



**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, January 09, 2012**  
**5:00 – 7:00 PM**

**Agenda**

		MEETING OBJECTIVES	
DURAC MEMBERS			<ul style="list-style-type: none"> <li>• Introduce new DURAC members</li> <li>• Update on Business Medical District Master Plan and Development Strategy</li> <li>• Approve DURAC 2011 Work Plan</li> <li>• Approve Temporary Worker Policy for Industrial Development Fund</li> </ul>
Tory Allman, Chair			
		<b>TIME</b>	<b>ITEM</b>
		5:00 PM	CALL TO ORDER / INTRODUCTIONS
Steven Boothroyd, Vice-Chair			DISCUSSION / ACTION ITEMS
		5:05 PM	A. Discussion / Update
Robert Gomes			<ol style="list-style-type: none"> <li>1. Introduction of new DURAC Members</li> <li>2. Election of Chair and Vice-Chair</li> <li>3. Update on Business Medical District Master Plan and Development Strategy</li> </ol>
		5:30 PM	B. Action Items
Ginny McPherson			<ol style="list-style-type: none"> <li>1. Approve DURAC 2012 Work Plan (<i>Exhibit 1</i>)</li> <li>2. Approve Temp Worker Policy for Industrial Development Fund (<i>Exhibit 2</i>)</li> </ol>
Carol Nelson			
			C. Approval of Minutes
Brad Smith			<ol style="list-style-type: none"> <li>a. November 14, 2011 (<i>Exhibit 3</i>)</li> <li>b. December 12, 2011 (<i>Exhibit 4</i>)</li> </ol>
Ken Streater		6:45 PM	LIAISON COMMENTS
		6:50 PM	CITIZEN COMMENTS
Rachel Winkler		6:55 PM	STAFF COMMENTS
			CHAIR COMMENTS
Will Van Vactor		7:00 PM	ADJOURN

\*Please note that these documents are also available on the City's website [www.ci.redmond.or.us](http://www.ci.redmond.or.us); click on Departments, Community Development, Planning Division, 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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**DATE:** January 9, 2012  
**TO:** Downtown Urban Renewal Advisory Committee  
**FROM:** Jon Williams, Economic Development Project Manager  
**THROUGH:** Heather Richards, Community Development Director  
**SUBJECT:** DURAC Work Plan for 2012

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**Addresses Council/Agency 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.**

A. Maintain and manage resources to ensure consistent program delivery and sufficient financial resources.

i. Align the use of Agency resources with objectives identified in the Downtown Urban Renewal Plan, and with priorities and tasks established in the Downtown Action Plan.

**Report in Brief:**

This report summarizes the proposed 2012 DURAC Work Plan for consideration by DURAC. The work plan represents the actions DURAC intends to take in 2012 to implement the Redmond Downtown Urban Renewal Plan.

**Background:**

DURAC is asked to approve a work plan to prioritize its efforts in implementing the Redmond Downtown Redmond Urban Renewal Plan for the upcoming year. The projects to be addressed in the coming year reflect items discussed at DURAC's December 12, 2011 meeting.

The proposed work plan items are as follows:

**January**

- Introduce new DURAC Members
- Approve 2012 DURAC Work Plan
- Approve temporary worker policy for Industrial Development Fund

**February**

- Host public workshop on 2012 DURAC Work Plan and solicit feedback on goals and priorities.

**March**

- Debrief public workshop and discuss need for any changes to Work Plan
- Discuss 6<sup>th</sup> Street and Eastern Y flower planting
- Discuss Parking Management
- RFP for construction of selected U.S. 97 Beautification projects

**April**

- Adopt Wayfinding Program
- Discuss findings and recommendations of New Historic Redmond Hotel Study
- Adopt program for public streetscape amenities.

***May***

- Recommend guidelines for Urban Renewal Investment in New Historic Redmond Hotel to Urban Renewal Board.
- RFP for Implementation of Wayfinding Program

***June***

- RFP for Downtown Housing Study

***July***

- Recommend Business/Medical District Plan and Development Strategy to Urban Renewal Board.

***August***

- RFP for Downtown Circulation Study

***September – December***

- Evergreen Elementary Construction
- Implementation for Business Medical District Plan and Development Strategy
- Oversight of Downtown Housing Study and Circulation Study

**Discussion:**

DURAC members are invited to discuss the proposed work plan including:

- Are there projects that should be added or eliminated?
- Are there projects that should be started earlier (i.e. before other projects) or moved later (i.e. after other projects are completed)

**Fiscal Impact:**

There is no direct financial cost associated with adoption of the work plan.

**Alternative Courses of Action:**

1. Adopt the proposed 2012 DURAC Work Plan;
2. Request more information; or
3. Decline at this time to adopt the proposed 2012 DURAC Work Plan.

**Recommendation/Suggested Motion:**

“I move to adopt the proposed 2012 DURAC Work Plan.”



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**DATE:** January 9, 2011  
**TO:** Redmond Urban Renewal Board  
**THROUGH:** Heather Richards, Community Development Director  
**FROM:** Jon Williams, Economic Development Project Manager  
**SUBJECT:** Industrial Development Fund: Policies for Use of Staffing Agencies

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**Addresses Council/Agency 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.

**3. ECONOMIC DEVELOPMENT**

Encourage economic development by continuing to utilize business location incentives, ensuring an adequate supply of planned industrial, commercial and residential land, and supporting workforce development programs.

**Report in Brief:**

This Report recommends policies for qualifying employees hired through staffing agencies in determining an employer's eligibility for loans or loan forgiveness under the terms of the Urban Renewal Agency's Industrial Development Fund.

**Background:**

In September 2011, DURAC approved program criteria for an Industrial Development Fund ("IDF"). The IDF was created by the 12<sup>th</sup> Amendment to the Redmond Downtown Urban Renewal Plan and is intended to support family wage employment in Redmond by defraying construction costs associated with the expansion or relocation of industrial firms within the Downtown Urban Renewal District. Industrial companies located within the Urban Renewal District and bringing new family wage positions to Redmond may apply for funds based upon the value of their expansion costs and the number of new family wage positions created in Redmond.

After the establishment of the program, Redmond Economic Development, Inc., asked for clarification as to the circumstances under which employees hired through a staffing agency could count as new positions for the purposes of qualifying for program funds. Staff recommends a policy that allows positions filled through staffing agencies to qualify only when the staffing agency is utilized as part of a short term (90 day or shorter) probationary period and the employee is then converted to regular employment by the firm benefitting from the IDF program. This approach is intended to provide employers flexibility in their hiring while ensuring that positions supported by the IDF create stable long term positions that allow employees to support their families and plan for the future. This also eliminates a situation by which employers could inflate their employment numbers by counting contracted workers employed by other companies as "newly created" Redmond jobs— such as consultants, security staff, etc. The specific recommended criteria are laid out below:

- 1) Only staff directly employed by the Employer may count as "new to Redmond" positions for purposes of calculating an applicant's eligibility for funds under the Industrial Opportunity Fund.

As an example, janitorial, security workers, or administrative workers employed by a third party contractor shall not count in calculating the eligibility for funds under the Industrial Opportunity Fund.

- 2) In annually certifying employment, the Employer may count the service of regular direct employees of the Employer who were initially hired through a staffing agency but who have since been converted to regular employee status. In order to count this position, however, the employee must have been converted from staffing agency employment status to regular direct employee status within 90 days of starting work on site. If the staff position is not converted after 90 days, that position shall not count for that year.
- 3) The City of Redmond may request payroll records from Employers where a staffing agency has been used to hire employees in order verify employment and wages under the program. Failure to provide adequate documentation when requested shall result in disqualification of that position for that year.

**Discussion:**

Staff invites DURAC discussion on this proposed change including the following items:

- Do you agree with the proposed policy in concept?
- Do you believe the 90 day limit for converting temporary workers to regular status is appropriate?
- Do you have other questions or suggestions?

**Fiscal Impact:**

The proposed policy changes have no direct fiscal impact.

**Alternative Courses of Action:**

1. Approve the proposed policies for the Industrial Development Fund;
2. Request more information; or
3. Decline at this time to approve the proposed policies for the Industrial Development Fund.

**Recommendation/Suggested Motion:**

I move to approve the proposed policies for the Industrial Development Fund.

Jon Williams,  
Economic Development Project Manager

**DRAFT**

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## **DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**

### Meeting Minutes

Monday, November 14, 2011

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

**Advisory Members:** Chair Tory Allman, Vice Chair Steven Boothroyd, Carol Nelson, Brad Smith, and Ken Streater (*absent:* Will Van Vactor and Rachel Winkler; 2 positions vacant)

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

**Visitors:** Margie Dawson, *City Councilor*; Trish Pinkerton, *Redmond Spokesman*

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

### **CALL TO ORDER/INTRODUCTIONS**

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

### **DISCUSSION/ACTION ITEMS**

#### A. Discussion/Update

##### **1. Modifications to Property Assistance Loan Program**

Mr. Williams reviewed the history of this loan program, eligible and ineligible work, and proposed tightening of underwriting and loan terms. The City started this loan program in 2007 to help downtown property owners upgrade building exteriors to meet new architectural design standards. The maximum loan amount is \$50,000. A total of \$117,000 has been invested in five projects: historic bank building, Landacre Building, historic Redmond church, Printing Post, and Evergreen Studio. Façade Improvement Grant and Small Projects Grant programs have been used more than the loan program. He requested DURAC input on policy recommendations to continue the program following adoption of the 12<sup>th</sup> Amendment to the Urban Renewal Plan.

DURAC suggestions included *increasing the maximum loan amount to \$100,000, decreasing the owner's percentage contribution, allowing loan applicants to layer funding mechanisms/programs, including multi-family housing projects, expanding the downtown district, stair-stepping loan repayments, and basing loan approval on a project's level of economic benefit to the community.*

Following discussion, Mr. Williams agreed to draft changes to loan approval criteria and underwriting language for consideration at the next DURAC meeting.

#### B. Action Items

##### **1. Approval of DURAC comments to the Draft Strategic Plan**

Chair Allman explained the rationale behind the subcommittee's recommendations.

**Motion 1** (5/0/0): Mr. Smith moved that DURAC approve the proposed comments on the Draft Strategic Plan and forward them for consideration by the Redmond Development Commission. Ms. Nelson seconded the motion which passed unanimously.

**2. Approval of Criteria for Pole Sign Removal and Replacement Grant Program**

Mr. Williams presented his November 14, 2011, memo. The proposed program is intended to encourage new business investment to grow the job base and strengthen/diversify the tax base in designated blighted areas. This program would be part of the Property Assistance Program. To encourage removal of nonconforming signs before the deadline of November 1, 2015, this program would reimburse property owners for 50% of eligible costs up to \$5,000 through October 2013 and up to \$2,500 from November 2013 through October 2015.

At its October 2011 meeting, DURAC discussed whether this new program could be used to encourage property owners to provide public amenities such as benches, water fountains, or clocks. Following research, staff recommended that public amenities be addressed through a separate program to be discussed at a later time.

DURAC discussion covered *public amenities (needed/desired, feasibility, funding, maintenance), cost effectiveness of doing amenities in conjunction with pole sign removal, sign removal incentive levels, and eligible properties.* **By consensus,** DURAC requested that staff move forward quickly to develop and implement a public amenities program.

**Motion 2** (5/0/0): Mr. Streater moved that DURAC approve the criteria for the Pole Sign Removal and Replacement Grant Program as proposed in the staff report. Vice Chair Boothroyd seconded the motion which passed unanimously.

**3. Approval of Minutes**

**Motion 3** (5/0/0): Mr. Smith moved that DURAC approve the minutes from September 12, 2011, as presented. Mr. Streater seconded the motion which passed unanimously.

**LIAISON COMMENTS**

Ms. Dawson said that sidewalks on 6<sup>th</sup> Street north of Deschutes Avenue will be replaced in 2012. City Council is still discussing the Mixed Use Live/Work Zone and is divided on how to handle the residential island and standalone office issues. According to the City attorney, moving this issue forward requires a unanimous vote.

**CITIZEN COMMENTS (None)**

**STAFF COMMENTS**

Mr. Williams urged all DURAC members to work on filling the two vacant positions. Ms. Nelson and Vice Chair Boothroyd reported on their recruiting efforts which have, so far, proven unsuccessful. Staff will be presenting the review committee recommendations on the Business Medical District consultant at the next City Council meeting. Chair Allman and Mr. Streater will be serving on the Stakeholder Advisory Committee for this district.

**DURAC COMMENTS (None)**

**ADJOURN**

With no further business, Chair Allman adjourned the meeting at 6:23 p.m.

APPROVED by the Downtown Urban Renewal Advisory Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

ATTEST:

\_\_\_\_\_  
Tory Allman, Chair

\_\_\_\_\_  
Heather Richards, Community Development Director

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Community Development DepartmentPhone **541-923-7721**  
Fax **541-548-0706**[www.ci.redmond.or.us](http://www.ci.redmond.or.us)**DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**Meeting Minutes

Monday, December 12, 2011

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

**Advisory Members:** Chair Tory Allman, Carol Nelson, Brad Smith, Ken Streater, Will Van Vactor, Rachel Winkler (*absent*: Steven Boothroyd; 2 positions vacant)**City Staff:** Heather Richards, *Community Development Director*; Jon Williams, *Economic Development Project Manager*; Cameron Prow, TYPE-*Write II***Visitors:** Margie Dawson, *City Councilor*; Trish Pinkerton, *Redmond Spokesman**(scribe CP's note: The minutes were created from an audio recording and notes taken at the meeting. The three digits after the motion title show the number of members voting in favor/against/abstaining.)***CALL TO ORDER – INTRODUCTIONS**

Chair Allman called the meeting to order at 5:03 p.m. without a quorum present. Mr. Smith and Mr. Streater arrived at 5:10 p.m., establishing a quorum. Ms. Nelson arrived at 5:37 p.m.

**DISCUSSION AND ACTION ITEMS**A. Discussion/Update**1. Work Plan for 2012**

Mr. Williams reviewed (PowerPoint) 2011 activities and discussed 2012 goals. Accomplishments for 2011 included the 12<sup>th</sup> Amendment to the Redmond Downtown Urban Renewal Plan, planting at the Eastern Y, Re-Route Beautification Master Plan, color palettes, Restaurant Capital Assistance Program, Redevelopment Catalyst Project Opportunity Fund Program, Pole Sign Removal/Replacement Program, and opening of the seasonal ice rink in mid-December. Redmond Area Park and Recreation District will be managing the ice rink. Projects moving forward in 2012 will include the Business Medical District, Wayfinding Program, alternate mobility study, downtown housing study, downtown parking/circulation study, public amenity study, and historic Redmond Hotel. Agenda items for the January 2012 meeting will include electing a Chair and Vice Chair for the year and reviewing the draft 2012 Work Plan. Applications have been received for the two vacant DURAC positions.

Ms. Richards said that US Highway 97 beautification projects identified by DURAC at the entryways to Redmond (Evergreen, Highland, and Glacier Avenues) will begin in 2012. Installing an art piece ("Thoughts of Flight") at the eastern entrance is in the contract review process. Study is continuing on a possible breezeway to 6<sup>th</sup> Street. Construction of 6<sup>th</sup> Street Phase 2 will begin in 2012. A Request for Proposal to design the new city hall will be issued before Christmas 2011 with construction expected to start in 2013.

DURAC concerns included *incorporating the parking and circulation study into the wayfinding program, keeping one lane of 6<sup>th</sup> Street open at all times during construction of Phase 2, and continuing economic enhancements to encourage investment in the downtown area.*

### 3. Public Input

Chair Allman asked about the status of a rumor that a company named In Cartridge was coming to Redmond. Mr. Streater reported that the press release issued by a state representative was a mistake but that discussions are continuing.

Chair Allman said that DURAC members are frequently approached by citizens, asking why the City does/doesn't do something. A public forum would encourage the public to make suggestions and give them a place to voice their concerns. DURAC concerns included attendance, agenda topics, encouraging constructive suggestions about downtown improvements, administrative costs, publicity, and scheduling.

Ms. Richards recommended having staff make a short presentation on where funding comes from and how they can be used, investments made to date, and upcoming projects.

Following discussion, DURAC members requested **by consensus** that staff schedule a public forum for the February 2012 meeting.

### 2. Wayfinding Project Update

Ms. Winkler volunteered to serve on an advisory committee with Ms. Richards, Mr. Williams, and a representative from Public Works. This committee will work with the design consultant from December 2011 through March 2012.

### 4. Parking Management

Mr. Williams said that the City received a petition from 15 downtown merchants, requesting help in assuring that customers have sufficient parking. Lack of parking is attributed to employee use and new park activities.

Ms. Richards said that merchants who attended a meeting of the Redmond Downtown Association elected to not sign this petition. Staff will be meeting with the merchants who did sign to discuss issues and solutions. It may be time to reinstate parking signage and enforcement.

## B. Action Items

### 1. Highest and Best Use Analysis for New Historic Redmond Hotel

Mr. Williams (PowerPoint) said that this property has been identified as an asset that could be a catalyst for activity in downtown. Current uses include retail and office. Suggestions of potential uses include boutique hotel, housing, or high-end offices. He discussed the scope, purpose, background, desired outcome, and process. The study would include an assessment of market demand for potential reuses, renovation costs, financial feasibility, catalytic impact on downtown, timing of investment, and the role of urban renewal. To date, two firms (EcoNorthwest and Johnson Gardner) have submitted proposals. An analysis is expected to be done by spring 2012.

Ms. Richards said that the City needs an independent assessment to provide a filter in evaluating business proposals. The study will help determine the best time to invest in this property, the type of project that would maximize impact on downtown, and the most sustainable project.

DURAC concerns included the *number of proposals received and impact of the National Historic Register listing*. Mr. Streater, Mr. Van Vactor, and Ms. Winkler volunteered to serve on a Selection Subcommittee with Ms. Richards and Mr. Williams to review consultant proposals.

**Motion 1** (6/0/0): Mr. Smith moved that DURAC recommend that the Redmond Urban Renewal Agency proceed with the proposed Highest and Best Use Analysis at a cost not to exceed \$50,000 based on the Selection Committee's recommendation. Mr. Streater seconded the motion which passed unanimously.

C. Approval of Minutes

**Motion 2** (6/0/0): Mr. Smith moved that DURAC approve the minutes from October 10, 2011, as written. Mr. Streater seconded the motion which passed unanimously.

**LIAISON COMMENTS**

Ms. Dawson reported that City Council, at its last meeting, approved the Business Medical District Master Plan, approved a miniature ice wizard to maintain the seasonal ice rink, and hired a new airport manager. City Council will be interviewing applicants for City commissions and committees on December 15, 2011.

**CITIZEN COMMENTS** (None)

**STAFF COMMENTS** (None)

**DURAC COMMENTS**

Mr. Van Vactor said that there are at least three applicants for the two open DURAC positions.

**ADJOURN**

**Motion 3** (6/0/0): Ms. Winkler moved that DURAC adjourn. Mr. Streater seconded the motion which passed unanimously.

With no further business, Chair Allman adjourned the meeting at 5:58 p.m.

APPROVED by the Downtown Urban Renewal Advisory Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

ATTEST:

\_\_\_\_\_  
Tory Allman, Chair

\_\_\_\_\_  
Heather Richards, Community Development Director