



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, August 13, 2012

5:00 – 6:30 PM

DURAC MEMBERS

MEETING OBJECTIVES

- Swear in New Members
- Discuss Professional Business Medical District

Steven Boothroyd, Chair

TIME

ITEM

5:00 PM

CALL TO ORDER / INTRODUCTIONS

Donald Crouch

DISCUSSION / ACTION ITEMS

5:05 PM

A. Action Items

Robert Gomes

1. Swear In New Commissioners

5:15 PM

B. Discussion / Update

Heidi Hylkema

1. Work session to discuss Professional Business Medical District priorities and budgeting

6:15 PM

C. Approval of Minutes

Ginny McPherson

- a. April 9, 2012
- b. June 11, 2012

Carol Nelson

6:20 PM

LIAISON COMMENTS

6:22 PM

CITIZEN COMMENTS

Brad Smith

6:25 PM

STAFF COMMENTS

Ken Streater

CHAIR COMMENTS

6:30 PM

ADJOURN

PROPOSED AGENDA

*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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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Meeting Minutes

Monday, April 9, 2012

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

Advisory Members: Chair Tory Allman, Vice Chair Steven Boothroyd (arrived 5:09 p.m.), Robert Gomes, Ginny McPherson, Carol Nelson (arrived 5:05 p.m.), Brad Smith, Ken Streater, Will Van Vactor, (absent: *Ken Streater, Rachel Winkler*)

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

Visitors: Erik Hidle, *The Bulletin*; Trish Pinkerton, *Redmond Spokesman*

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

CALL TO ORDER – INTRODUCTIONS

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

DISCUSSION AND ACTION ITEMS

A. Action Items

1. Solicitation of Bids and Qualifications for Downtown Parking Study

Mr. Williams reviewed (April 9, 2012, staff report; PowerPoint) prior discussions. The proposed scope of work is to update the 2003 parking utilization strategy and evaluate the number and location of shared parking spaces needed to support planned urban renewal projects and future private development in the downtown core. Cost of the study is estimated at \$15,000.

Ms. Richards discussed the long-term strategy, empirical data, potential downtown investors, and overall use of the existing parking inventory.

DURAC concerns included *study boundaries, impact of Redmond Bicycle Refinement Plan (bike lanes), timing of 12th Amendment plans/projects, and contingency parking options.*

Motion 1 (7/0/0): Vice Chair Boothroyd moved that DURAC approve the solicitation of bids and qualifications for an update to the 2003 parking utilization strategy and evaluation of the number and location of shared parking spaces needed to support future development in the Downtown Urban Renewal District. Mr. Gomes seconded the motion which passed unanimously.

2. Modifications to Rehabilitation Loan Program and Related Minor Amendment to Downtown Redmond Urban Renewal Plan

Mr. Williams reviewed (April 9, 2012, staff report; PowerPoint) the loan program background, 12th Amendment guiding principles, eligible projects and work, ineligible activities, loan terms,

underwriting and closing review processes, and rationale for expanding this loan program to all commercial properties within the downtown core.

DURAC concerns included *rationale for low use of existing loan program, definition of commercial property, tenant improvements, and impact of expanding outside the downtown core.*

Motion 2 (7/0/0): Ms. McPherson moved that DURAC recommend to the Urban Renewal Board the proposed criteria for the Property Rehabilitation Loan Program in the Downtown Redmond Urban Renewal Plan, subject to allowing eligible projects to include commercial, multi-family, or industrial properties; authorizing staff to review loan applications for less than \$50,000; requiring staff to provide notice to DURAC on projects of less than \$50,000 value; including structural systems in building system upgrades; retaining the 20% maximum loan value; and allowing a maximum loan value of 35% for rehabilitating local historic landmarks. Mr. Van Vactor seconded the motion which passed unanimously.

Motion 3 (7/0/0): Ms. McPherson moved that DURAC recommend that the Urban Renewal Board adopt the proposed Minor Amendment to the Downtown Redmond Urban Renewal Plan to expand the boundaries of the Property Assistance Program to include commercial and industrial properties within the Downtown Redmond Urban Renewal District. Vice Chair Boothroyd seconded the motion which passed unanimously.

B. Discussion/Update

1. April 4 Professional Business/Medical District Meeting

Mr. Williams reported that the Stakeholder Advisory Committee held its second meeting. The consultants also met with property owners. The market study analyzes types and amount of development that could be anticipated over 20 years. Preliminary design concepts for the area are available from the Urban Renewal Agency website. The consultants are expected to complete a refined master plan by July 2012 along with an implementation strategy and other incentives to accelerate development.

DURAC concerns included *what's best for the community vs. what's best for medical district property owners and Highway 97 access.*

Ms. Richards said that the consultants are aware of individual property owner concerns, but that City staff may need to take a stronger role as facilitators.

2. Update on New Historic Redmond Hotel Study

Mr. Williams said that preliminary market analysis indicates a large lodging-type use would bring the greatest economic development benefit to the downtown area. Converting the hotel is expected to cost less than building a new structure, since the hotel units are already configured for lodging. Staff will meet with the consultants on April 11, 2012, to review their programmatic assumptions. The next step will be to estimate the cost of providing these needs.

DURAC members discussed *potential uses that might generate a demand for hotel lodging.*

C. Approval of Minutes

Motion 4 (4/0/3): Mr. Smith moved that DURAC approve the minutes from February 13, 2012, as written. Vice Chair Boothroyd seconded the motion which passed with Chair Allman, Vice Chair Boothroyd, Ms. McPherson, and Smith voting in favor and Mr. Gomes, Ms. Nelson, and Mr. Van Vactor abstaining due to their absence from that meeting.

Motion 5 (5/0/2): Mr. Smith moved that DURAC approve the minutes from March 12, 2012, as written. Vice Chair Boothroyd seconded the motion which passed with Chair Allman, Vice Chair

Boothroyd, Ms. McPherson, Ms. Nelson, and Mr. Smith voting in favor and Mr. Gomes and Mr. Van Vactor abstaining due to their absence from that meeting.

LIAISON COMMENTS (None)

CITIZEN COMMENTS (None)

STAFF COMMENTS (None)

CHAIR COMMENTS (None)

ADJOURN

With no further business, Chair Allman adjourned the meeting at 6:31 p.m.

APPROVED by the Downtown Urban Renewal Advisory Committee and SIGNED by me this _____ day of _____, 2012.

ATTEST:

Steve Boothroyd, Chair

Heather Richards, Community Development Director



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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Meeting Minutes

Monday, June 11, 2012

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

Advisory Members Present: Chair Steven Boothroyd, Vice Chair Ken Streater, Carol Nelson, Ginny McPherson (*absent:* Brad Smith, Robert Gomes; 3 positions vacant)

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

Visitors: Tory Allman, *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

Vice Chair Boothroyd called the meeting to order at 5:04 p.m. with a quorum present.

DISCUSSION AND ACTION ITEMS

A. Action Items

2. Election of Chair and Vice Chair

Mr. Williams said that Mr. Allman's recent appointment to City Council required that Vice Chair Boothroyd serve as Acting Chair until a new chair is elected.

Motion 1 (4/0/0): Ms. McPherson nominated Mr. Boothroyd to serve as Chair for the rest of 2012. Mr. Boothroyd agreed to serve. Mr. Streater seconded the motion which passed unanimously.

Motion 2 (4/0/0): Chair Boothroyd nominated Mr. Streater to serve as Vice Chair for the rest of 2012. Mr. Streater agreed to serve with the understanding that he would not be ascending to Chair. Ms. McPherson seconded the motion which passed unanimously.

1. Approval of Consultant for Downtown Parking Study

Mr. Williams presented the June 11, 2012, staff report. The last parking survey was completed in 2003 and incorporated into the 2006 Downtown Parking Management Plan. Staff solicited bids from three firms with known experience in parking analysis. Rick Williams Consulting of Portland, Oregon, exhibited the most experience in parking analysis of downtown settings and developing long-term parking strategies. The study will include a survey of parking utilization and a strategy for shared parking in the downtown core, and will cost a maximum of \$15,000.

DURAC agreed **by consensus** that the survey would be more accurate if conducted on a weekday when Redmond Proficiency Academy is in operation.

Motion 3 (4/0/0): Commissioner Streater moved that DURAC approve Rick Williams Consulting as the consultant of choice for the Downtown Core Parking Study for a not-to-exceed amount of \$15,000. Ms. Nelson seconded the motion which passed unanimously.

B. Discussion/Update

2. Historic New Redmond Hotel Analysis: Mr. Williams said that preliminary market analysis indicated that office and/or hotel use would be the best return on investment in the near term. This direction will be refined based on rehabilitation costs. Staff have reviewed the consultants' preliminary documents and expect a revised report in July 2012.

3. Professional Business Medical District Project: Mr. Williams said that the next public meeting will be held on July 18, 2012. The consultants will be sharing a draft master plan, zoning recommendations to help this area grow, and a strategic component (urban renewal investment and policy). He invited DURAC to attend.

4. Recruitment of New DURAC Members: Mr. Williams requested assistance in recruiting three new members to fill positions vacated by Tory Allman, Rachel Winkler, and Will Van Vactor. Applications are available from City Recorder Kelly Morse.

Chair Boothroyd called a break at 5:25 p.m. and reopened the meeting at 5:30 p.m.

C. Approval of Minutes

Approval of the April 9, 2012, minutes was postponed to the next meeting due to lack of a quorum of the members present at that meeting.

B. Discussion/Update

1. Downtown Wayfinding Project: Ms. Richards presented three maps and proposed design details for Welcome to Redmond, Welcome to Downtown Redmond, vehicular directions, on-street parking, parking lots, and street signs. After considering the consultant's recommendations, the City decided to focus primarily on signage directing residents and visitors to public facilities such as City Hall, Redmond Public Library, parks, and schools. Factors considered included best location (near lights for visibility), signage clutter, and design palette (Art Deco). The City is collaborating with Redmond School District (metal fabrication) and the Opportunity Foundation (vinyl lettering). This project is about half done.

DURAC members discussed *desirable design elements* (lights, coordinating with City Hall and Evergreen Elementary designs, using international "P" for Parking), *visibility under low-light conditions*, and *allowable illumination types*.

LIAISON COMMENTS

Ms. Richards reported that, based on their workload, City Councilors have directed staff to serve as liaison between DURAC and the Council. Councilors will review the draft minutes and participate in meetings only when Commissioners or staff feel that Council presence is necessary.

Councilor Allman said that he has been representing DURAC on the Design Review Committee but would be stepping down from that position due to being appointed to City Council. DURAC might want to appoint a new representative to that committee.

CITIZEN COMMENTS (None)

STAFF COMMENTS

Mr. Williams thanked Ms. McPherson and Center City Church for their fantastic volunteer effort. They planted over 900 flowers at the Eastern Y gateway in about 2 hours. He also commended Bridge Church which planted flowers in Centennial Park the previous week.

Ms. Richards reported that the urban renewal budget would be presented to Council on June 12, 2012.

COMMISSIONER COMMENTS (None)

ADJOURN

With no further business, Chair Boothroyd adjourned the meeting at 6 p.m.

APPROVED by the Downtown Urban Renewal Advisory Committee and SIGNED by me this _____ day of _____, 2012.

ATTEST:

Steven Boothroyd, Chair

Heather Richards, Community Development Director