



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, August 12, 2013
5:00 – 7:00 PM
Agenda

DURAC MEMBERS	MEETING OBJECTIVES	TIME	ITEM
Brad Smith Chair			<ul style="list-style-type: none"> Update DURAC on ongoing studies and programs Approve modifications to the Rehabilitation Loan Program Approve modification to the Small Projects Improvement Program
Donald Crouch		5:00 PM	CALL TO ORDER / INTRODUCTIONS
Sam Blackwell	PROPOSED AGENDA	5:05 PM	DISCUSSION / ACTION ITEMS
Edwin Danielson		A. Discussion / Update	
Anne Graham		1. Update on Property Assistance Program	
Paul Hansen		2. Update on Downtown Housing Strategy	
Denys Middleton		3. Update on Family Recreation Center Feasibility Study	
Trish Pinkerton		B. Action Items	
Vacant		1. Approval of modification to Rehabilitation Loan Program (Exhibit 1)	
Vacant	2. Approval of modification to Small Projects Improvement Grant Program (Exhibit 2)		
		6:45 PM	LIAISON COMMENTS
		6:50 PM	CITIZEN COMMENTS
		6:55 PM	STAFF COMMENTS
			CHAIR COMMENTS
		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.

EXHIBIT 2



CITY OF REDMOND
Community Development Department

716 SW Evergreen Avenue
Redmond, OR 97756
(541) 923-7721
Fax: (541) 548-0706
www.ci.redmond.or.us

DATE: August 12, 2013
TO: Downtown Urban Renewal Advisory Committee
THROUGH: Heather Richards, Community Development Director
FROM: Jon Williams, Economic Development Project Manager
SUBJECT: Property Assistance Program/Small Projects Improvement Grant

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:

This Report proposes a modification to the Small Projects Improvement Grant to ensure that funded projects achieve the program's intent. Specifically, the report recommends requiring applicants to include aesthetic exterior building improvements as part of any funded project. This change is address situations where applicants have sought funding for landscaping improvements without improving the appearance of their building. The current application for the Small Projects Improvement Grant is attached as **Exhibit 2A**.

Background:

Property Assistance Program was established in 2007 to help owners of property within the Downtown Design Overlay District meet the Architectural Design Standards of the Downtown Action Plan. Small Projects Improvement Grant funded projects must, "Be exterior rehabilitation and renovation projects showing significant aesthetic improvement to the property and to be compatible with the downtown streetscape."

Currently site improvements are listed as an eligible type of project. However, when completed in isolation, site improvement projects often do not provide a high level of visual impact. As a result, so as to ensure that projects provide 'significant aesthetic improvement', staff and the Design Review Committee have frequently asked applicants to add building improvements to their project applications.

By formally specifying that exterior aesthetic building improvements are expected to be part of all projects, Staff seeks to more clearly communicate program expectations to potential applicants and encourage higher quality applications.

Staff proposes the following modifications with new language added in ***bold italics***:

Eligible Projects:

EXHIBIT 2

The following list is not exhaustive, but covers the majority of types of projects that are eligible:

1. Replacement, repair or alteration of building exteriors (facades) or elements such as doors, windows, porches, balconies, etc.
2. Repair or replacement of awnings.
3. Exterior painting and cleaning (major, not maintenance).
4. Sign repair, replacement, installation or removal.
5. Site improvements, such as sidewalk improvements, landscaping, etc *installed in conjunction with exterior building work showing significant aesthetic improvement to the property and compatible with the downtown streetscape.*

Discussion:

Staff seeks DURAC's discussion regarding the value of requiring building improvements as part of any Small Projects Improvement Grant funded project.

Alternative Courses of Action:

- 1) Adopt proposed change to the Small Projects Improvement Grant.
- 2) Request more information; or
- 3) Decline to adopt proposed change to the Small Projects Improvement Grant.

Recommendation/Suggested Motions:

"I move to adopt proposed change to the Small Projects Improvement Grant."

Respectfully submitted,

Jon Williams
Economic Development Project Manager



City of Redmond Urban Renewal Board

PROPERTY REHABILITATION LOAN PROGRAM DESCRIPTION AND APPLICATION INSTRUCTIONS

The Downtown Redmond Urban Renewal Plan authorizes a Property Rehabilitation Loan Program. The intent of the program is to address blight conditions related to poor visual appearance and building vacancy due to inadequate, degraded, or obsolete building systems. These actions will improve the appearance of the Downtown to customers and potential businesses and contribute to the economic vitality of the Downtown by encouraging the continued economic use of older buildings.

Eligible Projects:

The Project must address deficiencies in a commercial property within the boundaries of the Downtown Redmond Urban Renewal District. (See attached map.) Multifamily rental residential properties with four or more units are considered commercial for the purposes of this program.

In addition, the eligible projects must address one or more of the following:

- Poor appearance or visible deterioration that discourages investment in surrounding properties; or
- Building vacancy or utilization due to inadequate, degraded, or obsolete building systems.

All Projects are subject to review by the Agency which reserves the right to approve or deny projects based on its determination both of eligibility and as to whether funding a loan is in the best interest of the agency and in the public interest.

Eligible Work:

The program covers a wide variety of activities providing quality exterior improvements or rehabilitation intended to restore facades and exteriors and some types of interior work. The following list is not exhaustive, but covers the majority of types of projects that are eligible.

Examples of Eligible Work:

1. Replacement, repair or alteration of building exteriors (facades) or elements such as doors, windows, porches, balconies, etc.
2. Repair or replacement of awnings, cornices or decorative details.
3. Exterior painting and cleaning (major, not maintenance).
4. Masonry repair or cleaning.
5. Sign repair, replacement, installation or removal.
6. Environmental cleanup (e.g. asbestos removal).
7. Seismic retrofit.

8. Sidewalk repair and replacement.
9. The following interior work may be eligible only if done in conjunction with and as an integral part of an overall qualifying project:
 - a. General access to building and elevator repair to access upper floors.
 - b. ADA access projects including ADA restrooms.
 - c. Building system upgrades that increase marketability to tenants and provide energy efficiencies such as HVAC, plumbing, and electrical systems.
 - d. Life Safety systems such as sprinkler systems.
 - e. Major building code compliance.

Ineligible Work:

1. Inappropriate cleaning (i.e. washing, scrubbing, general maintenance, etc.).
2. Property maintenance.
3. Building interiors other than those specifically allowed above.
4. Building acquisition.
5. Refinancing of existing debt.
6. Inventory or other working capital.
7. Administrative costs or payments to borrower.
8. Third party fees such as but not limited to architectural fees, environmental studies, market studies, financing fees, and appraisals.
9. Fees paid to parties with an identify of interest with the applicant including but not limited to developer fees, and contractor overhead and profit paid to a contractor with an identity of interest with the applicant.
10. Any predevelopment costs.

Loan Terms:

- Maximum of amount: Lesser of 20% of eligible project costs or \$100,000. Properties listed as local historic landmarks may be eligible for a loan of up to 35% of eligible costs up to \$100,000.
- Interest rate: Wall Street Journal Prime Rate at time of loan approval. Interest will commence accruing upon initial draw.
- Term: 10-year term.
- Security: Lien on property, adequate equity in property secure loan, and personal guaranty.
- Funding: Loan funded at time that required developer match has been made and required developer funded work is in place.

Conditions and Considerations:

1. All loans of \$50,000 or greater shall be approved 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.
2. Loans of less than \$50,000 will be reviewed administratively.

3. Whether approved administratively or by the Redmond Urban Renewal Board, loans shall be made at the discretion of Agency who shall be the final arbiter as to whether a project is eligible for funding and as to whether a loan is in the best interest of the Agency and the public.
4. Projects located in the Downtown Design Overlay District must be determined to meet the applicable Architectural Design Standards. (See attached map.)
5. The City's Finance Department will make the loans under this program. Loan decisions, underwriting standards, loan terms and collateral requirements will be entirely at the discretion of the City Finance Director and the City Attorney. The project must be feasible and have an acceptable prospect of repayment.
6. The City of Redmond will lien the property for the value of the loan. The City of Redmond may request a title report on the property, which will be subject to attorney review at the discretion of the City Manager. In addition to the lien, property owners must sign a promissory note for the repayment of the funds. Also, the City Attorney and Finance Director may recommend denial of any loan based on the Title Report or the number of liens upon the property.
7. All loans made under this program are subject to availability of program funds. Once the loan is repaid, the lien will be released from holding.
8. All projects shall comply with the City of Redmond Development and Building Code, including the historic preservation provisions if applicable.

Criteria for Loan Projects:

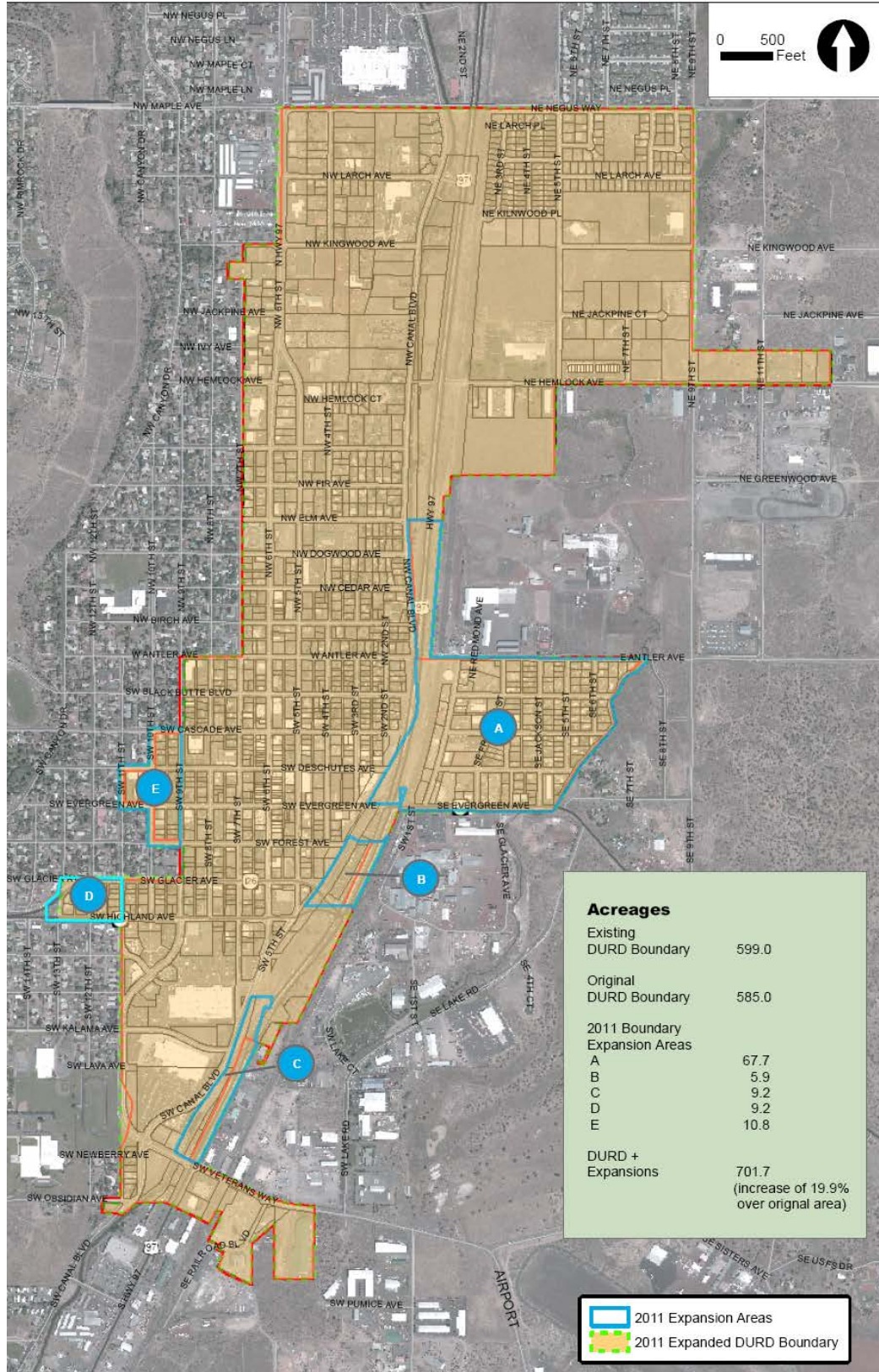
All applications shall demonstrate compliance with the Downtown Architectural Design Standards, if applicable, and the urban renewal decision making criteria below:

- Be in the public interest
- Minimum target ratio return to be 5 to 1 on investment in improvements.
- Encourage greater marketability of the District.
- Support the long term economic use of older buildings within the Downtown Urban Renewal District.

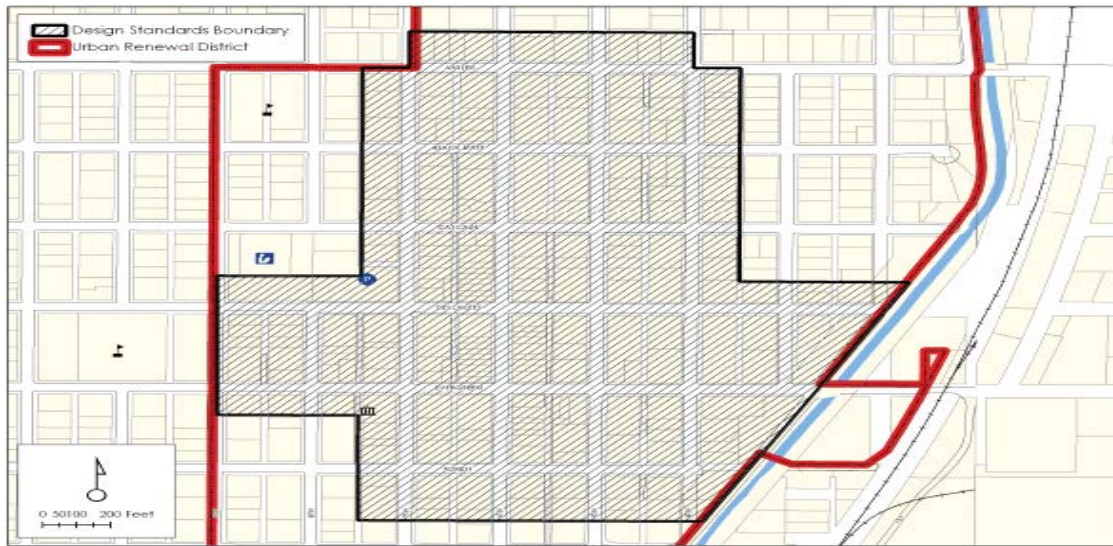
Application, Loan Approval, and Funding:

1. Applicants for the Property Rehabilitation Loan should fill out the Application Form and include all documentation listed as required for Underwriting Review.
2. If application is denied, the applicant may revise and resubmit for reconsideration.
3. Upon approval, applicant will be required to submit all final documentation required for Closing.
4. Upon satisfactory receipt of all Closing documents, the Agency will issue loan documents for signature by the applicant.
5. Loan will be funded in a single disbursement or on a draw basis at the determination of the Agency upon satisfactory demonstration that work satisfying the owner's match is in place and has been paid for.

DOWNTOWN REDMOND URBAN RENEWAL DISTRICT



DOWNTOWN DESIGN OVERLAY DISTRICT





City of Redmond Urban Renewal Board
PROPERTY REHABILITATION LOAN PROGRAM
INTAKE 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. Building or Business to be rehabilitated

Name: _____

Address: _____

Tax Map / Lot Number: _____

3. Owner of Property (If not applicant)*

Name: _____

Address: _____

Phone: _____

***Loans will only be made directly to the property owner.**

4. Describe the proposed work listing all major project components and approximate cost.

Project Element	Approximate Cost
Total:	

5. Describe how the proposed work will address either or both of the following conditions:
- Poor appearance or visible deterioration that discourages investment in surrounding properties; or
 - Building vacancy or utilization due to inadequate, degraded, or obsolete building systems.

6. If the project is located within the Downtown Design Overlay District, please describe how the project complies with the Downtown Architectural Design Standards:

7. Please provide the documentation listed on the attached Checklist for Underwriting Review. The Redmond Urban Renewal Agency will review the proposed redevelopment improvements and advise the applicant of the status or make recommended changes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application or provided in support of the application is true and complete to the best of the applicant’s knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.

Applicant Signature: _____ Date: _____

Return Application To:

Jon Williams, Economic Development Project Manager
City of Redmond - Community Development Department
716 SW Evergreen Avenue
Redmond, OR 97756

Checklist Items Required for Underwriting Approval

Underwriting Review:

Prior to committing Urban Renewal Funds to a project, 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:

- **Loan Application**
- **Preliminary Title Report:** Documentation of ownership and existing liens.
- **Environmental Analysis:** Phase I ESA or Transaction Screen meeting current ASTM standards completed in past 180 days and reflecting current site conditions.
- **Construction Plans:** Copy of plans submitted for building department approval.
- **Three Construction Bids** for proposed work.
- **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.
- **Project timeline specifying target start and completion date.**
- **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.
- **Letter of approval from the Historical Landmarks Commission,** if applicable.

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:

- **Final Construction Drawings approved by Building Department**
- **Building permit**
- **Executed loan documents including: Loan Agreement, Promissory Note, and Deed of Trust**
- **Executed Personal guaranty to repay loan from Applicant.**
- **For Projects exceeding \$50,000 or loans exceeding \$10,000: 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.
- **Other documents as required by the specific nature of the project**

Funding

- The applicant shall submit invoices for work completed. The Urban Renewal Agency Staff will review the work for conformance with the application and, after satisfaction of the required owner's match, disperse the loan proceeds reflecting the Rehabilitation Loans proportionate share of total financing up to the approved loan amount.
- The first invoice shall be submitted to the City within 6 (six) months of the date of approval by the Downtown Urban Renewal Board (Board). If the first invoice is to be submitted after this date, the applicant shall request an extension from the Board.
- All invoices shall be submitted within 6 (six) months of the date of the first invoice submittal.

EXHIBIT 1



CITY OF REDMOND
Community Development Department

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DATE: August 12, 2013
TO: Downtown Urban Renewal Advisory Committee
THROUGH: Heather Richards, Community Development Director
FROM: Jon Williams, Economic Development Project Manager
SUBJECT: Property Assistance Program/Rehabilitation Loan Program Criteria

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:

This Report proposes modifications to the Rehabilitation Loan to increase its utilization. Specifically, the report recommends increasing the maximum loan amount from the lesser of \$100,000 or 20%-35% of eligible costs to the lesser of \$100,000 or 50% of eligible costs. The full text of the existing Rehabilitation Loan Application is attached as **Exhibit 1A**.

Background:

The Downtown Redmond Urban Renewal Plan (the "Plan") authorizes \$3,350,000 for the Property Assistance Program. The Property Assistance Program has been in place since 2007 and is intended to support the "renovation, preservation, and rehabilitation of existing commercial properties in the downtown area." Currently, the Property Assistance Program is used to fund four active programs: the Façade Rehabilitation and Renovation Grant, the Small Projects Improvement Grant, the Pole Sign Removal and Replacement Program, and the Rehabilitation Loan.

The Rehabilitation Loan was established in 2007 to help owners of property within the Downtown Design Overlay District meet the Architectural Design Standards of the Downtown Action Plan. Between May 2006 and October 2007, the Agency made loans to five projects totaling \$230,000. However since that time, there has been no further activity in the rehabilitation loan program.

Between May 2006 and April 2012, the Agency offered a one-time loan of up to \$50,000 for restoration work in compliance with the 2006 Downtown Action Plan Architectural Design Standards and located within the Downtown Design Overlay District. The loan had a staggered interest rate of 0% for the first 2 years; 2% for years 3 to 5; and 4% for 6 to 10 years. Loans could not exceed 20% of project value.

In April 2012, DURAC made several modifications to increase utilization of the program while ensuring projects supported the goals of the Urban Renewal Plan. The changes included expanding the eligible area from the Downtown Design Overlay District to the entire Downtown Urban Renewal District, narrowing the work eligible for the program to focus more narrowly on hard construction costs, simplifying the interest rate structure, and increasing the maximum loan size from \$50,000 to \$100,000.

EXHIBIT 1

In addition, for local historic landmarks, the maximum loan value was increased from 20% of project costs to 35% of program costs.

Despite the changes put into place in April 2012, there has been no further utilization of the Rehabilitation Loan program. Partly this lack of activity is likely due to continued weakness in the economy and low levels of building permit activity citywide. However, property owners have also expressed that they would be more likely to utilize the loan program if it funded a higher proportion of project costs. Because these loans would still be required to meet underwriting criteria, be secured by the property, and be repaid within 10 years, the program would still be able to provide a sustainable and revolving source of financing for downtown rehabilitation projects and achieve the program goals of leverage public dollars for private investment. The terms of the program as modified are summarized below:

Terms:

Staff recommends the following terms. Eliminated policies are ~~crossed out~~ and new language is in ***bold italics***.

- Maximum amount: ~~Lesser of 20% of project costs or \$50,000. Properties listed as local historic landmarks may be eligible for funding of 35% of eligible costs.~~ ***Lesser of 50% of eligible project costs or \$100,000.***
- Rate: Wall Street Journal Prime Rate at time of loan approval.
- Term: 10-year term.
- Security: Lien on property, adequate equity in property to cover loan value, and personal guaranty *during construction*.
- Funding: Loan funded at time that required developer match has been paid and required developer funded work is in place.

Eligible Projects:

- Eligible projects must address blight conditions such as poor appearance or visible deterioration that discourage investment in surrounding properties **or** building vacancy or underutilization due to inadequate, degraded, or obsolete building systems.
- Properties must be Commercial properties within the Redmond Downtown Urban Renewal District.

Eligible work:

To ensure that funded work supports the Plans goals of eliminating blight and promoting economic development, eligible work is defined as follows.

1. Replacement, repair or alteration of building exteriors (facades) or elements such as doors, windows, porches, balconies, etc.
2. Repair or replacement of awnings, cornices or decorative details
3. Exterior painting and cleaning (major, not maintenance).
4. Masonry repair or cleaning.
5. Sign repair, replacement, installation or removal.
6. Environmental cleanup (e.g. asbestos removal).
7. Seismic retrofit.
8. Sidewalk repair and replacement.
9. The following interior work may be eligible only if done in conjunction with and as an integral part of an overall qualifying project:
 - a. General access to building and elevator repair to access upper floors.
 - b. ADA access projects including ADA restrooms.
 - c. Building system upgrades that increase marketability to tenants and provide energy efficiencies such as HVAC, plumbing, and electrical systems.

EXHIBIT 1

- d. Life safety systems such as sprinkler systems.
- e. Major building code compliance.

Ineligible Activities:

To ensure that funds are not expended on work that is unlikely to provide long term benefits with regard to the elimination of blight or the promotion of economic development, the following work is not eligible.

1. Inappropriate cleaning (i.e. washing, scrubbing, general maintenance, etc.).
2. Property maintenance.
3. Building interiors other than those specifically above.
4. Tenant specific improvements.
5. Removable fixtures and any other personal property.
6. Building acquisition.
7. Refinancing of existing debt. Inventory or other working capital.
8. Administrative costs or payments to borrower.
9. Third party consultant, financing, legal, or design fees including but limited to architectural fees, environmental studies, seismic studies, market analyses, appraisals, legal fees, developer fees, financing fees.
10. Fees paid to parties with an identity of interest with the applicant including but not limited to developer fees, contractor overhead and profit paid to a contractor with a identity of interest with the applicant.
11. Any predevelopment costs.

Underwriting Review:

Prior to committing Urban Renewal Funds to a project, the Urban Renewal Agency will make a determination as to whether the project is feasible and poses an acceptable risk to the agency. In order to make this determination, the Agency will require the following items:

- **Completed loan application**
- **County Assessors Report:** This will be used to provide confirmation of property value relative to existing and proposed liens. City may, at its option, require an independent appraisal to confirm value of property.
- **Title Report:** Title report should confirm building ownership and identify all existing liens.
- **Environmental Analysis:** Phase I ESA or Transaction Screen Report meeting current ASTM standards completed in past 180 days and reflecting current site conditions.
- **Certified Personal Financial Statement with verification of balances:** This will be used for purpose of underwriting personal guaranty.
- **Construction Plans:** Copy of plans submitted for building department approval.
- **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.
- **Financing commitments:** Executed commitments from other lenders or equity sources are required.

Closing Review:

After a loan commitment is made, the following items will be required as conditions of closing:

EXHIBIT 1

- **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.
- **Final Construction Drawings approved by Building Department**
- **Building permit**
- **Executed personal guaranty**
- **Executed loan agreements and financing commitments from all sources consistent with financial projections**

Discussion:

Staff seeks DURAC's discussion regarding the proposed change to the maximum loan value as a percent of eligible project costs.

Alternative Courses of Action:

- 1) Recommend that the Urban Renewal Board adopt proposed change to the Rehabilitation Loan Program.
- 2) Request more information; or
- 3) Decline to recommend that the Urban Renewal Board adopt proposed change to the Rehabilitation Loan Program.

Recommendation/Suggested Motions:

"I move to recommend that the Urban Renewal Board adopt the proposed change to the Rehabilitation Loan Program."

Respectfully submitted,

Jon Williams
Economic Development Project Manager



City of Redmond Urban Renewal Agency
Small Projects Improvements Grant Fund

GRANT GUIDELINES

- A. Projects assisted by this program are to be exterior rehabilitation and renovation projects showing significant aesthetic improvement to the property and to be compatible with the downtown streetscape. Eligible properties are commercial, industrial, or mixed-use live work buildings located in the Downtown Urban Renewal District, map is attached. Multifamily properties with four or more units and located within the District are also eligible.
- B. No grant monies shall be used for interior work.
- C. All projects shall comply with the City of Redmond's Downtown Overlay District Architectural Design and Signage Standards or the C-2 Zone Architectural Design and Signage Standards depending upon the location of the project .
- D. Projects need to be in the Downtown Urban Renewal District. Please see attached map.
- E. The project design must restore the building as closely to its original design as possible, if the building is designated as a historic resource by the City of Redmond.
- F. All storefronts shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise compliment the overall character of the building.
- G. Funds shall be allocated based on the following criteria and are subject to availability: visual prominence of the building and its location, aesthetic quality design proposal, historical and architectural significance of the building, potential impact on the attractiveness of the city streetscape, the particular building, and the economic development of the downtown area, and readiness to proceed.
- H. Grants are a reimbursement up to 50% of the total cost of the project for a maximum of \$5000 for primary street facing facades (up to \$2000 match can be used for alley-way façade improvements). Through October 2013, up to an additional \$5,000 may be awarded for the removal and replacement of pole signs located within the Downtown Overlay District. The pole sign grant will be reduced to \$2,500 in November 2013 and terminate in November 2015. Grants are dependent upon an approved project plan and contract with the City of Redmond. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the City of Redmond.
- I. All improvements will be reviewed and need to be approved by the Downtown Urban Renewal Advisory Committee Design Subcommittee.
- J. To qualify for grant funds, an application and appropriate plans must be submitted to the City of Redmond, approved and a grant contract signed prior to work commencing.
- K. All grants made under this program are subject to availability of program funds and under the discretion of the Redmond Urban Renewal Board and the Downtown Urban Renewal Advisory Committee (DURAC) Review Subcommittee.

- L. The grant will have a term of not more than one year with a single payment after receipt of completed work.
- M. All work needs to be done by licensed contractors and the applicant needs to provide at least three bids for projects exceeding \$5,000.



City of Redmond Urban Renewal Agency Small Projects Improvements Grant Fund

Eligible Projects:

The following list is not exhaustive, but covers the majority of types of projects that are eligible:

1. Replacement, repair or alteration of building exteriors (facades) or elements such as doors, windows, porches, balconies, etc.
2. Repair or replacement of awnings.
3. Exterior painting and cleaning (major, not maintenance).
4. Sign repair, replacement, installation or removal.
5. Site improvements, such as sidewalk improvements, landscaping, etc.

Ineligible Activities:

1. Inappropriate cleaning (i.e. washing, scrubbing, general maintenance, etc..)
2. Property maintenance
3. Building acquisition
4. Inventory or other working capital.
5. Administrative costs or payments to borrower

Criteria for Grant Projects:

All applications shall demonstrate compliance with the Downtown Architectural Design Standards, if applicable, and the urban renewal decision making criteria below:

- Be in the public interest
- Projects in the Core Area of Downtown should be a priority
- Encourage greater marketability of the district
- Complement the existing historic downtown core



City of Redmond Urban Renewal Agency Small Projects Improvements Grant Fund

Please submit the checklist as part of your application.

Please provide current photos of your property.

Applications will not be reviewed without the appropriate supporting materials.

SIGNS:

- Provide a color rendering of the design chosen.
- Include specifications as to the size and width of the sign.
- Note how and where the sign will be hung on the building.
- Submit a written estimate from a sign company.
- Submit written verification that design and size comply with City codes.

PAINT:

- Provide samples of the colors chosen.
- Mark which color will be body color and which will be accent colors.
- Note where each color will be used.
- Submit written estimate from painter of your choice.

AWNINGS:

- Provide information about color and style of awning chosen.
- Note where awning will be placed on building.
- Submit written estimate.
- Submit written verification that design and size comply with City codes.
- Awning selection must take into account the architectural style of the building.

MAJOR FACADE ALTERATION:

- Provide a rendering of project, including paint and awning colors where applicable.
- Submit written cost estimates or bids.

SITE IMPROVEMENTS:

- Provide a site plan delineating site improvements and highlighting site improvements that will be reimbursed through the grant process.
- Submit written cost estimates or bids.

ALL PROJECTS PROPOSED BY TENANTS:

- Provide a signed lease of at least one year of duration.
- Provide a notarized Authorization of Work from the property owner.
- Submit signed Hold Harmless Agreement (see attached).
- Submit copy of current certificate of occupancy.



**City of Redmond Urban Renewal Agency
Small Projects Improvements Grant Fund**

APPLICANT INFORMATION:

Applicant's Name: _____

Property Address: _____ Tax Lot #: _____

Mailing Address: _____

Telephone Number: _____ Cell Number: _____

Email: _____ Fax: _____

Proof of Ownership: Please provide proof of ownership or written authorization to proceed with the project from the property owner.

Have all City of Redmond taxes levied on the building and property described in this application been paid to date?

Yes No If no, please attach explanation.

BUILDING INFORMATION:

Year Built: _____ Historic Name(s): _____

PROJECT INFORMATION:

Total Project Costs: _____ Grant Request: _____

Describe the scope of work (use additional sheets as necessary). Attach checklist and all required elements pertaining to the scope of work. Attach project costs estimates obtained.

CERTIFICATION BY APPLICANT:

The applicant certifies that all information provided in this application given is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.

Applicant Signature: _____ Date: _____

Return Application To:

Jon Williams
Economic Development Project Manager
City of Redmond
716 SW Evergreen
Redmond, OR 97756

541-923-7761
Jon.williams@ci.redmond.or.us



**City of Redmond Urban Renewal Agency
Small Projects Improvements Grant Fund**

**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE
IMPROVEMENT AND/OR REHABILITATION PROJECT**

I, _____ hereby authorize _____ to
carry out improvements as specified in the accompanying Façade Improvement Grant
Application, on my property located at _____,
which is within the City of Redmond's Downtown Core.

I also agree to hold harmless the City of Redmond in the event of property damage or
physical injury as a result of working on the aforementioned project.

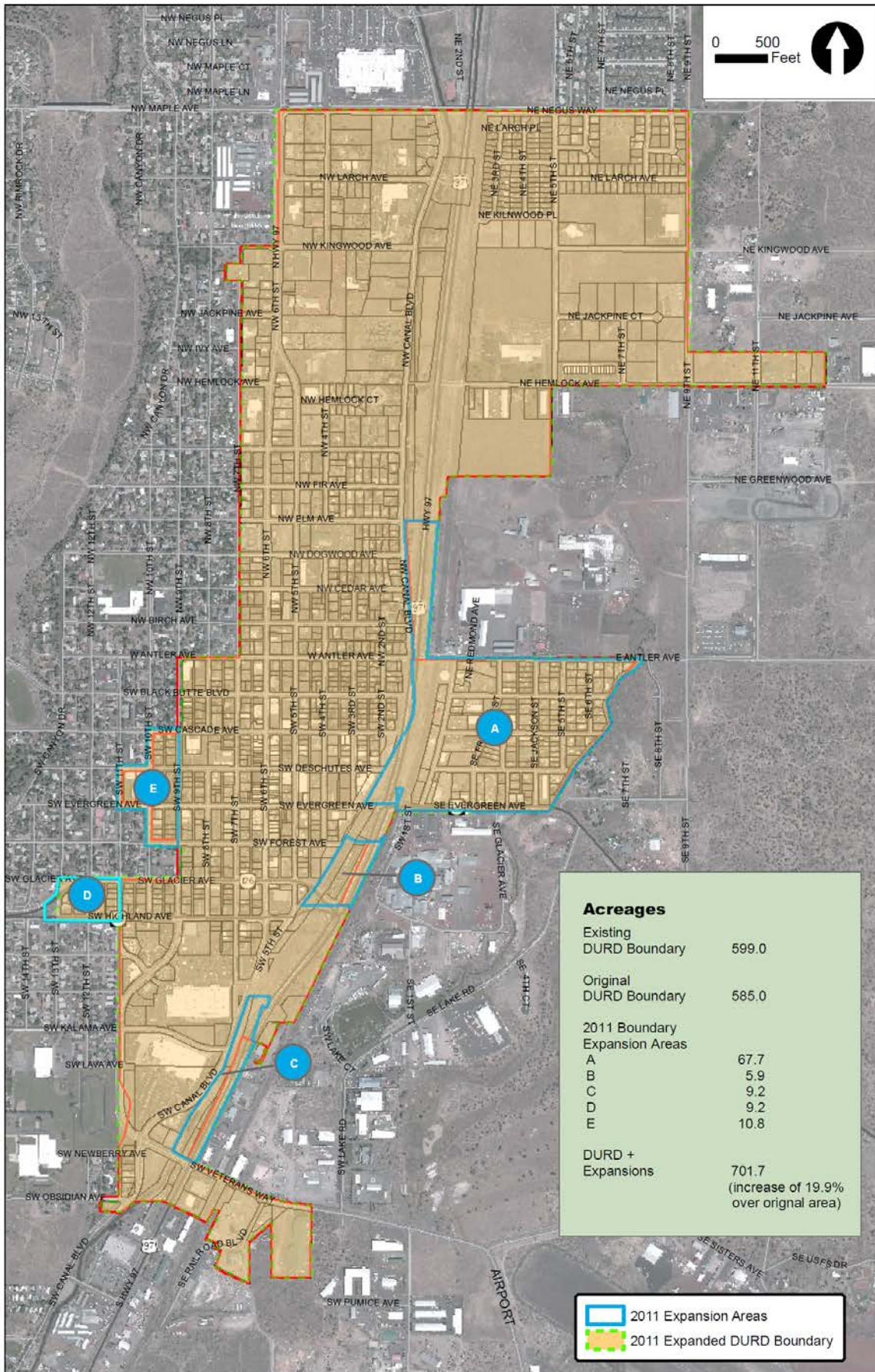
Property Owner

Date

Notary

Return To:
Jon Williams
Economic Development Project Manager
City of Redmond
716 SW Evergreen
Redmond, OR 97756

541-923-7761 (phone)
jon.williams@ci.redmond.or.us





DRAFT-

EXHIBIT 3

716 SW Evergreen Avenue

Redmond, OR 97756-2242

CITY OF REDMOND
Community Development Department

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

www.ci.redmond.or.us

DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Minutes

Monday, July 8, 2013

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

Advisory Members Present: Chair Brad Smith, Vice-Chair Donald Crouch, Sam Blackwell, Edwin Danielson, Anne Graham, Paul Hansen, Denys Middleton, Trish Pinkerton (1 position vacant)

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

Visitors: Tory Allman, *Council Liaison*; Rozy Arno, *Soup 2 Nuts*; Matt Hesston; Lauran Torres; Teresa and Mike Whitney; Leslie Pugmire Hole, *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

Vice-Chair Crouch called the meeting to order at 5 p.m. with a quorum present.

Mr. Williams noted that Mayor Endicott had not yet arrived to swear in the new members, which must be done before they can vote on any motions.

When it became clear Mayor Endicott would be unable to attend, Councilor Allman administered the oath of office to new DURAC members Blackwell, Hansen, and Middleton which established a quorum.

DISCUSSION – ACTION ITEMS

A. Discussion/Update

- 1. Update Pilot Butte Canal Trail Project:** Mr. Williams said the Bicycle and Pedestrian Advisory Committee (BPAC) has developed a trail width based on standards recommended by DURAC. Public Works has contracted with a consultant to develop intersection solutions for Highland and Glacier Avenues. Signalization is currently being considered as the safest way to get people across these streets. Next steps include developing a timeline for that work and right-of-way acquisition.
- 2. Update Business Medical District:** Mr. Williams said the City is contracting with the designer who did the US Highway 97 beautification project to develop new streetscapes for Larch and Kingwood Avenues and for entry gateways in that area. The design work is expected to be done during fall 2013/winter 2014. The City will implement the design in cooperation with property owner groups as partnership opportunities arise.

DURAC concerns included *source of funding for consultant services*.

- 3. Update Center City Housing Strategy:** Mr. Williams said the consultant has presented a draft strategy to the City, which will reconvene the advisory committee on August 1. DURAC members will review the AC results and draft strategy at their next meeting.

4. **Update on Urban Renewal Plan Finance:** Mr. Williams said Community Development Director Heather Richards is waiting until the new City Manager is on board before seeking DURAC feedback on bonding for urban renewal projects.
4. **Update on Redmond Historic Hotel:** Mr. Williams said the DURAC subcommittee has recommended not pursuing any action on the hotel at this time due to a lack of strong developer interest and the owner's interest in selling this property. Funds have been allocated in the urban renewal plan but having the full amount of cash on hand to fund it depends on whether and when this project moves forward.

DURAC concerns included *budgeting urban renewal funds for this project.*

B. Action Items

1. **Downtown Parking Management:** Mr. Williams summarized the history of this issue. The City removed parking limit signs in 2008 to help *Redmond Downtown Association* (RDA) create a more customer-friendly environment. In 2011, the City received a petition from 15 merchants, and suggested employees use free parking spaces at City Hall and behind the bank instead of parking on 6th Street and side streets near neighboring businesses. Results of a downtown parking utilization study (plenty of spaces except at lunchtime) were presented to RDA in January 2013. RDA merchants felt voluntary measures were insufficient but could not agree on what strategy to implement. Time limits are seen by merchants as a burden to customers and by the City as costly to enforce. The most recent proposal is to implement a customer-only zone along 6th Street and register the license plate numbers of downtown employees and residents. Results from staff's merchant survey in June 2013 indicated support for the following ideas: regulation of parking (61%), customer-only zone (58%), customer-only zone overlay (73%), and employee license plate registry (70%). He requested DURAC feedback on regulating downtown parking, appropriate boundaries, and which mechanism/approach the City should take.

Vice-Chair Crouch invited the public to share their concerns. Comments received from Ms. Arno, Mr. Hesston, and Ms. Torres included a need for more daytime customer parking, inability or unwillingness of customers to walk very far, getting shop owners and employees off the street, Desert Song Church blocking off on-street parking, and customers going elsewhere when they can't park in front of the business they want to go to.

DURAC discussion covered *meters, enforcement cost, City Attorney's opinion of enforcement mechanisms, implementing regulations in phases, surveying the effectiveness of voluntary-compliance signs, improving tenant lighting, installing diagonal parking spaces on Deschutes and Evergreen Avenues, groundwork and timeline to implement an enforcement process, need for public parking signs, amount of parking (short/long-term) needed to support current and future business density, and need for action.*

Motion 1 (8/0/0): Ms. Graham moved that DURAC advise City Council that there is a parking problem within the defined boundaries and recommend that the City establish a customer-only parking zone and explore enforcement mechanisms. Ms. Pinkerton seconded the motion which passed unanimously.

Ms. Graham requested an update on the circulation study and its impact on parking density downtown and recommended that DURAC input be sought early in the process. Mr. Williams said the City has incorporated the circulation study into the Transportation System Plan update which is expected to go out for bid in late summer 2013.

2. **Downtown Jumpstart Program:** Mr. Williams said that none of the catalytic projects previously discussed for the Downtown Urban Renewal District are “ripe” to move forward. The Downtown Jumpstart Program proposes diverting \$500,000 of the \$3 million available through the Redevelopment Opportunity Revolving Loan Program to fund a competitively awarded forgivable loan. He outlined the purpose, eligibility criteria, key terms, scoring criteria, and conditions/considerations of such a loan which is intended to help move a catalytic anchor project forward.

DURAC discussion covered *use of revolving loan program to date, potential tenants of Evergreen Elementary School, how the City is marketing availability of loan programs (commercial real estate brokers, property owners, developers, Chamber of Commerce welcome packet), marketing proactively to potential businesses, type of business sought, funding, and scoring criteria.*

Motion 2 (8/0/0): Ms. Graham moved that DURAC recommend that the Downtown Urban Renewal Agency approve the forgivable loan program as proposed in Exhibit A with the changes discussed. Mr. Middleton seconded the motion which passed unanimously.

3. **Approval of Minutes**

Motion 3 (8/0/0): Mr. Crouch moved to approve the minutes from May 13, 2013, subject to correcting them to show that he called the meeting to order and adjourned it and correcting Sentence 1 of the second bulleted item on Page 1 to read: “The short-term parking spaces in front of *Soup 2 Nuts* are for dash-in customers not business owners, staff, and residents.” Ms. Graham seconded the motion which passed unanimously.

LIAISON COMMENTS

Councilor Allman commended DURAC members for good discussions and problem solving tonight.

CITIZEN COMMENTS (None)

STAFF COMMENTS

Mr. Williams welcomed the new members and thanked them for their willingness to serve.

DURAC COMMENTS

Chair Smith welcomed the new members.

ADJOURN

The next meeting is scheduled for August 12, 2013.0

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 March, 2013.

ATTEST:

Brad Smith, Chair

Heather Richards, Community Development Director