



**URBAN RENEWAL DISTRICT AGENCY BOARD**

March 13, 2012

Council Chambers • 777 SW Deschutes Avenue

**BOARD MEMBERS**

George Endicott  
*Chair*

Ed Boero  
*Board Member*

Margie Dawson  
*Board Member*

Shirlee Evans  
*Board Member*

Camden King  
*Board Member*

Ed Onimus  
*Board Member*

Jay Patrick  
*Board Member*

MARCH 13, 2012	MEETING AGENDA	6:45 A.M.
<b>I. CALL TO ORDER / ESTABLISH A QUORUM</b>		
<b>II. ACTION ITEMS</b>		
A. Approval of January 10, 2012, Special Urban Renewal District Agency Board Meeting Minutes		Exhibit 1
<b>III. PRESENTATIONS</b>		
A. Downtown Urban Renewal Advisory Committee Annual Update		Exhibit 2
<b>IV. OTHER BUSINESS</b>		
<b>V. ADJOURN</b>		

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 7:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 7:00 p.m., and Sunday at 1:00 p.m.

Anyone needing accommodation to participate in the meeting must notify Mike Viegas, ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, 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 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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**SPECIAL CITY OF REDMOND URBAN RENEWAL DISTRICT AGENCY BOARD MEETING WAS HELD  
JANUARY 10, 2012, IN THE CITY COUNCIL CHAMBERS.**

**BOARD MEMBERS PRESENT:** Ed Boero – Margie Dawson – George Endicott – Camden King – Ed Onimus – Shirlee Evans

**BOARD MEMBERS EXCUSED:** Jay Patrick

**STAFF PRESENT:** City Manager David Brandt – Assistant City Manager Sharon Harris – City Attorney Steve Bryant – Airport Manager Carrie Novick – Assistant to the City Manager Betty Borgen – Police Chief Dave Tarbet – Director of Public Works Chris Doty – City Recorder Kelly Morse – City Engineer Mike Caccavano – Community Development Director Heather Richards – CIS Network Technician Matt Hayes – Transportation Operations Supervisor Rob Peters – Finance/Budget Manager Jason Neff

**MEDIA PRESENT:** Trish Pinkerton, Redmond Spokesman

Chair Endicott called the meeting to order at 7:34 a.m. and established a quorum.

**CONSENT AGENDA**

**A. Minutes of November 16, 2011, Special Urban Renewal District Agency Board Meeting Minutes (Exhibit 1)**

Evans moved, seconded by Dawson, to approve the Consent Agenda, motion passed. (Boero-yes, Dawson-yes, Endicott-yes, Evans-yes, King-yes, Onimus-yes, Patrick-absent)

**PRESENTATIONS**

**A. Audit Report, Rob Tremper – Dickey and Tremper, LLP (Exhibit 2)**

Auditor Rob Tremper provided the Board with his findings of the Urban Renewal Agency’s (URA) Fiscal Year (FY) 2010-2011 audit in areas such as:

1. Qualitative Aspects of Accounting Practices
2. Difficulties Encountered in Performing the Audit
3. Corrected and Uncorrected Misstatements
4. Disagreements with Management
5. Management Representations
6. Management Consultations with Other Independent Accountants
7. Other Audit Findings or Issues

Mr. Tremper explained there was one significant deficiency discovered concerning the lack of a formal process or policy “detailing the timing and methodology of contributing assets from the [URA] to the City.” City Manager David Brandt stated that there are times where keeping an asset under the Urban Renewal Agency for a longer period of time after completion is beneficial. Mr. Tremper reviewed the financial statements and highlighted changes as a result of Governmental Accounting Standards Board (GASB Statement) No. 54. Mr. Tremper and staff also answered questions from the Board.

**OTHER BUSINESS**

There being no further business, the meeting was adjourned at 7:52 a.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the Board and SIGNED by the Vice Chair this 13<sup>th</sup> day of March, 2012.

\_\_\_\_\_  
Robert J. Patrick, Vice Chair

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder



**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](http://www.ci.redmond.or.us)

## STAFF REPORT

**DATE:** March 13, 2012  
**TO:** Urban Renewal Board  
**THROUGH:** David Brandt, City Manager  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Downtown Urban Renewal Advisory Committee Annual Update

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### 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.

### Report in Brief:

This is an annual update from the Downtown Urban Renewal Advisory Committee ("DURAC") to the Urban Renewal Board ("URB") to report on accomplishments from last year and to present the annual work program for this next year. A power point presentation will be provided at the meeting.

### Background:

The purpose of the Downtown Urban Renewal Area Advisory Committee (DURAC) is to advise the Urban Renewal District Board (URB) regarding issues concerning the implementation of the Redmond Downtown Urban Renewal Plan. DURAC is governed by by-laws approved by the Urban Renewal Board by Resolution 2006-07 on July 25, 2006, (revised on 2.05.08, 3.18.08).

DURAC has the following responsibilities:

1. Review the Redmond Downtown Urban Renewal District Plan and provide policy and implementation recommendations to the City staff and the URB.
2. Review the Downtown Action Plan and provide policy and implementation recommendations to the City staff and the URB.
3. Recommend projects that are consistent with the Redmond Downtown Urban Renewal District Plan and Downtown Action Plan, and to prepare a prioritized list of potential urban renewal projects for the URB.
4. Study and identify District needs and make recommendations to the URB.

DURAC consists of nine (9) members appointed by the URB. Members serve a four (4) year term. The URB may appoint one or more liaison members to DURAC. The liaison will be a non-voting advisor. In selecting members of DURAC, the URB is directed to strive to balance the membership between those who have business interests within the district, including employers and employees, (at least one (1) member, but no more than three (3) members), those who have a development and property interest in the district, including property owners and commercial developers, (at least one (1)

member, but no more than three (3) members), and those with a district or community wide perspective (at least one (1) member, but no more than five (5) members).

DURAC meets monthly on the second Monday of each month at 5:00 p.m. All meetings are open to the public. Community Development Department staff support DURAC.

With the passage of the 12<sup>th</sup> Amendment to the Downtown Redmond Urban Renewal Plan in April 2011, DURAC has spent much of the past year establishing criteria for programs authorized by the 12<sup>th</sup> Amendment as well as planning projects that will position DURAC to take advantage of development opportunities as the economy rebounds.

**Discussion:**

Every year, DURAC works with city staff on an annual work program. This annual work program is drawn from the approved projects identified in the Downtown Redmond Urban Renewal Plan based upon community priorities, available funding, and market opportunity.

DURAC's 2011 accomplishments included the following:

- Completion of 12<sup>th</sup> Amendment to Downtown Redmond Urban Renewal Plan.
- Start of work on a Wayfinding Signage Program.
- Commencement of planning work on the Professional Business/Medical District Master Plan and Development Strategy to guide and accelerate development of the area surrounding the St. Charles Medical Center into a regional center of professional and medical employment.
- Adoption of criteria for an Industrial Development Fund providing forgivable loans tied to the creation of new family wage jobs in the urban renewal district's industrial areas.
- Adoption of criteria for a Redevelopment Opportunity Loan program to support projects providing a catalytic economic development impact.
- Adoption of criteria for a new program to support the removal of signage not compliant with the Downtown Design Overlay criteria.
- Adoption of criteria for a Restaurant Capital Improvement Loan program to support the development of the historic downtown core as a destination for dining and entertainment.
- Adoption of a color palette for the downtown Property Assistance Program
- Development and launch of operations of the Downtown Ice Skating Rink.
- Commencement of architectural, market, and financial analysis of redevelopment opportunities for the New Historic Redmond Hotel.
- Flower planting in Eastern Y, Centennial Park, and in 6<sup>th</sup> Street planters.
- Conducting a community workshop to present and discuss the 2012 work plan.

The following projects are underway and are expected to be completed in the current calendar year.

- 1) Professional Business and Medical District Master Plan and Development Strategy—July 2012
- 2) Redevelopment Opportunity Analysis for New Historic Redmond Hotel—May 2012
- 3) Wayfinding Signage Program—Design complete in May 2012 with installation September – December 2012.

The following new projects are planned for the 2012 calendar year:

- 1) Construction of selected U.S. 97 beautification projects
- 2) Downtown Circulation Study
- 3) Evergreen Elementary Adaptive Reuse Design
- 4) City Center Housing Strategy

Heather Richards,  
Community Development Director

## Downtown Urban Renewal Area Advisory Committee

Adopted by the Urban Renewal Board by Resolution 2006-07 on July 25, 2006, (revised on 2.05.08, 3.18.08)

### Purpose

The purpose of the Downtown Urban Renewal Area Advisory Committee (DURAC) is to advise the Urban Renewal District Board (URB) regarding issues concerning the implementation of the Urban Renewal Plan and Downtown Action Plan.

### Membership

1. DURAC shall consist of nine (9) members appointed by the URB.
2. Members shall serve a four (4) year term (except that the initial term of three (3) members shall be two (2) years and three (3) members shall be three (3) years.
3. All terms shall begin on January 1 and expire on December 31 of the appropriate year. Any vacancy on DURAC shall be filled by the URB for the unexpired term in accordance with appointing procedures.
4. The URB may appoint one or more liaison members to DURAC. The liaison will be a non-voting advisor.
5. In selecting members of DURAC, the URB should strive to balance the membership between those who have business interests within the district, including employers and employees, (at least one (1) member, but no more than three (3) members), those who have a development and property interest in the district, including property owners and commercial developers, (at least one (1) member, but no more than three (3) members), and those with a district or community wide perspective (at least one (1) member, but no more than five (5) members).
6. The Redmond Downtown Partnership and the Redmond Chamber of Commerce may appoint one liaison member to DURAC. These liaisons will be non-voting advisors.

### Officers

1. At the first meeting each year DURAC shall select from among its members a Chairperson and a Vice-Chairperson.
2. The Chairperson shall set the agenda for and preside over each meeting.
3. The Chairperson is entitled to vote on all matters before the committee.

4. A member may serve two successive terms as chairperson.
5. In the Chairperson's absence, the Vice-Chairperson shall assume the Chairperson's responsibilities

#### Meetings

1. A majority of the members of DURAC shall constitute a quorum.
2. DURAC shall meet periodically upon notice to all members.
3. Meetings shall be held in conformance with the Oregon Public Meetings Law. The Rules of Parliamentary Law and Practices as compiled in *Roberts Rules of Order, Revised Edition*, shall govern the meetings of DURAC.

#### Removal

The URB may remove any DURAC member if the URB finds misconduct, nonperformance of duties, or three successive unexcused absences from regular meetings.

#### Responsibilities

1. Review the Urban Renewal District Plan and provide policy and implementation recommendations to the City staff and the URB.
2. Review the Downtown Action Plan and provide policy and implementation recommendations to the City staff and the URB.
3. Recommend projects that are consistent with the Urban Renewal District Plan and Downtown Action Plan, and to prepare a prioritized list of potential urban renewal projects for the URB.
4. Study and identify District needs and make recommendations to the URB.
5. Advise City staff support, the Redmond Urban Area Planning Commission and URB on the Urban Area Development Standards.

#### Staff Support

The Urban Renewal Administrator and other representatives of the Redmond City staff as designated by the City Manager shall provide the necessary support services for DURAC.



## ***DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE WORK PLAN - 2012***

### ***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