimum 15% equity in project.
- Personal guarantees will be required through construction and the commencement of operations.
- The maximum amount available through this program is \$500,000

Financial Impact:

If funded, this project would utilize \$500,000 of the \$3,000,000 available within the Redevelopment Opportunity Fund.

Discussion:

Staff seeks DURAC input on all aspects of the proposed Catalytic Recovery Project including the following:

- Support of providing financing for a catalytic project in the downtown core.
- Approach of using a forgivable loan as financing tool.
- Appropriateness of maximum contribution of 20% of project cost.
- Appropriateness of maximum contribution of \$500,000
- Appropriateness of 90-day application period
- Appropriateness of scoring criteria.
- Consideration of funding multiple projects either in the first year or as part of an annual program.

Respectfully submitted,

Jon Williams
Economic Development Project Manager



**CITY OF REDMOND URBAN RENEWAL BOARD
DOWNTOWN JUMPSTART
FORGIVEABLE LOAN PROGRAM
PROGRAM SUMMARY**

Purpose:

Stimulate redevelopment in Redmond’s pedestrian oriented downtown core by providing a source of gap financing for a new construction or substantial rehabilitation project that draws new visitors, customers, and families to the downtown core, and establishes Downtown Redmond as a destination for dining, entertainment, and shopping.

Projects Eligible for Consideration:

For consideration, projects must satisfy ALL of the following conditions:

- Be located within the boundaries of the Downtown Overlay District. (Please see attached map.)
- Consist of new construction or substantial rehabilitation. Substantial rehabilitation projects must involve replacing two or more major building systems such as (elevator, roof, electrical system, fire suppression, plumbing system, heating and ventilation systems etc.)
- Include primarily destination retail, dining, entertainment, or lodging. Projects with these components may include upper story residential uses. (Exclusively residential and industrial projects are ineligible.)
- Leverage *four* dollars of private investment for each dollar of urban renewal financing.
- Address two or more of the following urban renewal strategy goals:
 - **Eliminating conditions of blight**—Address blighted conditions including underutilized land and/or deteriorated buildings and structures.
 - **Promoting Redmond’s economic development**— Enhance the downtown cores attractiveness as a place to live, work, or seek entertainment.
 - **Stimulating additional private investment**—Generate further private investment beyond that directly associated with the project (such as a major anchor retailer, employer, or entertainment venue expected to generate ancillary investment).
 - **Creating jobs**— Projects that will bring new employers to the community.
 - **Focusing on families**—Projects that enhance Redmond’s attractiveness and amenity value for families.

Key Terms:

- This is a competitive program. At this time the Agency expects to fund only one project based on the outcome of a competitive review process, but reserves the right to fund more than one project.
- Forgivable Loan awards will be made through a two part process. After an initial award of the grant, the City will commence underwriting and negotiation of the final financing agreement. During underwriting the City reserves the right to cancel the award. If the award is cancelled, the City may at its discretion proceed to enter into negotiation with the next ranked project or decline

to proceed with any grant award. Only an executed Financing Agreement will constitute an enforceable financial commitment.

- Loan forgiveness will occur on the following schedule:
 - 20% of original balance at completion of improvements
 - 20% of original balance after one year of operation (must be operational for 200 days during 365 day period commencing with construction completion.)
 - 20% of original balance after second year of operation (must be operational for 250 days during 365 day period following first anniversary of completion.)
 - 20% of original balance after third year of operation (must be operational for 250 days during 365 day period following second anniversary of completion.)
 - 20% of original balance after fourth year of operation (must be operational for 250 days during 365 day period following second anniversary of completion.)
- In any year that the loan has an outstanding balance and the forgiveness criteria are not met, 20% of the original loan balance will become immediately due.
- Funds may only be utilized for approved construction costs. Land acquisition, design, and permit costs are ineligible, but can be included in overall project costs and necessary leverage.
- Pay-in of funds will be commensurate with construction progress unless otherwise negotiated.
- Agency will lien the property for the value of the grant for a period of 5 years. During this period any unapproved transfer of ownership, change of operator, change of use, or closure for more than 120 days in any 365 day period, may trigger repayment provisions in the grant.
- Applicant must have minimum 15% equity in project.
- Personal guarantees will be required through construction and the commencement of operations.
- The maximum amount available through this program is \$500,000.
- **Deadline for applications is December 1, 2013.**

Scoring:

Project will be scored on the following basis:

- **Catalytic Impact of Concept— 5 points:** To earn full points, applications should demonstrate a likelihood of drawing substantial numbers of new visitors to downtown. Examples would include lodging, entertainment, destination dining (such as brew pubs with on premises brewing and entertainment), and destination retail with anchor credit tenants secured. Application should include market research or other data that supports concept's ability to draw new visitors.
- **Leverage— 5 points:** To earn full points, applicants should commit to leveraging 4 dollars of private financing for each dollar of public financing.
- **Financing—5 points:** To earn full points, applicants should provide evidence of the ability to finance the project. Examples of evidence of financial capacity could include letters of commitment from lenders.
- **Team experience—5 points:** To earn full points teams should demonstrate successful experience developing, and operating projects of a similar nature and scale.

Ineligible Projects:

The following activities are expressly ineligible for grant funding.

- Minor maintenance or aesthetic improvement projects not associated with larger substantial rehabilitation/redevelopment work
- Tenant improvement projects not associated with larger rehabilitation/redevelopment work that otherwise would qualify the project.
- Projects with a primarily industrial or residential focus
- Land or building acquisition
- Pre-development costs such as architectural, environmental assessment, or preliminary engineering costs.

Conditions and Considerations:

1. Awarded will be made through a competitive process. Projects that meet all specified criteria may nonetheless not be selected for financing.
2. Selection through the application process constitutes a *conditional* commitment on the part of the Agency. Projects awarded a grant remain subject to underwriting review **and** a determination that proceeding with the Project is in the best interest of the City and the Urban Renewal Agency. All grants of \$50,000 or greater are subject to approval by the Redmond Urban Renewal Board, following a recommendation to approve, approve with conditions, or deny by the Downtown Urban Renewal Advisory Committee (DURAC) Review Subcommittee. Only an executed Financing Agreement constitutes an enforceable financing commitment. The City reserves the right to cancel an Award at any time prior to execution of the Financing Agreement.
3. Underwriting standards, terms and collateral requirements will be entirely at the discretion of the City. The project must be feasible and be determined to be likely to achieve the goals represented in the grant application. The City of Redmond will lien the property for the value of the grant. Agencies will lien the property for the value of the grant for a period of 5 years. During this period any unapproved transfer of ownership, change of operator, change of use, or closure for more than 120 days in any 365 day period, may trigger repayment provisions in the grant.
4. All projects shall comply with the City of Redmond Development and Building Code, including the historic preservation provisions if applicable, and Downtown Design Overlay District standards.



**CITY OF REDMOND URBAN RENEWAL AGENCY
 DOWNTOWN JUMPSTART
 FOGIVEABLE LOAN PROGRAM
 APPLICATION FORM**

1. Applicant

Name: _____

Address: _____

Wk. Phone: _____ Hm. Phone: _____ Cell Phone: _____

Legal Form: Sole Proprietorship Partnership Corporation
 Profit Non-Profit

Social Security Number/Tax ID Number: _____

2. Property to be Developed or Redeveloped

Address: _____

Tax Map / Lot Number: _____

Property name (if any): _____

3. Owner of Property (If not applicant)

Name: _____

Address: _____

Phone: _____

4. Team Members:

General Contractor (if selected)

Firm: _____

Primary Contact: _____

Address: _____

[Type text]

[Type text]

EXHIBIT A

Phone: _____ Cell Phone: _____

Email: _____

Legal Form: Sole Proprietorship Partnership Corporation
Profit Non-Profit

Tax ID Number: _____

CCB# _____

Is there an identity of interest with Applicant or Property Owner? _____

Property Manager/Operator (if selected)

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Legal Form: Sole Proprietorship Partnership Corporation
Profit Non-Profit

Tax ID Number: _____

Is there an identity of interest with Applicant or Property Owner? _____

Primary Lender (if identified)

Bank: _____

Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Tax ID Number: _____

Secondary Lender (if identified)

Bank: _____

Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Tax ID Number: _____

5. Supplemental Questions. On separate sheets, please summarize respond to the following questions. Responses should be no more than one page, however, applicants can and are encouraged to provide additional supplemental materials such as preliminary market studies, maps. Supplemental materials will not count against the page limit. Any materials which the applicant desires to be kept confidential should be marked as such.

- a. Development Program (if new construction)**—Please describe proposed development including square footage by proposed occupancy, proposed site improvements, other key project components. Please provide any preliminary plans or drawing.
- b. Substantial Rehabilitation Program (if adaptive reuse)** Describe all major building systems to be rehabilitated or replaced and proposed occupancy and value of proposed work versus value of property including land. Please provide any preliminary plans or drawing.
- c. Catalytic Impact.** All projects must support at least two of the following Urban Renewal Goals. Please check the boxes that apply to your project and explain below. Please provide any supplemental research or data that supports your findings. Examples could include documentation of a building’s blighted status, a market analysis indicating demand for a proposed use, etc.
 - Eliminating conditions of blight**— Projects that address blighted conditions including underutilized land and/or deteriorated buildings and structures.
 - Promoting Redmond’s economic development**— Projects that enhance the District’s attractiveness as a place to live, work, or seek entertainment.
 - Stimulating additional private investment**—Projects expected to generate further private investment beyond that directly associated with the project (such as a major anchor retailer, employer, or entertainment venue expected to generate ancillary investment).
 - Creating jobs**— Projects that will bring new employers to the community.
 - Focusing on families**— Qualifying projects should enhance Redmond’s attractiveness and amenity value for families.
- d. Leverage.** Please attach a proposed sources and uses for your project. Please provide a breakdown that shows all major costs including site acquisition (if any), demolition and environmental remediation costs (if any), design and architectural fees, any proposed developer fees or other fees paid to the developer or related parties, and construction costs related to the site, the building shell, building interior, furniture and fixtures. Similarly please provide a summary of your proposed sources including bank financing, applicant equity, third party investors, and the Catalyst Project Grant. If available please provide letters of commitment, evidences of lines of credit or any other documentation of your expectation to be able to finance this

project. Please describe any construction cost estimates that have been prepared by third parties or any other experience or data used to prepare your estimates.

- e. **Site control.** Please describe the status of site control for the site. If the site is currently owned by the applicant please provide a copy of the current title. If an option agreement exists, please provide a copy of the option agreement.
- f. **Financing commitment.** Please describe any preliminary financing commitments you have already received.
- g. **Development Team Experience.** Please provide examples of previous relevant experience by the Developer and key team members. In particular, please provide examples developing and/or operating projects of a similar nature and or/scale.
- h. **Relocation. If existing tenants will be affected, describe plans to minimize impacts on tenants during construction.** Projects that permanently dislocate existing businesses or in place residents are not eligible for funding. All temporary relocation activities must be made in accordance with Oregon Revised Statutes 35.500 to 35.530 with relocation payments made in accordance with O.R.S 35.510. The Agency reserves the right to review all proposed relocation plans and to establish requirements for relocation activities that exceed the minimum requirements of the O.R.S.
- i. **Historic Resources-** Describe if building or property has any historic resource designations and what the plans are to comply with requirements associated with each historic designation.
- j. **Design Review Consistency—** Describe plans to ensure building meets requirements for the Downtown Design Overlay District.

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant’s knowledge and belief.

Applicant Signature: _____ Date: _____

Return Application To:

City of Redmond - Community Development Department
716 SW Evergreen
Redmond, OR 97756

EXHIBIT 2. DOWNTOWN DESIGN OVERLAY DISTRICT BOUNDARIES (Yellow Cross Hatch)

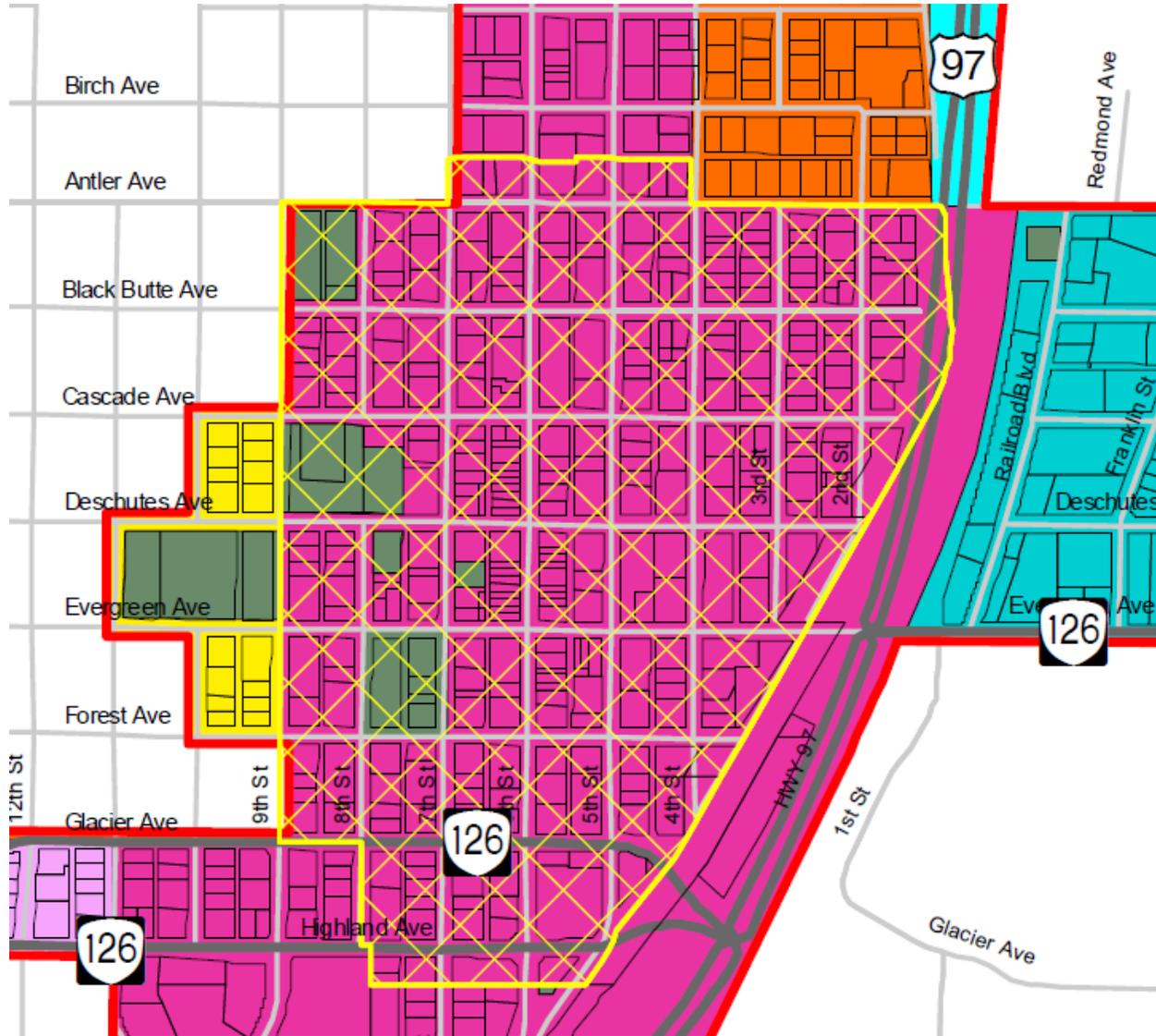


Exhibit 2. Items Required for Closing and Funding Awarded Grant

Checklist Items Required for Underwriting Approval

Underwriting Review:

Prior to executing a Grant Agreement, the Urban Renewal Agency will make a determination as to whether the project adequately supports urban renewal goals, is feasible, poses an acceptable risk to the agency and is in the best interest of the City and the Agency. In order to make this determination, the Agency will require the following items:

- **Market Analysis:** A third party market analysis prepared to prevailing professional standards identifying at minimum: demand for product, primary market, competitors, achievable rents/room rates/ticket prices, and anticipated capture rate. (This requirement may be waived for public projects.)
- **Appraisal:** A third party appraisal prepared to current Uniform Standards of Professional Appraisal Practice (USPAP) standards identifying land and stabilized improvement value, expected operating income, expected operating expenses, and expected net operating income. Appraisal should include consideration of cost, sales comparable, and income approaches to determination of value.
- **Evidence of site control.** Acceptable evidence could include a copy of the Title or a Purchase and Sale Agreement.
- **Financial Proforma:** Developer's financial proforma identifying sources and uses, monthly cash flow during construction period, and annual cash flow waterfall from start of start of construction through year 20 of stabilized operations.
- **Environmental Analysis:** Phase I ESA meeting current ASTM standards completed in past 180 days and reflecting current site conditions. The cost of mitigating any identified environmental risks must be specifically addressed in the financial analysis and construction contract.
- **Development Team Background:** Narrative history and schedule of experience developing projects for similar uses and scope. Primary applicant should provide a schedule of any commercial real estate projects currently owned including occupancy and debt service coverage ratios. Executive officers of applicant must authorize a personal background check.
- **Development Team Financial Capacity:** Equity source must provide certified financial statement, schedule of real estate owned, and verification of account balances to demonstrate capacity to fund required equity contribution as well as potential cost overruns.
- **Property Management Experience History:** Proposed property manager must be identified and have successful track record of operating similar facilities. Please provide a narrative history of company and schedule of properties under management including occupancy and current debt service coverage ratios.
- **Preliminary Property Management/Operator Agreement-** Agreement should specify services provided by Manager as well as fee schedule.
- **Construction Plans:** Copy of plans submitted for building department approval.
- **Physical Condition Needs Assessment:** For all adaptive reuse projects, a PCNA Report shall be prepared which shall identify the condition of all building systems and include a schedule of anticipated capital repairs for a 20-year period.

- **General Contractor Experience History:** The general contractor must demonstrate a track record of successfully completing similar projects and the capacity to complete the proposed project. The contractor shall provide a history of completed projects from the last 5 years with references and a financial statement indicating sufficient capitalization to complete the project. In cases where there is a related party interest between the General Contractor and the Developer, the Agency will require a separate third party construction cost review.
- **Construction Bid** including draft construction contract.
- ***Third Party Construction Cost Review.** Review of plans and construction costs to be engaged by City. City may agree to utilize reviewer engaged by primary lender.
- **Financing commitments:** Executed commitments from other lenders indicating the amount, interest rate (or interest rate index), term and special conditions are required.
- **Development Team Financial Capacity:** Equity source must provide certified financial statement, schedule of real estate owned, and verification of account balances to demonstrate capacity to fund required equity contribution as well as potential cost overruns.

The City reserves the right to engage its own reports or analyses to verify or clarify information provided by Applicant or consultants engaged by the applicant.

Checklist Items Required for Closing

Prior to closing the City will at minimum require the following items:

- **Executed Construction Contract and General Conditions:** An executed fixed price contract and general conditions in a form acceptable to the Urban Renewal Agency (preferably AIA Form 101-1997) with construction schedule consistent with financial projections required as a condition for closing.
- **Final Construction Drawings approved by Building Department**
- **Building permit**
- **Final financial projections from project**
- **Executed loan documents and financing agreements from all sources (including equity) consistent with financial projections (Drafts should be provided at least 4 week prior to desired closing date to allow for timely review.)**
- **Personal guaranty to repay loan from Applicant.**
- **Executed operating/management agreement between developer and proposed operator/property manager with management fees consistent with financial projections.**
- **Executed Redevelopment Opportunity Fund Loan Agreement and related documents.**
- **Other documents as required by the specific nature of the project**

Construction Period Review

During the construction period, City or its Construction Management Consultant will participate in all construction progress and draw request meetings. Draw requests will be approved upon confirmation that work being paid for is complete and built as per approved plans and subcontractors have been paid.



DRAFT

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CITY OF REDMOND
Community Development Department

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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Minutes

Monday, May 13, 2013

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

Advisory Members: Vice-Chair Donald Crouch, Edwin Danielson, Anne Graham, Trish Pinkerton
(absent: *Brad Smith*; 4 positions vacant)

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

Visitors: Tory Allman, *Council Liaison*; Paul Hansen; Solomon Kaleialoha, *Redmond Commission for Art in Public Places*; Rozy Arnot; Mark, *Soup 2 Nuts*; Lauran and Jose Torres

(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 Smith called the meeting to order at 5:05 p.m. with a quorum present.

DISCUSSION – ACTION ITEMS

A. Discussion/Update

2. **Downtown Parking:** Mr. Williams summarized efforts the City has made since 2008 to understand and address parking concerns and discussed parking management alternatives (time limits, signs/meters, tickets/fines, enforcement). Three Oregon communities (Albany, Astoria, Corvallis) have implemented customer-only zones.

Ms. Richards acknowledged receipt of B. J. Gretler's e-mailed comments about parking.

Vice-Chair Crouch invited citizen comments:

- * The biggest problem with parking occurs midday. Business owners and staff should park on side streets. Store visibility is very important. Don't discourage pedestrians. Customers attending classes and/or shopping at more than one store may need more than three hours of parking. Willing to help resolve the problem.
- * The short-term parking in front of *Soup 2 Nuts* are for dash-in customers not business owners, staff, and residents. These spaces are often occupied 4-16 hours at a time by the same vehicles. What should be the busiest time of the year is currently the slowest.
- * Customers who can't find parking close to where they want to shop will stop coming downtown and will spread the word that parking downtown is impossible.
- * Will parking at 7th Street Plaza be available now that the ice rink has been shut down? A lot of business has been lost during the 6th Street construction project and motorists are confused. When will 6th Street reopen? It seems as if there's only enough parking for

one restaurant downtown. Time is of the essence. Customer-parking signs should be put only in the problem area, not all of 6th Street.

Councilor Allman suggested contacting Chuck Arnold, *Bend Downtowners*, to learn how Bend addresses this issue.

DURAC concerns included *appropriate resolution level* (Council policy vs. parking ordinance), *towing cars that violate parking rules*, and *encouraging Council to implement a solution for the 2013 summer retail season*). **By consensus**, DURAC asked staff to do a door-by-door survey of all businesses within a two-block area proposed for a customer-parking-only zone and report the results at the June 2013 meeting.

4. **Jumpstart Initiative for Downtown:** Mr. Williams said staff are proposing a “jumpstart competition” for the downtown area. He summarized (PowerPoint) the background, goals, approach, eligibility, terms, process, and next steps of how this program would work.

DURAC discussed *target developers*, *potential businesses*, and *exacerbation of parking problems* before agreeing **by consensus** that the City should move this concept forward.

3. **DURAC Project Priorities:** Ms. Richards reviewed (PowerPoint) funding allocations and timing for projects for fiscal years (FY) 2011 through 2031. She discussed the background, financial feasibility model assumptions, urban renewal financials, urban renewal board direction from its April 30 work session, bonding options, and adopted plan budget.

DURAC discussed short-, mid-, and long-term priorities for projects based on, among other criteria, *catalytic potential*, *job creation*, *activity generation*, and *economic returns vs. quality-of-life goals*. **By consensus**, DURAC members agreed the top three priorities for FY 2013-2014 should be proactive infrastructure improvements in the Professional Business Medical District, Ice/Roller Rink and Family Recreation Center, and continued support of the Industrial Opportunity Fund.

1. **Center City Housing Study:** Postponed to the next meeting due to lack of time.

B. Approval of Minutes

Motion 1 (4/0/0): Ms. Graham moved to approve the minutes from March 11 and April 8, 2013, as presented. Ms. Pinkerton seconded the motion which passed unanimously.

LIAISON COMMENTS (None)

CITIZEN COMMENTS (None)

STAFF COMMENTS

Ms. Richards said the City was vetting the final City Manager candidate; if all is satisfactory, he will start in mid-July and will attend the statewide city managers conference. Robert Gomes has resigned. Three applications have been received for new members.

DURAC COMMENTS

Ms. Graham reported speaking to her eye doctor about DURAC membership.

ADJOURN

With no further business, Chair Smith adjourned the business meeting at 6:58 p.m.

APPROVED by the Downtown Urban Renewal Advisory Committee and SIGNED by me this _____ day of _____, 2013.

ATTEST:

Donald Crouch, Vice-Chair

Heather Richards, Community Development Director