



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, June 13, 2011
5:00 – 7:00 PM

Agenda

		MEETING OBJECTIVES	
DURAC MEMBERS			<ul style="list-style-type: none"> • Restaurant Capital Improvement Program - Policies and Criteria • DURAC Work Plan for June - November 2011 • Discuss Business Park Master Plan Project • Discuss Highway 97 Reroute Beautification Project- Opportunities and Priorities for Urban Renewal Support
		PROPOSED AGENDA	
		TIME	ITEM
Tory Allman, Chair	5:00 PM	CALL TO ORDER / INTRODUCTIONS	
		DISCUSSION / ACTION ITEMS	
Steven Boothroyd, Vice-Chair	5:05 PM	A.	Action Items
		1.	Adopt DURAC Work Plan for June through November 2011
		2.	Adopt program criteria for Restaurant Capital Improvements Program
		3.	Approval of May 9, 2011 DURAC Minutes.
Krista Beale		B.	Discussion / Update
Carol Nelson	6:00 PM	1.	Property Assistance Program.
Susan Nobles		2.	Eastern Y Volunteer Day.
		3.	Business Park Master Plan Project.
Brad Smith		4.	Highway 97 Reroute Beautification Project- Opportunities and Priorities for Urban Renewal Support
Ken Streater	6:45 PM	LIAISON COMMENTS	
Rachel Winkler	6:50 PM	CITIZEN COMMENTS	
Will Van Vactor	6:55 PM	STAFF COMMENTS	
		CHAIR COMMENTS-	
		Acknowledgement of volunteers at Centennial Park flower planting and 6 th Street Clean up.	
	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



DURAC WORK PLAN

June – December, 2011

June 13	<p>Action Items:</p> <ul style="list-style-type: none">• Restaurant Capital Improvements Program and Restaurant criteria— Approval of Program Criteria• Adoption of DURAC Work Plan, June – December, 2011 <p>Discussion Items:</p> <ul style="list-style-type: none">• Update on the Property Assistance Program – Presentation• Business Park Master Plan• Highway 97 Reroute Beautification- Opportunities and Priorities for Urban Renewal Support <p>Chair Comments:</p> <ul style="list-style-type: none">• Updates on Eastern Y Volunteer Day• Thank you to Centennial Park Flower Planting and Downtown Clean Up volunteers
July 11	<p>Action Item:</p> <ul style="list-style-type: none">• Ice rink goals and plans• Highway 97 Reroute Beautification Project Approval• Wayfinding RFP• Business Park Master Plan RFP <p>Discussion Items:</p> <ul style="list-style-type: none">• Redevelopment Opportunity Fund and Property Assistance Program
August 8	<p>Action Items:</p> <ul style="list-style-type: none">• Redevelopment Opportunity Fund and Property Assistance Program Project Criteria• Ice Rink RFP <p>Discussion Items:</p> <ul style="list-style-type: none">• Downtown Housing Study RFP
September 12	<p>Discussion Item:</p> <ul style="list-style-type: none">• Industrial Opportunity Fund—Goals, Best Practices, and Recommendations• Alternative Mobility Project – Goals, Best Practices and Recommendations <p>Action Items:</p> <ul style="list-style-type: none">• Industrial Opportunity Fund—Approval of Criteria

October 10	<p>Discussion Items: Business Support Programs— What is appropriate for Redmond (<i>Action to occur in following month</i>)</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Alternative Mobility Project
November 14	<p>Discussion Items:</p> <ul style="list-style-type: none"> • Housing Development Opportunity Fund— Best practices and recommended program criteria (<i>Contingent on completion of Housing Study</i>) <p>Action Items:</p> <ul style="list-style-type: none"> • Business Support Program— Approval of proposed work plan

Stand-by Items:

- City Hall—Project schedule to be re-evaluated based upon expected availability of general fund revenue.
- Public Open Space—Medium term project
- Public Parking— Medium term (surface parking) and long term (structured parking) projects.
- Circulation Improvements— To be implemented over time following completion of Circulation Study and Business Park Master Plan
- Catalyst Projects indentified in Strategic Plan—To be developed as opportunities arise.
- Evergreen Streetscape Improvements— Contingent on partnership with Public Works—Potential 2012



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DATE: June 13, 2011
TO: Downtown Urban Renewal Advisory Committee
THROUGH: Heather Richards, Community Development Director
FROM: Jon Williams, Economic Development Project Manager
SUBJECT: Restaurant Capital Improvements 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:

The Twelfth Amendment to the Redmond Downtown Urban Renewal Plan authorizes \$150,000 for a Restaurant Capital Improvements Program. The Amendment recognizes that “restaurants are a critical component of a vibrant downtown and one of the uses that draws residents and out-of-town visitors downtown on a frequent basis” and that “the high cost of purchasing restaurant equipment can be a significant barrier to opening a restaurant.”¹ The Downtown Redmond Urban Renewal Development Strategy (the “Strategy”) identifies the target area for this program as the “Downtown Core” which is identified as the “civic and cultural heart of Redmond” and differentiated in the Strategy from the Midtown and Uptown districts of the overall Downtown Urban Renewal Area.

Following discussion of the program criteria on May 9, DURAC requested additional information before adopting program criteria. This report includes the requested additional information and recommends program criteria.

Background:

To achieve City Council goals as well as adhere to the Downtown Redmond Urban Renewal Strategy, staff recommends the following program criteria.

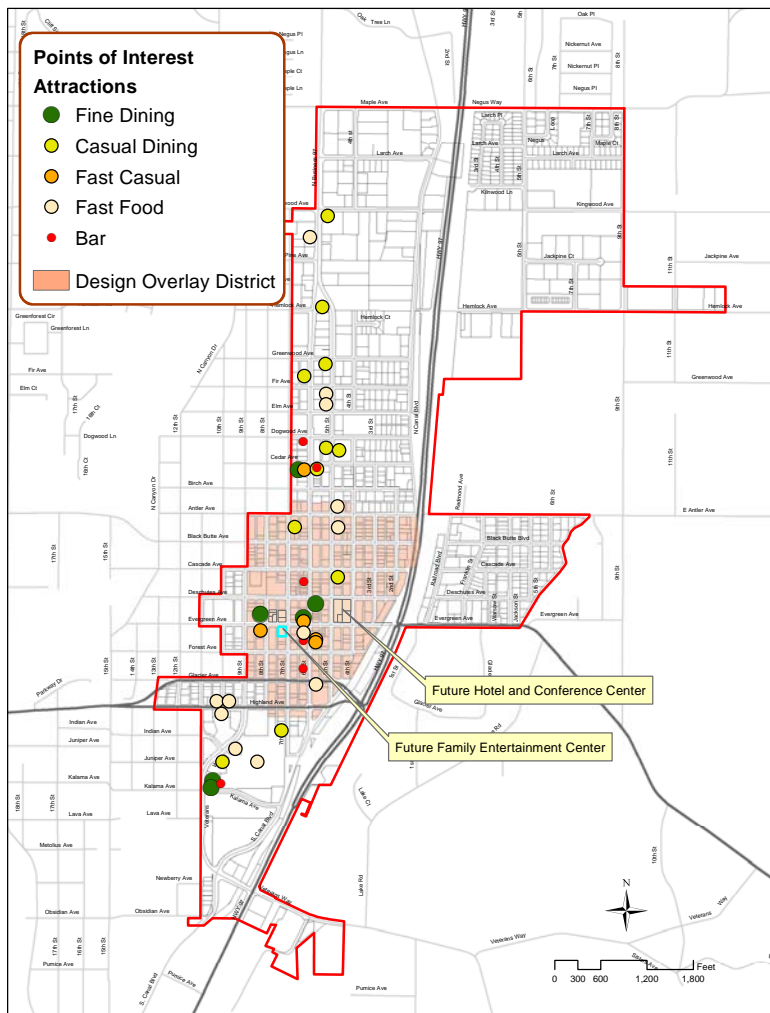
- **Locations to Prioritize:** Staff recommends limiting the initial geographic boundaries of the program to the Downtown Design Overlay District and within that District to further prioritize projects proposed for 6th Street. The Downtown Redmond Urban Renewal Strategy identifies the Downtown (as distinct from the Midtown and Uptown districts of the Urban Renewal Area) as the civic and cultural heart of Redmond and envisions it as a “rich environment of family oriented places for events, recreation, dining, entertainment, and shopping.”² Because of limited funding, \$150,000 total, it is essential that funded projects

¹ Twelfth Amendment to the Downtown Urban Renewal Plan, page 22.

² Downtown Redmond Urban Renewal Development Strategy, page 15.

generate maximum impact in terms of fostering the development of a vital downtown core envisioned in the Downtown Redmond Urban Renewal Strategy and identified as a City Council Goal. The approach of limiting the District to the Overlay District reflects several considerations:

- Supports City Council Goal 7b of establishing “a readily identifiable city center core that is vibrant with a mixture of offices, specialty, shops, entertainment, housing and other commercial uses.”
- Implements recommendation of Downtown Redmond Urban Renewal Strategy that Restaurant Capital Improvements Program be developed in “Downtown Core”.³
- Leverages proximity to existing amenities—such as historic 6th street shopping district and Centennial Park as well as planned future investments (hotel/conference center, family entertainment center, and redeveloped Historic Redmond Hotel).
- Promotes development of critical mass of evening pedestrian activity with multiple attractions.
- Reflects area with highest quality pedestrian environment and suitable for a “park and walk” destination.
- Follows precedent of using Design Overlay District for roll out of Property Assistance Program.



Source: City of Redmond, Community Development Department Staff, and Google Maps.

- **Types of Restaurants to Prioritize:** Staff recommends prioritizing projects that provide table service, are open six days a week for at least lunch and dinner, are (or expect to

³ Downtown Redmond Urban Renewal Development Strategy: Appendix B, Project Data Sheets, page 10.

be) licensed to service wine and beer, and are open to minors. If assistance is provided to property owners, the City could require that these conditions be included in leases between the property owner and the restaurant owner. This approach ensures that the program prioritizes projects that contribute to overall business vitality by drawing new visitors to the downtown, generate evening pedestrian traffic, and contribute to downtown's attractiveness to families and visitors.

- **Eligible Work: Staff recommends modifying the program guidelines to permit support for both tenant improvements and capital equipment.** This change will allow the funds to be utilized in the way that they will be most helpful in attracting restaurants—for example allowing needed tenant improvements in buildings with existing restaurant equipment. This change will require a minor amendment to the Urban Renewal Plan.
- **Loan terms: Staff recommends structuring the program as a 0% interest loan capped at \$50,000.** Benefits of this approach include:
 - Allow limited program funds to be recycled as initial loans are repaid.
 - Attract highly qualified applicants and allow property owners to keep lease rates low.
 - Allow at least three restaurants to be supported initially.
- **Underwriting criteria:** Staff has identified the following underwriting criteria necessary to mitigate credit risk to the city and to protect the integrity of the program:
 - Loans will be made to building owners and collateralized with the real estate in which the investment is to occur.
 - Loans will on be made to finance improvements for identified tenants with funding contingent on provision of a signed lease agreement with a length equal to the proposed term of the loan.
 - Borrowers shall demonstrate a history of responsible use of credit as demonstrated by credit scores and an absence of unresolved past due accounts or unresolved lawsuits.
 - Borrowers shall provide a personal guaranty to repay debt.

Discussion

Prior to drafting formal program guidelines, staff requests DURAC guidance on the following items:

- Does DURAC support recommending these criteria to the Urban Renewal Board?
- Does DURAC support a minor amendment to the Downtown Urban Renewal Plan to permit loans for the purpose of financing tenant improvements in addition to loans for major equipment?

Fiscal Impact:

Development of the proposed criteria would allow disbursement of not more than \$150,000 as authorized by the 12th Amendment to the Redmond Downtown Urban Renewal Plan.

Alternative Courses of Action:

1. Recommend the presented program criteria for the Restaurant Capital Improvements Program to the Urban Renewal Board;
2. Request more information; or

3. Decline to recommend the presented program criteria for the Restaurant Capital Improvements Program to the Urban Renewal Plan at this time.

Recommendation/Suggested Motion:

I move to recommend the presented program criteria for the Restaurant Capital Improvements Program to the Urban Renewal Board.



DRAFT

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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

Meeting Minutes

Monday, May 9, 2011

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

ADVISORY MEMBERS PRESENT: Chair Tory Allman, Krista Beale, Carol Nelson, Susan Nobles, Brad Smith, Will Van Vactor, Rachel Winkler (absent: Steven Boothroyd and Ken Streater)

CITY STAFF PRESENT: Heather Richards, *Community Development Director*; Jon Williams, *Economic Development Project Manager*; Mike Caccavano, *City Engineer*; Cameron Prow, TYPE-*Write II*

CITY COUNCIL LIAISON: Margie Dawson

OTHERS PRESENT: Jim Landon, *BLRB/GGL Architects*; 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/ACTION ITEMS

A. Discussion/Update

2. Property Assistance Program – Color Palette

Mr. Williams said the City engaged BLRB/GGL Architects to help develop a color palette for use with the Property Assistance Program. The color palettes presented tonight were developed following an inventory of existing architectural styles and colors in the downtown area.

Mr. Landon said that the 35 palettes (4 colors per palette) were designed to fit a variety of architectural styles and to honor historic colors. National franchise colors, such as the red-and-white branding schemes used by Dairy Queen and Les Schwab, are unlikely to change. It was his understanding that applicants making selections outside the color palettes would have to get approval from DURAC.

DURAC members thanked Mr. Landon for his presentation and generally agreed that the building style dictates the color scheme. Suggestions included *using brighter colors, avoiding jarring color mixes, and expanding the green palette.*

Ms. Beale and Ms. Nobles volunteered to review the revised color palettes on DURAC's behalf.

1. 6th Street Phase II Construction Project – Design

Mr. Caccavano said the City hired Hickman Williams a couple years ago to redesign 5th and 6th Streets and is continuing to use their services. Funding for the 6th Street demonstration project

comes from the Jobs & Transportation Act, so the Oregon Department of Transportation (ODOT) is managing the bidding process. The first draft of plans is due next week which will be a little ahead of schedule. Project elements will include concrete streets, covered parking, and red crosswalks. Mid-block crosswalks will not be used due to conflicts with driveways. The section between Antler Avenue and Jackpine Avenue will look like the new part of 5th Street including curb extensions at corners and street trees. Pavement and sidewalks will be replaced and a new storm sewer line will be installed. The signal replacement project, originally scheduled for fall 2011, has been postponed in order to comply with ODOT right-of-way requirements, which means pavement will only have to be torn up once. Construction is expected to start in spring 2012 and to follow the 5th Street example of keeping one travel lane open at all times. Saving existing street trees and corner planters will be attempted but may not be possible. Corners must be ADA (Americans with Disabilities Act)-compatible. Corner wastebaskets, benches, and ornamental streetlights, and ornamental traffic signals will be included in the design, but construction will depend on the budget. The City will invite all property owners and business owners to a public meeting as soon as draft plans are available. He invited DURAC members to e-mail additional comments to him.

DURAC concerns included *pedestrian safety and connectivity to support viable business between 5th and 7th Streets, adding crosswalk warning signs, maintaining the red crosswalks downtown, and installing additional archways.*

3. Downtown Clean-Up/Spring Plantings

Mr. Williams requested volunteers to help the City beautify downtown for 2011 similar to what was done prior to the 2010 Centennial celebration. He will coordinate subcommittee efforts, provide refreshments, and phone or e-mail reminders prior to each project date.

DURAC members recommended *inviting merchants to help, giving lots of notice, suggesting that cars be parked elsewhere during the clean-up, and planting perennials.*

Suggestions for other organizations to approach included Master Gardeners, 4-H, Oregon State University Extension Service, Kiwanis, Chamber of Commerce, Rotary, and Redmond Commission for Art in Public Places.

DURAC members volunteered to serve on the following subcommittees:

- * **Centennial Park Planting** (Beale, Dawson, Nobles, Van Vactor): May 31, 4 p.m.
- * **Clean-Up** (Allman, Beale, Nelson): June 6, 2 p.m.
- * **Eastern Y Planting** (Allman, Nobles, Smith): Select a date and recruit volunteers.

B. Action Items

1. Restaurant Capital Improvement Program

Mr. Williams summarized staff research with Oregon (Portland and Pendleton) and California (Upland) communities about how to make a restaurant district successful. The goal of Redmond's program would be to attract new and repeat customers to downtown. Elements that have proven helpful include establishing a walkable area, Main Street feel, and operating criteria.

Discussion points included *district boundaries, tenant improvements, financing options* (loan collateral, property liens, default provisions), *clustering restaurants to establish/maintain a critical mass, desirable restaurant types, and source of participating restaurants.*

For the next discussion on this topic, Mr. Williams agreed to obtain a legal opinion on how tenant improvement loans can be structured, to map the existing restaurants, and to refine the proposed participation criteria.

2. Request for Proposal: Downtown Redmond Public Signage Program

Mr. Williams requested a subcommittee to work with Ms. Richards to create criteria for a Request for Proposal and to review the proposals submitted. Criteria could include sign types, design elements, and locations.

Following discussion, Mr. Smith, Vice Chair Van Vactor, and Ms. Winkler agreed to meet for four consecutive weeks starting June 16, 2011.

3. Approval of Minutes

Motion 1 (7/0/0): Ms. Winkler moved to approve the April 11, 2011, minutes as presented. Ms. Nobles seconded the motion which passed unanimously.

LIAISON COMMENTS (None)

CITIZEN COMMENTS (None)

STAFF COMMENTS

Mr. Williams thanked everyone who volunteered for extra duty.

DURAC COMMENTS

Eastern Y Gateway Public Art Project: In response to Chair Allman's request for an update, Ms. Richards said that Redmond Urban Renewal Agency is managing the selection process. Deadline for artist submissions is June 17, 2011. Works of the finalists will be displayed at the Redmond Public Library (June 20-30, 2011) for "Voters' Choice." A decision should be made by July 8. DURAC will manage the flower planting.

Chair Allman acknowledged City Council passage of the 12th Amendment to the Downtown Redmond Urban Renewal Plan and commended everyone for their support. Refreshments were served.

ADJOURN

With no further business, Chair Allman adjourned the meeting at 7:29 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