



REDMOND URBAN RENEWAL AGENCY
CITY OF REDMOND
 Community Development Department

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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE
City Hall Conference Room A, 716 SW Evergreen Avenue
Monday, October 14, 2013
5:00 – 7:00 PM
Agenda

MEETING OBJECTIVES	
DURAC MEMBERS Brad Smith Chair Donald Crouch Sam Blackwell Edwin Danielson Anne Graham Paul Hansen Denys Middleton Trish Pinkerton Vacant	<ul style="list-style-type: none"> • Review and Discuss Bonding Opportunities • Adopt Parking Management Strategy for downtown core
PROPOSED AGENDA	
TIME	ITEM
5:00 PM	CALL TO ORDER / INTRODUCTIONS
	DISCUSSION / ACTION ITEMS
5:05 PM	A. Discussion / Update 1. Bonding Opportunities – Presentation at Meeting
5:45 PM	B. Action Items 1. Downtown Parking Management (<i>Exhibit 1</i>)
6:30 PM	C. Approval of Minutes a. August 12, 2013 (<i>Exhibit 2</i>) b. September 9, 2013 (<i>Exhibit 3</i>)
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



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STAFF REPORT

DATE: October 14, 2013
TO: Downtown Urban Renewal Advisory Committee Members
THROUGH: Heather Richards, Community Development Director
FROM: Jon Williams, Economic Development Project Manager
SUBJECT: Downtown Parking Enforcement

Addresses Council Goal:

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. Downtown Urban Renewal Plan: Create a readily identifiable city center that is vibrant with a mixture of offices, specialty shops, entertainment, family amenities, housing and other commercial uses.

Report in Brief:

Staff seeks DURAC direction on how to respond to a request from downtown merchants to establish a parking management program in the downtown core.

Background:

Parking in downtown Redmond has been an active discussion for DURAC and the community for many years. Below is a chronological discussion of that dialogue:

- For many years, Redmond had parking signs throughout the downtown area communicating a two hour parking limit for on-street parking. Per the City of Redmond Code, section 6.200, "no person shall park in excess of a time limit duly posted for said area." As such, the Redmond Police Department cited vehicles parked longer than two hours in the downtown area, including employees, business owners and residents.
- In 2006, the Redmond Urban Renewal Agency commissioned a Parking Study for downtown Redmond. The study showed that 47% of the parking spaces in the downtown core area were utilized. The study concluded that until utilization was closer to 85% that parking inventory was not an issue, and that with such low utilization rates, Redmond should focus on ensuring an attractive well-marked parking inventory and maintain a two hour parking zone in the downtown core area with designated employee parking outside of the core area.
- In 2008, DURAC appointed a parking subcommittee to review and evaluate parking issue. The parking subcommittee recommended that the City of Redmond remove the short-term parking signs in the city center to provide a more welcoming environment to customers, and to stripe 5th Street for on-street parking as a downtown employee parking area until such time that 5th Street parking was needed for customer parking.

- In 2009, based on the recommendations of DURAC, the City removed the parking signs from downtown Redmond and striped on-street parking on 5th Street.
- In October 2011, fifteen merchants submitted a petition requesting that the City address parking problems in the downtown core.
- In March 2012, the City began mailing notices to downtown businesses requesting that merchants and employees voluntarily park on 5th and 7th Street and in public parking lots, and avoid parking on 6th Street and in front of other businesses.
- In September 2012, a parking consultant hired by the City observed that between noon and 1 pm, many block faces within the downtown core were 100% occupied and that 28% of spaces were occupied by vehicles parked for more than 2 hours. *This represented approximately 17 spaces within the core area that would otherwise be available for customers.*
- In January 2013, attendees at a meeting of the Redmond Downtown Merchants expressed support for excluding residents and employees from parking in congested portions of the downtown core. Attendees, however, expressed concern that time limits could inconvenience customers conducting multiple errands or with long appointments.
- In June 2013, a survey capturing 31 of 44 businesses located on SW 6th Street between Cascade and Forest Avenues and on Deschutes and Evergreen Avenues between 5th and 7th Streets, found majority support among business owners for more active management of downtown parking:
 - 20 of 31 responding business owners stated parking regulation was needed downtown. (9 disagreed and 2 were unsure).
 - 17 of 31 supported the implementation of customer only parking zone. (9 disagreed and 5 were unsure.)
 - 20 supported the proposed boundaries including SW 6th Street between Cascade and Forest Avenues and Deschutes and Evergreen Avenues between 5th and 7th Streets. (9 disagreed, 1 was unsure, and 1 did not respond)
 - 20 expressed willingness to register their employees vehicles to support enforcement.(9 disagreed and 2 did not respond).
- On July 8, 2013, DURAC endorsed the establishment of a Customer Only Parking Zone within the proposed area. At that meeting there were questions about enforcement and phasing of enforcement that needed further research.
- On September 9, 2013, Staff presented recommendations for enforcement based on the experience of other Oregon communities. After reviewing customer only parking zones in Oregon, staff recommended modeling its program on that of Albany, Oregon.
 - In Albany, no vehicle license plate registration is required but parking agents provide warning tickets to vehicles believed to be used by employees or residents.
 - Probable cause is established by a combination of complaints, observed duration of stay, and recurring presence in the same location. Those receiving tickets can appeal by phone or in person to the Parking Manager.
 - If a credible explanation is provided, the Parking Manager is authorized to dismiss the ticket immediately. If the Parking Manager does not find the explanation credible, the person receiving the ticket may appeal to a Parking Board consisting of a local merchant, a community member, and a City staff person. The person receiving the ticket may appeal the Parking Board decision to Municipal Court.
- At the September 9, 2013 meeting DURAC members discussed the value and costs of enforcing the staff recommended Customer Only Parking Zone similar to that established in Albany. DURAC members had questions about the potential volume of complaints, the

experience of other communities with voluntary parking requirements, and the logistics of complaint based enforcement. Members requested that staff continue to research the example in Albany with regard to the questions asked. Additionally, DURAC members discussed the option of installing courtesy signage indicating that parking is for customers but not enforce compliance with a program. DURAC asked staff to seek legal counsel on whether or not the City of Redmond can post signs in the ROW with a courtesy message that is not enforceable.

Map:



Discussion:

To address questions raised at the September 9 meeting, Staff conducted further research on customer only parking zones.

Enforcement Resources

Staff expects enforcement demands to be modest. According to Albany’s parking management staff, Albany’s downtown parking management area (which includes customer only parking areas, employee parking areas, and time limited areas) covers approximately 34 square blocks (136 block faces) and generates an average of 27 employee and resident parking violation complaints per week. Of these cases, just three to four generate appeals requiring follow up.

The proposed customer only parking zone in downtown Redmond would cover 7 block faces, approximately 5% of Albany’s downtown parking management area. The smaller size is expected to both result in fewer complaints and allow the Parking Enforcement Officer to develop quick familiarity with employee and resident vehicles—allowing for efficient sorting of complaints. Based on the small size of the proposed customer only parking zone, Staff expects to be able to provide effective enforcement with a very low level of staff resources.

Comity Among Merchants

Discussions with parking management staff in Albany indicated that when the program was implemented some merchants resisted using the assigned areas while others would file complaints about noncompliant merchants. Albany reported that over time, merchants have gotten used to the rules and that conflicts have become less common.

Currently in Redmond, the absence of rules has created a situation in which merchants and residents have different perceptions of acceptable parking practices, and in which merchants have no formal recourse if a resident or employee parks in front of their for long periods of time—reducing customer access and visibility of the business.

Feasibility of Purely Voluntary Approach

Legal counsel indicated that the City can legally post signage without providing for enforcement. However, in order to not enforce the program, the City would not put anything in its City Code about a customer parking zone, and the signs would simply be considered advisory signage and not programmatic or informational about city policies and codes. Discussions with Rick Williams, a Portland based parking consultant indicated that successful voluntary parking management strategies are extremely rare. Staff believes that a purely voluntary approach will be less effective than an approach reinforced by enforcement.

Approach

Parking regulations are an extremely common strategy used by downtowns to make the best use of limited on-street inventory and ensure these spaces are available for customers. Based on the history of long standing requests from merchants to address parking conflicts downtown, the constrained supply of customer parking within the downtown core, the surveyed utilization of almost 28% of core area parking by residents and employees as opposed to customers, strong merchant support for the customer only parking approach, and the opportunity to strengthen business vitality and accommodate future growth by more effectively utilizing the existing supply of parking spaces, Staff proposes implementing a Customer Only Parking Zone within the downtown core with the following parameters.

1. **Restricted vehicles:** Vehicles used by employees and residents of structures with frontage on the streets included in the Downtown Customer Only Parking Zone. Vehicles used for loading and unloading are permitted during the time of loading and unloading.
2. **Boundaries:** SW 6th Street between Cascade and Forest Avenues and on Deschutes and Evergreen Avenues between 5th and 7th Streets.
3. **Enforcement strategy:** Enforcement by complaint with Enforcement Officer required to establish probable cause that a vehicle is in violation. Probable cause could be established by a combination of a complaint and one of the following:
 - Observation of vehicle parked within the Zone for more than three hours on a business day.
 - Observation of vehicle parked within Zone and not in act of loading or unloading for three days within any seven day period.
 - Observation of vehicle occupant walking to or from vehicle to their residence or place of work (if located within the Zone)
4. **Fines:** Warning only for first offence; \$25 thereafter if paid within 10 days; \$30 if paid between 11 and 30 days, and rise to \$60 after 30 days. Vehicles subject to impoundment after 30 days.
5. **Appeals process:** For first and second offence, recipient of ticket may appeal administratively to designated staff Parking Enforcement Manager. For subsequent offences, appeals must be made to Parking board consisting of City Staff, merchant representative, and a citizen at large. Tickets shall be dismissed if vehicle owner can demonstrate that he or she was shopping downtown or does not live or work within the zone. Acceptable evidence of this could include a customer receipt, driver's license, or pay stub. Those receiving tickets would have option to appeal to Deschutes County Justice Court.

To implement the proposed program, Staff recommends the following Amendments to the Redmond City Code and a Resolution to implement the proposed fee schedule. The proposed new text is shown below in ***bold italics***.

6.205. Downtown Customer Only Parking Zone

1. ***The Downtown Customer Only Parking Zone consists of SW 6th Street between Cascade and Forest Avenues and Deschutes and Evergreen Avenues between 5th and 7th Streets.***

2. ***Within the Downtown Customer Only Parking Zone, parking is prohibited by vehicles used by employees and residents working or living in structures with frontage on the streets included in the Downtown Customer Only Parking Zone. Notwithstanding this prohibition, vehicles used for loading and unloading are permitted during the time of loading and unloading.***
3. ***A Parking Enforcement Officer designated by the Community Development Director may enforce violations within the Downtown Customer Only Parking Zone.***
4. ***A designated Parking Enforcement Officer is empowered to dismiss First and Second violations of the Downtown Customer Only Parking Zone.***
5. ***A Downtown Parking Board including at least City Staff, a downtown merchant, and an at-large community member, and appointed by the Mayor, is empowered to dismiss all violations of the Downtown Customer Only Parking Zone.***

6.295 Failure to Comply with Parking Citation. If the operator does not respond within five working days to a parking citation affixed to a vehicle, the Police Department ***or designated Parking Enforcement Officer*** shall send a letter to the owner of the vehicle informing the owner of the violation and giving notice that if the citation is disregarded for a period of thirty days, the vehicle may be impounded. A vehicle so impounded shall not be released until all outstanding fines and charges have been paid.

6.300 Illegal Cancellation of Parking Citation.

3. *Except as provided for in Section 6.205,* no person shall dismiss a parking citation in any manner, except when approved by the Justice Court Judge.

4. A violation of this section is a Class B civil infraction.

[Section 6.300 amended by Ord. #2003-03 passed January 14,

At the City of Redmond, fees and fines are established by resolution. The proposed resolution and fine schedule is as follows:

Resolution #13-___ Establishing the following fine schedule for violations of the Customer Only Parking Zone as defined in Section 6.200 of the City Code.

- ***First offence warning***
- ***Second offence and thereafter: \$25.***
- ***Fine of \$30 if paid between 11 and 30 days***
- ***Fine of \$60 after 30 days.***
- ***Vehicle subject to impoundment after 30 days.***

Recommendation/Suggested Motion:

Staff recommends that DURAC vote to recommend to the Redmond City Council a parking management program that is enforceable.

Respectfully submitted,

Jonathan Williams
Economic Development Project Manager



CITY OF REDMOND
Community Development Department

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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Minutes

Monday, August 12, 2013

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

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

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

Visitors: Tory Allman, *Council Liaison*; Rachel Dolan, Erma Hansen, Tim McCarter, Teresa Middleton

(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 p.m. with a quorum present.

DISCUSSION – ACTION ITEMS

A. Discussion/Update

1. Update on Property Assistance Program

Mr. Williams made a PowerPoint presentation on the Façade Improvement Program. The City has invested nearly \$600,000 (now at Project 98) since 2006, generating almost \$2 million total investment in downtown properties. The City expects to publish a document (website and hand-out) in September 2013 that will celebrate the success of this program. The document will include “before” and “after” pictures, details about the work done, and historical information about the building.

DURAC comments included *providing a wide-angle comparison view of downtown in 2005 vs. today and viewing an address list of the enhanced properties.*

3. Update on Family Recreation Center Feasibility Study

Mr. Williams reported (PowerPoint) that he, Mr. Danielson, and Ms. Graham met with the consultant last month to review his preliminary analysis and do some site visits. Staff are evaluating the consultant’s draft market study, received yesterday, and will pass it on to Mr. Danielson and Ms. Graham for their review. Sites should be selected this week for more detailed analysis. The consultant is planning to meet again with staff on August 29.

2. Update on Downtown Housing Strategy

Mr. Williams said this strategy will be coming before DURAC in the next couple of months. The urban renewal plan set aside \$7 million to support housing development downtown over the next 20 years. He summarized (PowerPoint) the background, timeline, housing goals (500 new units), strategy elements, pilot project options (downtown, medical district, midtown), and considerations (existing land use, population growth, median household income), and next steps. Staff met with the advisory committee on August 1, 2013, and would like to include DURAC comments in the feedback provided to the consultant.

DURAC discussion covered *housing targets, strategy elements, location and priority of potential pilot projects, roadblocks to development of accessory dwelling units (system development charges, zoning), compatibility of residential units above commercial development, number of parking spaces per housing unit, and residential redevelopment potential within the urban renewal district.*

B. Action Items

1. **Approval of Modification to Rehabilitation Loan Program**

Mr. Williams said (PowerPoint) this program was established to help properties meet downtown overlay district design standards. In 2012, DURAC recommended broadening this program to cover the whole urban renewal district, increasing the maximum loan amount from \$50,000 to \$100,000, simplifying the interest rate, and assuring that the work done would contribute to tax increments. He explained the current loan terms. Based on the lack of activity since 2007 and feedback from the business community, staff are proposing an increase in the maximum loan-to-cost ratio from 20% to 50%.

DURAC concerns included *roadblocks to using the loan program, increasing the loan-to-cost ratio on a temporary basis, loan security, core issues (putting people with disposable incomes downtown, helping businesses thrive, prioritize substance over image), need to attract the youth market (entertainment), business recruitment strategy (working with commercial lenders outside Redmond), what Redmond has done right (infrastructure improvements), and impact to other urban renewal programs.*

Motion 1 (7/0/0): Ms. Graham moved to recommend that the Redmond Urban Renewal Board adopt the proposed change to the Rehabilitation Loan Program. Mr. Crouch seconded the motion which passed unanimously.

2. **Approval of Modification to Small Projects Improvement Grant Program**

Mr. Williams presented his staff report which recommended requiring applicants to include aesthetic exterior building improvements as part of any project funded through this program. The proposed modification is intended to more clearly communicate program expectations to potential applicants and encourage higher-quality applications. This change would assure that the neighborhood benefits, not just the property owner.

Motion 2 (7/0/0): Mr. Crouch moved to adopt the proposed change to the Small Projects Improvement Grant Program. Ms. Graham seconded the motion which passed unanimously.

3. **Approval of July 2013 Minutes**

Motion 3 (7/0/0): Vice-Chair Crouch moved to approve the minutes from July 8, 2013, subject to amending Sentence 1 of Motion 1 to read: "Ms. Graham moved that DURAC advise City Council that there is a parking problem within the defined boundaries and recommend that the City initially establish a customer-only parking zone with no enforcement mechanism and subsequently explore parking enforcement mechanisms. Mr. Middleton seconded the motion which passed unanimously.

LIAISON COMMENTS (None)

CITIZEN COMMENTS (None)

STAFF COMMENTS

Mr. Williams reported he and Ms. Richards are exploring the feasibility of starting a quarterly newsletter in January 2014 to improve the City's outreach to property owners and business license holders within the urban renewal district. The City's website is being redesigned.

DURAC comments included *distribution outlets* (City website, .pdf file via the Internet, links to Redmond Chamber of Commerce newsletter and Kiwanis) *articles in Chamber newsletter and Cascade Business News*, and *allowing interested parties to “opt in” to receive the newsletter directly*.

CHAIR COMMENTS (None)

ADJOURN

The next meeting is scheduled for September 9, 2013.

With no further business, Chair Smith adjourned the business meeting at 6:15 p.m.

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

ATTEST:

Brad Smith, Chair

Heather Richards, Community Development Director



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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Minutes

Monday, September 9, 2013

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

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

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

Visitors: Erma Hansen; Pablo Pena, *Diego's*

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

CALL TO ORDER – INTRODUCTIONS

Chair Smith called the meeting to order at 4:58 p.m. with a quorum present.

DISCUSSION – ACTION ITEMS

B. Action Items

- 1. Downtown Jumpstart Forgivable Loan RFP:** Mr. Williams summarized his staff report. On August 27, he presented DURAC recommendations to the Urban Renewal Board, which approved issuing a Request for Proposals. The proposed RFP substantially reflects the recommendations DURAC made on July 8, 2013. The selected project would be eligible for a forgivable loan of up to \$500,000, subject to underwriting review by staff and final approval by the Urban Renewal Board. Upon receiving DURAC approval of the proposed RFP, staff will mail an announcement about this loan and the new rehabilitation loan program to downtown property owners and active brokers in Redmond. A notice will also be sent to the Portland *Daily Journal of Commerce* and *The Bulletin* in Bend. Mr. Blackwell, Vice-Chair Crouch, Ms. Graham, and Chair Smith volunteered to serve on the subcommittee which will review proposals.

DURAC concerns included *number of vehicles on the Highland/Glacier couplet and marketing these programs to Portland brokers and developers.*

Ms. Richards summarized marketing efforts the City has and will make to both local and out-of-area developers. She will contact the Portland Development Commission for suggestions on other avenues for contacting Portland developers.

Motion 1 (7_/0/0): Ms. Graham moved to recommend staff issue the presented Request for Proposals for the Downtown Jumpstart Forgivable Loan Program. Ms. Pinkerton seconded the motion which passed unanimously.

A. Discussion/Update

1. **History of Downtown Urban Renewal:** Ms. Richards summarized (PowerPoint) the history of planning in Redmond including urban renewal efforts. She discussed past and current projects/timelines, urban renewal financials/budget, financial feasibility of model assumptions, and direction of the Urban Renewal Board as of April 30, 2013, as to bonding opportunities. The urban renewal program is due to “sunset” in 2031, at which time the tax increment gains will revert to the overlapping taxing districts.

DURAC members clarified their understanding of past and current urban renewal issues. Additional concerns included *impact of bulb-outs on parking inventory, outcome of pro forma studies, and how to measure economic vitality.*

B. Action Items

2. **Downtown Parking Management:** Mr. Williams presented his staff report and summarized the issues previously discussed including background/timeline, parking studies, surveys (most recent in June 2013), and proposed approach. He reported how customer-parking-only zones are enforced in Albany, Astoria, and Corvallis. In Redmond, employee parking is available along 5th Street. Staff are seeking endorsements from DURAC to (a) establish a customer-only parking zone on SW 6th Street between Cascade and Forest Avenues and on Deschutes and Evergreen Avenues between 5th and 7th Streets and (b) develop and implement a complaint-based enforcement mechanism. He explained how Proposals (a) and (b) would work including restricted vehicles, enforcement strategy, fines, and appeal process.

Ms. Richards discussed the current parking enforcement process. The workload from the new proposal is expected to be minimal, not enough to justify a full-time staff person, and would be handled by the code enforcement officer. Staff have sent flyers to businesses about where employees can park that will not interfere with customer parking. A legal opinion from the City Attorney will be needed on whether customer-parking-only signs can be installed in the public right-of-way.

Pablo responded to questions from DURAC members and staff, and stated that downtown businesses do not agree on what should be done. The only customer complaints he has heard about parking were during events or construction. He received a paper about parking downtown but did not respond to it and no one talked to him. He expressed concern about the complaint process pitting business neighbor against neighbor.

DURAC discussion covered *impact of newest proposals on current businesses (owner feedback), demographics (which businesses are experiencing problems and at what time of day), effectiveness of prior enforcement efforts, rationale for parking meter removal, City Attorney’s opinion regarding enforcement mechanisms, handicapped parking, seasonal parking, demographic parking needs (customer ages and physical ability), City Attorney’s opinion of the City enforcing tenant parking for a landlord, tying the number of parking spaces to the size of a building, and volume of parking complaints in other towns.*

Vice-Chair Crouch thanked staff for their efforts to resolve this problem.

LIAISON COMMENTS (None)

CITIZEN COMMENTS (None)

STAFF COMMENTS

Ms. Richards said the City has set up a Special Events Task Force to study the impact of street

closures on area businesses and make a recommendation to Council. This task force will meet 8-9:30 a.m. for the next six weeks starting September 16, 2013; the meetings are open to the public. She said Council is interested in how to measure economic vitality in the downtown area and DURAC has been suggested as a natural avenue for this discussion.

DURAC COMMENTS (None)

ADJOURN

The next meeting is scheduled for October 14, 2013.

With no further business, Chair Smith adjourned the business meeting at 7:02 p.m.

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

ATTEST:

Brad Smith, Chair

Heather Richards, Community Development Director