



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 11, 2016
 5:00 – 7:00 PM

Agenda

DURAC MEMBERS

**Brad Smith,
Chair**

**Donald Crouch,
Vice-Chair**

Sam Blackwell

Edwin Danielson

Paul Hansen

Tom Kemper

Denys Middleton

Trish Pinkerton

Gib Stephens

**VACANT,
Youth
Ex Officio**

MEETING OBJECTIVES

- Elect Chair
- Review Work Plan
- Larch Streetscape Update

PROPOSED AGENDA

TIME	ITEM
5:00 PM	CALL TO ORDER / INTRODUCTIONS
5:05 PM	I. EXECUTIVE SESSION
	Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during regular session.
	Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.
	II. MOTIONS AS A RESULT OF EXECUTIVE SESSION
5:30 PM	APPROVAL OF MINUTES
	a. November 9, 2015
5:35 PM	COMMITTEE CHAIR ELECTION
5:45 PM	WORK PLAN REVIEW
6:20 PM	LARCH STREETSCAPE PROJECT UPDATE
6:35 PM	LIASION COMMENTS
6:40 PM	CITIZEN COMMENTS
6:45 PM	STAFF COMMENTS
6:50 PM	DURAC COMMENTS
6:55 PM	DISCUSS FEBRUARY MEETING DATE
7:00 PM	ADJOURN

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Anyone needing accommodation to participate in the meeting must notify ADA Coordinator, at least 48 hours in advance of the meeting at 541-923-7735, 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



DRAFT

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DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE

MINUTES

November 9, 2015

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

Advisory Members Present: Chair Brad Smith, Vice-Chair Donald Crouch, Sam Blackwell, Edwin Danielson, Paul Hansen, Denys Middleton, Trish Pinkerton (absent : *Tom Kemper, Gib Stephens*)

City Staff: Heather Richards, *Community Development Director*; Chuck Arnold, *Economic Development/Urban Renewal Project Manager*; Ginny McPherson, *Assistant Project/Program Coordinator*; Cameron Prow, TYPE-*Write II*

Council Liaison: Tory Allman

Visitors: Scott Aycock, *Central Oregon Intergovernmental Council (COIC)*; Garry Finley; Erma Hansen

Media: Dave Morgan, *RedmondNewsToday.com*

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair Smith called the regular meeting to order at 5:08 p.m. with a quorum of members (7 of 9) present.

LIAISON COMMENTS

None.

CITIZEN COMMENTS

None.

PROJECTS

A. Property Assistance Program

1. **Pole Signs:** Mr. Arnold outlined (PowerPoint) the pole sign removal/replacement program including program description, goals, background (incentive program, sunset provision), sign types, and current conditions per code enforcement. The grant assistance program is scheduled for elimination this month. He requested DURAC input on two concerns: Should the sign removal/replacement program be extended? How long should an extension last?

Ms. Richards reported one business removed its pole sign through this program. She explained how City staff informed businesses about the program. She attributed the poor performance of this program to inconsistent follow-through by the City due to staff turnover.

DURAC concerns included type and effectiveness of staff follow-through with business notification, when the last notice to all businesses in the Downtown Overlay District was issued, number of remaining pole signs, number of owner-occupied businesses, and the notification process. Following discussion, DURAC members recommended the City notify property owners first and notify business owners two weeks later about the potential impacts of this program on their operations.

Motion 1 (7/0/0): Mr. Smith moved to recommend the City extend the pole sign replacement grant program and allow property owners 180 days to comply. Mr. Middleton seconded the motion which passed unanimously.

C. Subcommittee Reports

1. **Housing:** Mr. Hansen said the subcommittee was making good progress and was working on architectural requirements and an incentive program. *Next steps:* select a realtor/broker to help the City get site control and issue a Request for Proposals for a specific site.
2. **Family Entertainment Center:** Mr. Blackwell said the subcommittee has met several times. Meeting with potential tenants last week was productive in understanding tenant needs and what it will take to make this project successful. Parking needs throughout downtown are a major concern. He outlined a timeline to move the project forward including the City issuing a letter of intent by December 31, 2015, and implementing a Development Disposition Agreement by April 1, 2016.

Mr. Arnold said the City would be contracting with a parking consultant.

Ms. Richards reported the City had a broker-of-record. The contract will allow the City to utilize the broker-of-record on a case-by-case basis and use a different broker if doing so would make more sense. She outlined the process required for the City to issue a letter of intent by the end of 2015, which included DURAC going into executive session at its December meeting and her meeting with City Council on December 15.

3. **Family Recreational Center:** Mr. Danielson asked when the Midtown report would be available for DURAC review and if the City had had any communication with the YMCA. Ms. Richards said staff were reviewing the draft report received from the consultant last week. She attributed the delay in receiving the report to some members of the consultant team going private in the middle of the project. The Midtown report is expected to be available by the end of 2015. The primary site identified by consensus at the public meeting is still the one under consideration.

Mr. Danielson said he, Ms. Richards, Ms. McPherson, and Ms. Hammer were going on a two-day field trip (November 12-13, 2015) to visit YMCA facilities in Albany, Sherwood, and Astoria, Oregon. He recommended the subcommittee meet again following the field trip.

Ms. Richards said the purpose of the field trip was to explore operating options. Council has been clear that the City is not interested in operating this center. She identified other interested parties. Mr. Arnold said the City was talking with all potential providers.

Mr. Danielson reported the Redmond Area Parks and Recreation District (RAPRD) board of directors recently held a goal-setting work session with a consultant which was productive. RAPRD is also working with the City of Redmond as part of the Sustainable Cities Initiative to explore district financing options. This study should be done by the end of 2015.

DURAC concerns included the date of the next public meeting, potential sites, and what role RAPRD might play in this project.

B. Alternative Mobility Project

1. **Transit Hub:** Mr. Arnold summarized (PowerPoint) the background of transit in Redmond. Cascades East Transit (CET) is operating a regional bus service. The current Redmond transit hub at the public library has been a temporary site and CET's agreement with the library is ending. CET's application for a *ConnectOregon* VI grant is due November 20,

2015. CET is seeking \$90,000 in match funds from the City to help establish a permanent site for Redmond's transit hub that could also serve as a park-and-ride facility. Total budget for the project is \$12.5 million. Based on COIC's analysis, this project would satisfy urban renewal objectives under the alternative mobility project.

Mr. Aycock presented a handout (Central Station Project Overview – Proposal to DURAC) and discussed project drivers, phases, potential sites, design concepts, facility name, transportation options supported, financing, and advantages of the preferred site. The Governor's regional solutions team is interested a park-and-ride facility in Redmond as one way to address lack of parking at the Oregon State University-Cascades campus in Bend. COIC is working with a commercial realtor to secure an appropriate site. Redmond's commitment to invest urban renewal funds in this project would be contingent on the land deal and grant going through. Final approval in the *ConnectOregon* process will be in August 2016, but CET will provide project updates.

Ms. Richards explained how this project would complement the Homestead Canal Trail. The urban renewal board will consider the transit hub discussion at its November 10 meeting. Does DURAC support this project in the urban renewal area and the expenditure of \$90,000 from the Alternative Mobility Fund as leverage toward a \$1.5 million project?

DURAC members discussed the potential for a fixed-route transit system in Redmond, retail opportunities, potential sites (selection criteria, size, cost), impact of population growth, and primary use of the urban renewal funds (crosswalk, bike-pedestrian improvements, connectivity, wayfinding signage, landscaping), and bike security.

Motion 2 (7/0/0): Mr. Danielson moved to recommend the urban renewal board approve allocating \$90,000 of urban renewal funds for this project. Ms. Pinkerton seconded the motion which passed unanimously.

D. Updates

1. Professional Business Medical District – Larch Avenue Streetscape Improvement:

Ms. Richards said the proposed project would take place near St. Charles Medical Center between Business 97 and US 97. A public meeting was held on October 21 and the majority of those present supported the concept. The urban renewal board will consider this project at its meeting on November 10, 2015, 7:30 p.m.

Mr. Blackwell said the public meeting was well attended by both property owners and business owners, and generated a lot of good questions and ideas for consideration.

Mr. Arnold said his interview by radio station KBND was broadcast an hour ago and will run again on November 10.

2. City Center Circulation Study: Ms. Richards reported the City, in partnership with ODOT (Oregon Department of Transportation), has secured a consultant to update the City's Transportation System Plan. Since ODOT controls the TSP process, the City plans to start working with Kittelson & Associates on a contract basis for this study in spring 2016.

DURAC concerns included relationship of the TSP (high-level planning of the major transportation network) to the circulation study (refined look at how transportation works in the city center) and parking study.

3. Evergreen: Ms. Richards said bids on the site package will be opened on November 19. The City is working to get the building piece out to bid the first week of December. Urban

renewal is contributing to this project, so DURAC will be updated when the final cost estimate is available. Construction is expected to start in January. The original target date of September 2016 was postponed to the end of 2016 due to the project's coming in over budget. The City has spent the last two months working to resolve that issue.

DURAC members requested information about the construction timeline and the potential for pre-opening tours.

- 4. Opportunity Foundation of Central Oregon:** Ms. Richards said the City issued a notice to the paper regarding the availability of the City-owned homes on the old OFCO property west of Centennial Park. The three houses can be leased from the City until December 1, 2018, or relocated. The intent is to get these three structures into an operable state so they can serve the community during the time before the City begins expanding Centennial Park. The one proposal received will be presented to Council on November 17, 2015.

APPROVAL OF MINUTES

Ms. Richards requested Sentence 8, Paragraph 2, Agenda Item A, be corrected to read: "If approved by the Urban Renewal Board on November 10, 2015, the project will go out for bid in January 2016 and construction is expected to start in March 2016."

Motion 3 (7/0/0): Mr. Crouch moved to approve the minutes from September 14, 2015, as amended. Mr. Blackwell seconded the motion which passed unanimously.

STAFF COMMENTS

Ms. Richards reported the City began advertising today for a new building official. Gary Lampella, known as one of the best building officials in Oregon, has worked at national and international levels. He was recruited by the National Association of Homebuilders to work in Washington, DC. His resignation will become effective December 4, 2015. The City of Redmond will work with Deschutes County for interim services and hopes to have a new building official on board by January 2016.

Ms. Richards said urban renewal funds were invested in the Homestead Canal Trail based on DURAC's recommendation in 2013. The City is applying for a *ConnectOregon* VI grant and will have to provide a 30% match for funds received.

Mr. Arnold thanked DURAC members for their patience during his learning curve. At 60 days in this position, he already has a lot of balls in the air and is working on several projects.

Next meeting: Monday, December 14, 2015, 5 p.m.

DURAC COMMENTS

None.

ADJOURN

With no further business, Chair Smith adjourned the meeting at 6:25 p.m.

APPROVED by the Redmond Downtown Urban Renewal Advisory Committee and SIGNED by me this _____ day of _____, 2015.

ATTEST:

Brad Smith
Chair

Heather Richards
Community Development Director

DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE (DURAC) – WORKPLAN 2015/16



Project:	Time Frame:	UR Project Cost:	Status	Priority:	Milestones:	Staff Assignment	Timeframe
Redevelopment Opportunity Fund	2012-2028	\$17,050,000	Program, policies and underwriting documents in place.	High	<u>Development RFP:</u> <ul style="list-style-type: none"> • Work with subcommittee to identify opportunity sites • Secure sites • Develop / Issue RFP 	Chuck Arnold	12/31/15
					<u>Mid-Town Development Plan</u> <ul style="list-style-type: none"> • Final Draft • Public Open House • DURAC Review • URB Adoption 		12/31/16
					<u>Redmond Hotel</u> <ul style="list-style-type: none"> • Ownership Opportunities • Market Opportunity 		1/1/17
Housing Development Opportunity Fund	2014-2031	\$7,000,000	Market programs to generate projects.	High	<u>Family Entertainment Center</u> <ul style="list-style-type: none"> • DDA in development • Parking Analysis – Rick Williams 	Heather Richards Chuck Arnold	3/31/16
					<u>Family Recreation Center</u> <ul style="list-style-type: none"> • Partnership Dialogue 		1/31/16
					<ul style="list-style-type: none"> 1. Broker contract to gain site control 2. Develop marketing strategy 3. Secure sites 		2/28/16
Circulation Study	2011-2012	\$135,000	Comprehensive & coordinated study that will explore access across Hwy 97, conversion of 5 th & 6 th Street to two-way, bicycle & pedestrian improvements, etc.	High	Launch with City Transportation System Plan (TSP) update; RFQ developed?; securing consultant?	Chuck Arnold	12/31/16
Business Medical District Development	2014-2020	\$6,000,000	Plan completed. First public improvement project in design.	High	<ol style="list-style-type: none"> 1. Larch Avenue/4th Street Improvement Project-construction 2. EID-Discuss & enact district 3. Homestead Canal Trail-develop alignment 	Heather Richards Chuck Arnold	8/31/16 2/28/16
Public Open Space	2019-2025	\$3,500,000	Expand existing parks/acquire and develop new parks in park-deficient areas	High	<ol style="list-style-type: none"> 1. Centennial Park Expansion, Land Control 2. Locate Opportunities for Eastside Park & Medical District Park 	Mike Caccavano	6/30/16
Public Parking	2025-2031	\$610,000 – \$10,000,000 -structure	150 New Surface Spaces. Assist with the funding of a parking structure project. Utilization and need study completed in 2012	High	<ol style="list-style-type: none"> 1. Possible Locations 2. Sub-Committee – Site Control/Land Acquisition Recommendations 	Chuck Arnold	

DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE (DURAC) – WORKPLAN 2015/16



Projects:	Time Frame:	UR Project Cost:	Status	Priority:	2015/16 Focus:	2015/16 Marketing Needs:	Staff Assignment	Timeframe
Utility Undergrounding	2014-2031	\$1,000,000	Alley between 6 th and 7 th , Deschutes and Evergreen Completed	High	1. Obtain cost estimate for block between 6 th and 7 th , Evergreen and Forest Avenues	N/A		
Business Development Services	2011-2014	\$150,000	Funding support in business development and marketing to complement the capital investment in building and infrastructure	High	1. Main Street Program-develop path 2. Market Analysis Study-U of O Study results	Promote efforts	Chuck Arnold	6/30/16
Alternative Mobility Project	2011-2031	\$2,500,000	To increase pedestrian and bicycle connectively and access	Medium	1. Develop sidewalk improvement program 2. Identify bike infrastructure needs 3. Work with BPAC	Market Programs		
Restaurant Capital Improvement Program	2011-2014	\$150,000	Program, policies and underwriting documents established.	Medium	Review and evaluate program for lack of interest	Develop a flyer or brochure to market program		
Property Assistance Program	2011-2031	\$3,350,000	Underway. Successful. Property owners are submitting applications	Medium	Review guidelines and requirements to improve program effectiveness	Develop a brochure to market program; Illustrate success		
Industrial Opportunity Fund	2011-2031	\$2,000,000	Program, policies and underwriting paperwork completed.	Medium	1. Inventory industrial sites 2. Advertise program.	Develop marketing materials		
Wayfinding Signage	2011-2012	\$25,000	New signage program that will direct tourist to key amenities in the district. Design done.	Low	Review design plans, map locations for individual signage	Market successful completion to maintain momentum	Ginny McPherson	6/30/16
Hwy 97 Re-route Beautification	2012-2013	\$500,000	US 97 Beautification Plan completed. First project completed at Evergreen exit.	Low	S US 97 Flag Monument-Estimated Construction Date is Summer 2016	Market projects after successful installation to generate momentum and interest	Ginny McPherson	6/30/16
Evergreen Streetscape Improvements	2014-2015	\$90,000	Develop a relatively low-cost capital improvement continuation of the downtown streetscape program	Low	Work with PW on timing.	Project completion will provide marketing efforts		
Circulation Improvement	2012-2023	\$5,500,000	Create a fund to implement the future capital projects identified in Circulation Study	Low	Pending the results of the completion of the Circulation Study in 2016	Promote marketing strategy developed by study		
City Hall	2011-2016	\$1,500,000	UR funds for site deficiencies. City General Bond will fund the rehabilitation project. City is moving forward with the project.	N/A	This has transitioned to a City focus project. DURAC and URB will need to review and evaluate site improvements.	DURAC Member on Stakeholder Advisory Committee		
Business Park Master Plan	2013-2014	\$150,000	Create master plan to attract new jobs to the area and support growth and expansion of medical district	N/A	Project Completed – September 2012	N/A		