



**REDMOND URBAN RENEWAL AGENCY**  
**CITY OF REDMOND**  
 Community Development Department

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**REVISED**

**DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**

City Hall Conference Room A, 716 SW Evergreen Avenue

**Monday, February 8, 2016 5:00 – 7:00 PM**

**Agenda**

**DURAC MEMBERS**

MEETING OBJECTIVES

- Review Work Plan
- Larch Streetscape Update

**Donald Crouch, Chair**

**TIME ITEM**

5:00 PM **CALL TO ORDER / INTRODUCTIONS**

**Edwin Danielson, Vice-Chair**

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.**

**Brad Smith**

PROPOSED AGENDA

**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Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.**

**Sam Blackwell**

**II. MOTIONS AS A RESULT OF EXECUTIVE SESSION**

**Paul Hansen**

**Tom Kemper**

5:30 PM **III. APPROVAL OF MINUTES**  
 a. December 14, 2015  
 b. January 11, 2016

**Denys Middleton**

6:20 PM **LARCH STREETScape PROJECT UPDATE**

**Trish Pinkerton**

6:35 PM **LIAISON COMMENTS**

**Gib Stephens**

6:40 PM **CITIZEN COMMENTS**

6:45 PM **STAFF COMMENTS**

**David Purkey, Youth Ex Officio**

6:50 PM **DURAC COMMENTS**

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, and 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 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*



Project:	Time Frame:	UR Project Cost:	Description/Status	Priority:	Milestones:	Staff Assignment	Timeframe
<b>Redevelopment Opportunity Fund</b>	2012-2028	\$17,050,000	Program, policies and underwriting documents in place.	High	<u>Mid-Town Development Plan</u>	Heather Richards	12/31/15 2/1/16 3/1/16 4/30/16
					Final Draft Public Open House DURAC Review URB Adoption		
					<u>Redmond Hotel</u>	Chuck Arnold	3/15/16 2/28/16 4/30/16
					U of O-SCI Lodging Analysis Ownership Opportunities Marketing Opportunity		
<u>Family Entertainment Center</u>	Heather Richards	3/31/16					
DDA in development							
<u>Family Recreation Center</u>	Ginny McPherson	2/28/16					
Partnership Dialogue							
<b>Housing Development Opportunity Fund</b>	2014-2031	\$7,000,000	Market programs to generate projects.	High	Broker contract to gain site control Develop marketing strategy Secure sites	Chuck Arnold Chuck Arnold Chuck Arnold	Completed 3/30/16 12/31/16
<b>Circulation Study</b>	2011-2012	\$135,000	Comprehensive & coordinated study that will explore access across Hwy 97, conversion of 5 <sup>th</sup> & 6 <sup>th</sup> Street to two-way, bicycle & pedestrian improvements, etc. Launch w/ City TSP	High	Develop RFP for consultant Begin Study work	Chuck Arnold Chuck Arnold	2/28/16 6/30/16
<b>Business Medical District Development</b>	2014-2020	\$6,000,000	Plan completed. First public improvement project headed to construction. Implement funding mechanism for maintenance. Develop trail connectivity.	High	Larch Avenue/4 <sup>th</sup> Street Improvement Project-construction EID-Discuss & enact district Homestead Canal Trail-develop alignment, Maple-Dogwood	Heather Richards Chuck Arnold Mike Caccavano	8/31/16 7/1/16 12/31/16
<b>Public Open Space</b>	2019-2025	\$3,500,000	Expand existing parks/acquire and develop new parks in park-deficient areas	Low	Centennial Park Expansion, Land Control Locate Opportunities for Eastside Park & Medical District Park Complete agreement with St. Charles for PBMD park	Heather Richards Chuck Arnold Heather Richards	6/30/18 Completed 6/30/16
<b>Public Parking</b>	2016-2031	\$610,000 – Surface \$10,000,000 -structure	Expand off-street public parking opportunities. Utilization and need study was completed in 2012. Develop 150 New Surface stalls and a Parking Structure.	High	Possible Locations for new surface stalls Parking Structure Planning DURAC Parking Structure Decision	Chuck Arnold Chuck Arnold Chuck Arnold	6/30/16 2/15/16 3/14/16



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## **DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**

### MINUTES

**December 14, 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, Thomas Kemper, Trish Pinkerton (*absent: Denys Middleton, Gib Stephens*)

**Student Ex Officio:** David Purkey

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

**Council Liaison:** Tory Allman

**Visitors:** Erma Hansen

**Media:** None

*(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 session to order at 5:02 p.m. with a quorum of members (7 of 9) present. Following introductions, he closed the regular session and opened the executive session at 5:03 p.m.

#### **I. EXECUTIVE SESSION**

Chair Smith read aloud the following statement: 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.

Chair Smith closed the executive session and reopened the regular session at 5:34 p.m.

#### **II. MOTIONS AS A RESULT OF EXECUTIVE SESSION**

There were no motions as a result of the executive session.

#### **III. WORK SESSION – PROJECT UPDATES**

##### **C. Property Rehabilitation Loan**

Mr. Arnold reported that Robertson Price LLC recently applied for a loan of \$70,861 to create a kitchen incubator. The loan will be used to help pay for interior improvements in an approximately 7,000-square-foot building on Glacier Avenue. Kitchen incubators provide opportunities for small food service/production businesses to lease kitchen space

and Central Oregon has a shortage of this type of space. The City is prepared to enter a loan agreement with Dick Robertson and Dave Price who have contractors ready to go.

Ms. Richards said this loan proposal will be presented to the Urban Renewal Board on December 15, 2015. The firm will also use grants to make some exterior improvements.

DURAC members discussed the scope of the City's responsibility, project financing, loan structure (50% match, 10-year term, 3.25% interest/Wall Street Journal prime rate), and potential uses of this facility.

**Motion 1** (7/0/0): Mr. Kemper moved to recommend approval of the \$70,861 property rehabilitation loan to Robertson Price LLC (Dick Robertson and Dave Price) under the ten-year loan program for the Busy Chef project. Mr. Crouch seconded the motion which passed unanimously.

Mr. Blackwell asked about the status of the downtown ODOT (Oregon Department of Transportation) property. Mr. Arnold said it had been sold.

Mr. Arnold reported his activities included outreach to the investment community about opportunities in Redmond and educating Redmond businesses about the property assistance program.

A. Midtown Plan

Ms. Richards reported a good turnout at the City's December 9 workshop by stakeholders, property owners, tenants, residents, DURAC members, and Planning Commissioners. She summarized the action plan and next steps in the review process.

DURAC concerns included needing more time for review, flexibility to change the plan in the future, increasing the ratio of residents to commercial space in mixed-use areas, increasing residents in Midtown, and presenting the Midtown Plan to the Planning Commission for feedback prior to DURAC's recommendation to the Urban Renewal Board.

Following discussion, DURAC members agreed by consensus to forward the Midtown Plan to the Planning Commission for presentation at the Planning Commission's next meeting and asked staff to notify them in advance of the presentation date.

B. Property Assistance Program

Mr. Arnold summarized (PowerPoint) the history, background, program successes, and current projects. The City has leveraged \$1 million to realize over \$2 million in improvements. Since 2006, 168 projects in the Downtown Overlay District have benefited from this program to make building façade and signage improvements. He outlined his efforts to market this program to downtown businesses and private property owners and to follow up with property owners regarding removal of pole signs.

Ms. Richard suggested targeting properties needing enhancement whose owners have been reluctant to participate in this program.

DURAC members discussed ways to increase the pace of blight removal. Specific concerns included converting overhead utilities to underground and re-using the old Rite-Aid and Cent-Wise buildings.

Ms. Richards said the City was in dialogue with the property owner, Wagner Mall, about its redevelopment vision for the Rite-Aid building. Owners of the Cent-Wise building are exploring options but none have materialized yet.

### **LIAISON COMMENTS**

Councilor Allman requested an update on marketing the downtown area to potential catalytic tenants. Ms. Richards replied that assistance with a downtown market analysis and a marketing campaign for the Professional Business Medical District would be provided by University of Oregon students through the Sustainable Cities Initiative Program during winter term 2016.

Mr. Blackwell suggested a citywide branding policy (or vision) with subsets for each district would be more efficient and less time-consuming than the piecemeal approach currently employed. His idea sparked a discussion about how the City markets the community and its individual districts. Ms. Richards explained the difference between urban design and branding. The City has adopted "Redmond the Hub" which is being referenced by people throughout the community. The City's public amenities design palette for the urban renewal district is being incorporated into the Dry Canyon and community gateways and dialogue is continuing about expanding it citywide. Goals in branding are to create a message and identify the target market for incentivized investments. She noted investors were unlikely to invest solely based on branding of a small geographic area, but would be more likely to do so because of opportunities in Redmond.

### **CITIZEN COMMENTS**

None.

### **STAFF COMMENTS**

Ms. Richards outlined the Urban Renewal Board and Council agendas for December 15. Staff will update Council on the Evergreen project including the overall cost (\$11.4 million), guaranteed maximum price (\$9.255 million), and urban renewal's share (\$2.3 million). In response to community requests for more public meeting space, Council decided to occupy a larger percentage of the building. This decision increased the original projected cost (\$5 million) for half the building. She summarized building usage plans including a 5- to 10-year growth plan. Due to a great bond deal, the impact on the City's General Fund will remain the same and the annual General Fund payment will be lower than originally anticipated. There is no impact to services or taxes. The substantial completion date will be December 31, 2016, with move-in occurring in February 2017.

Next meeting: Monday, January 11, 2016, 5 p.m.

Tentative agenda: election of 2016 officers

### **DURAC COMMENTS**

Mr. Hansen asked for a copy of the architectural requirements checklist and confirmed with Ms. Richards that Housing Subcommittee members could start talking to potential investors. He recommended moving forward on a Request for Proposals (RFP) as soon as possible. Mr. Arnold said he was preparing a PowerPoint for a housing update to the Urban Renewal Board on December 15 and was hoping to issue the RFP on December 16, 2015, with a submission deadline of January 15, 2016. He reported spreading the word through his contacts and requested contact lists from DURAC. Ms. Richards said interviews of those who submit proposals could begin during the last two weeks in January 2016, so the Housing Subcommittee could present its recommendations at the February DURAC meeting.

Mr. Blackwell requested a status report on the Redmond Hotel. Ms. Richards and Mr. Arnold discussed issues preventing this project from moving forward. Ms. Richards reported meeting a boutique hotel

owner-operator during the Astoria site visit with experience in restoring older hotels in Astoria and Albany and who expressed interest in the Redmond Hotel.

**ADJOURN**

With no further business, Chair Smith adjourned the meeting at 6:50 p.m.

APPROVED by the Redmond Downtown Urban Renewal Advisory Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Donald Crouch  
Chair

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



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## **DOWNTOWN URBAN RENEWAL ADVISORY COMMITTEE**

### MINUTES

**January 11, 2016**

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

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

**Student Ex Officio:** David Purkey

**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:** 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 session to order at 5:03 p.m. with a quorum of members (8 of 9) present.

Chair Smith closed the regular session and opened the executive session at 5:04 p.m.

#### **I. EXECUTIVE SESSION**

Chair Smith read aloud the following statement: 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.

Chair Smith closed the executive session and re-opened the regular session at 5:40 p.m.

#### **II. MOTIONS AS A RESULT OF EXECUTIVE SESSION**

None.

### **APPROVAL OF MINUTES**

**Motion 1** (6/0/2): Mr. Crouch moved to approve the minutes from November 9, 2015. Ms. Pinkerton seconded the motion which passed with Mr. Blackwell, Mr. Crouch, Mr. Danielson, Mr. Hansen, Ms. Pinkerton, and Mr. Smith voting in favor, none opposed, and Mr. Kemper and Mr. Stephens abstaining due to their absence from the November meeting.

### **COMMITTEE CHAIR ELECTION**

Chair Smith opened nominations for Chair for calendar year 2016. Mr. Kemper nominated Mr. Crouch as Chair for calendar year 2016. Mr. Crouch agreed to serve.

**Motion 2 (8/0/0):** Mr. Danielson moved to close the nominations for Chair. Mr. Kemper seconded the motion which passed unanimously.

Members voted unanimously in favor of Mr. Crouch as Chair for 2016.

Chair Smith turned control of the meeting over to new Chair Crouch.

Chair Crouch and all committee members thanked Mr. Smith for his service to DURAC and the Redmond community.

Chair Crouch opened nominations for Vice-Chair for calendar year 2016. Mr. Smith nominated Mr. Blackwell to serve as Vice-Chair for 2016. Mr. Blackwell declined the honor. Mr. Smith nominated Mr. Danielson to serve as Vice-Chair for 2016. Mr. Danielson agreed to serve.

Members voted unanimously in favor of Mr. Danielson as Vice-Chair for 2016.

### **WORK PLAN REVIEW**

DURAC members reviewed the work plan and requested further information on the circulation study and public parking project.

Ms. Richards said the City was ready to start working on a Request for Proposals from prospective consultants for the circulation study. Mr. Arnold identified clarifications needed on the Restaurant Capital Improvement Program, Property Assistance Program, and City Hall project.

### **LARCH STREETSCAPE PROJECT UPDATE**

Mr. Richards said she expected the Request for Proposals would go out to bid in mid-February 2016 along with an RFP for a water-line project. She reported that Mr. Arnold had been working with in-house staff on a plan to notify impacted property owners and stakeholders around the project area. Staff are also developing an overall communications plan to inform people about the project.

DURAC concerns included impact of this project on retail business owners and design of the stormwater drainage system.

### **LIAISON COMMENTS**

None.

### **CITIZEN COMMENTS**

None.

### **STAFF COMMENTS**

Mr. Arnold reported being approached about the possibility of developing two small multi-family housing projects downtown, one at Antler Avenue/7<sup>th</sup> Street and another on 3<sup>rd</sup> Street. Applications are continuing to come in for the Property Assistance Program including one for facade improvements from the developer of the kitchen incubator project. Mr. Arnold has been talking with property and business owners about what they need to do to comply with the pole sign removal program.

Ms. Richards announced the City hired a new building official who will start on January 19, 2016. She summarized his qualifications which included a strong knowledge base from 23 years as a building official for Douglas County and the City of Roseburg and a lot of certifications.

### **DURAC COMMENTS**

Chair Crouch welcomed Mr. Purkey and requested clarification on his status. Ms. Richards advised Mr. Purkey to reapply as a student ex officio member for 2016.



Chair Crouch said he was excited about helping DURAC to move forward. He thanked Mr. Smith again for his leadership.

Mr. Blackwell requested an update on the Midtown Area Plan. Ms. Richards replied she expected to present that plan at the Planning Commission meeting on February 1, 2016.

**DISCUSS FEBRUARY MEETING DATE**

Following discussion, members agreed to continue meeting on the 2<sup>nd</sup> Monday of each month at 5 p.m.

Next meeting: February 8, 2015, 5 p.m.

Tentative agenda: Larch Streetscape project (timeline, bid process, Professional Business Medical District Subcommittee meeting schedule), City communications plan

**ADJOURN**

With no further business, Chair Crouch adjourned the meeting at 6:13 p.m.

APPROVED by the Redmond Downtown Urban Renewal Advisory Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Donald Crouch  
Chair

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