



URBAN RENEWAL DISTRICT AGENCY BOARD

April 20, 2021
Council Chambers • 411 SW 9th Street

BOARD MEMBERS

George Endicott
Chair

Jay Patrick
Board President

Jon Bullock
Member

Krisanna
Clark-Endicott
Member

Clifford Evelyn
Member

Ed Fitch
Member

Shannon
Wedding
Member

APRIL 20, 2021

SPECIAL MEETING AGENDA

**FOLLOWING P.M.
COUNCIL WORKSHOP**

I. CALL TO ORDER / ESTABLISH A QUORUM

II. CONSENT AGENDA

A. Minutes of February 16, 2021

B. Minutes of April 6, 2021

III. ACTION ITEMS

A. Declare Downtown Urban Renewal Advisory Committee Seat Vacant

IV. ADJOURN

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:00 p.m. on the 2nd and 4th Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:00 p.m.

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@redmondoregon.gov. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.

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

**SPECIAL CITY OF REDMOND URBAN RENEWAL DISTRICT AGENCY BOARD MEETING WAS
HELD FEBRUARY 16, 2021, IN THE CITY COUNCIL CHAMBERS.**

BOARD MEMBERS PRESENT: Krisanna Clark-Endicott – George Endicott – Clifford Evelyn
 – Jay Patrick – Shannon Wedding

BOARD MEMBERS EXCUSED: Jon Bullock – Ed Fitch

MEDIA PRESENT: None

Chair Endicott called the meeting to order at 8:42 p.m. and established a quorum.

CONSENT AGENDA

- A. Minutes of November 26, 2019
- B. Minutes of December 17, 2019
- C. Minutes of March 10, 2020
- D. Minutes of March 17, 2020
- E. Minutes of June 23, 2020

Patrick moved, seconded by Clark-Endicott, to approve the consent agenda, motion passed. (Bullock-absent, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-absent, Patrick-yes, Wedding-yes)

BID AWARDS / BID REJECTIONS

- A. SW 4th and Evergreen Parking Lot Project Construction Contract Award (DU2002); \$282,906.30

Urban Renewal Program Manager Chuck Arnold explained the Downtown Urban Renewal Plan has a number of programs and funds to help move the downtown district forward. The Public Parking Fund was created to acquire and construct off-street parking in the downtown urban renewal area.

Urban Renewal Program Analyst Meghan Gassner introduced Downtown Urban Renewal Advisory Committee (DURAC) Chair and Parking Taskforce Subcommittee (Subcommittee) Chair Kathryn Osborne. Ms. Gassner noted that in 2018, a downtown parking study was completed that indicated the need for additional off-street parking. The project will add 36 parking spaces at the entry to downtown, sidewalks along 4th Street and remove blight.

Ms. Osborne discussed the design concept which was a collaboration with the Project Manager Steve Wilson and the Subcommittee. She also shared the vision of this Subcommittee.

Eight bids were received in response to an invitation to bid. The low bidder's proposal was deemed incomplete and therefore non-responsive. The second lowest bidder was McKenzie Cascade in the amount of \$282,906.30.

Patrick moved, seconded by Clark-Endicott, to approve the consent agenda, motion passed. (Bullock-absent, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-absent, Patrick-yes, Wedding-yes)

OTHER BUSINESS

There being no further business, the meeting was adjourned at 8:58 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the Board and SIGNED by the Chair this 20th day of April 2021.

George Endicott, Chair

DRAFT

ATTEST:

Trish Pinkerton, Assist. to City Recorder's Office

SPECIAL CITY OF REDMOND URBAN RENEWAL DISTRICT AGENCY BOARD MEETING WAS HELD APRIL 6, 2021, VIA GOTOMEETING.

BOARD MEMBERS PRESENT: Jon Bullock – Krisanna Clark-Endicott – George Endicott – Clifford Evelyn – Jay Patrick – Shannon Wedding

BOARD MEMBERS ABSENT: Ed Fitch

MEDIA PRESENT: Jackson Hogan, The Bulletin

Chair Endicott called the meeting to order at 7:44 p.m. and established a quorum.

ACTION ITEMS

A. The Arch Building Project Loan Funding Request

Economic Development/Urban Renewal Program Manager Chuck Arnold and Urban Renewal Program Analyst Meghan Gassner requested approval of a loan agreement in the amount up to \$98,000, with Arome Holdings, LLC (Nathan and Janice Bell) for support of the rehabilitation of the Arch Building located at 432 SW 6th Street. The Downtown Redmond Urban Renewal Plan's Property Assistance Fund has \$4.9 million to assist in the renovation, preservation, and rehabilitation of existing commercial properties. The program's intent is to address blight caused by poor visual appearance and vacancy due to inadequate, degraded, or obsolete building systems. The proposal includes a planned use of mixed retail and general commercial with the potential for future residential use on the second floor. Arome Holdings, LLC, which specializes in hard-to-find spices, teas, oils, vinegars, wines, and kitchenware products, plans to incorporate a wine tasting area and event/demo space to encourage community interaction and pedestrian traffic.

The proposal was reviewed by the Downtown Urban Renewal Advisory Committee's (DURAC) Finance Subcommittee (Subcommittee). After two months of extensively review, negotiation, and development of the loan terms, the proposal was then brought to DURAC in March 2021. DURAC approved a recommendation to the Board. The loan terms consist of the following:

- 10-year loan in an amount of \$49,000 with interest accruing at Wall Street's prime rate.
- \$49,000 forgivable loan with \$10,000 forgiven each year that the property operates as an active retail space.
- Both loans are reimbursement based and require a 50 percent match in owner equity.

Ms. Bell provided a brief personal background. Ms. Bell shared statistics regarding Arome's business history, community benefits, planned offerings, etc.

DURAC Vice Chair Jen Miller shared that DURAC approved the recommendation because of project provides visual improvement to the downtown area and a more attractive pedestrian environment. DURAC tried to mitigate the risk to Urban Renewal through an extensive financial review and underwriting process. The project highlights include matched equity stake, owner occupied building, proven business model in Hood River, loan to cost ratio is well within industry standards, percent leveraged by the Agency is in-line with other approved projects, occupies a long-time vacant building, and local/well paying jobs.

Chair Endicott stated he is happy to see the building get rejuvenated. Patrick thanked DURAC as well as Mr. and Mrs. Bell for taking their "next step" in Redmond. Bullock stated he has being to their Hood River location and is excited to see them in Redmond.

Bullock moved, seconded by Evelyn, to authorize the City Manager to enter into a loan agreement of up to \$98,000 with Arome Holdings LLC for the renovation of the Arch Building property at 432 SW 6th St, motion passed. (Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-absent, Patrick-yes, Wedding-yes)

B. URA Res. # 2021-01 - A resolution approving the Nineteenth Amendment to the Redmond Downtown Urban Renewal Plan.

DRAFT

Mr. Arnold requested approval of URA Res. #2021-01 which approves the 19th Amendment to the Downtown Redmond Urban Renewal Plan (Plan). The amendment removes tax lots 151316AB09800, 151316AB09900, 151316AB10000, 151316AB10001, and 151316AB10100 from the List of Properties Acquired in the Plan.

Clark-Endicott moved, seconded by Patrick, to adopt URA Res. #2021-01 approving the Nineteenth Amendment to the Redmond Downtown Urban Renewal Plan, motion passed. (Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-absent, Patrick-yes, Wedding-yes)

C. URA Res. #2021-02 - A resolution of the Redmond Urban Renewal Agency transferring certain capital assets of the Agency to the City of Redmond.

Mr. Arnold requested approval of URA Res. #2021-02 which transfers Centennial Park (tax lots 151316AB09800, 151316AB09900, 151316AB10000, 151316AB10001, and 151316AB10100) and future maintenance to the City. The City's acceptance will come before the Council at the April 13, 2021, Council meeting.

Bullock moved, seconded by Patrick, to adopt URA Res. #2021-02, motion passed. (Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-absent, Patrick-yes, Wedding-yes)

OTHER BUSINESS

There being no further business, the meeting was adjourned at 8:17 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the Board and SIGNED by the Chair this 20th day of April 2021.

George Endicott, Chair

ATTEST:

Trish Pinkerton, Assist. to City Recorder's Office



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STAFF REPORT

DATE: April 20, 2021
TO: Redmond Urban Renewal Agency Board
THROUGH: Keith Witcosky, City Manager
John Roberts, Deputy City Manager
FROM: Meghan Gassner, Urban Renewal Program Analyst
Chuck Arnold, Economic Development/Urban Renewal Program Manager
SUBJECT: Declare Downtown Urban Renewal Advisory Committee Seat Vacant

Addresses Council Goal:

6C.Community Enhancement and Participation. Invest in the use of public participation and community engagement in public policy decisions.

- Use innovative approaches to public outreach and public participation.
- Provide appropriate staffing and resources for the City's committee/commission structure.

Report in Brief:

This item requests the Urban Renewal Board (URB) consider and accept a recommendation from the Downtown Urban Renewal Advisory Committee (DURAC) to declare a DURAC seat vacant due to lack of attendance from an appointee.

Background:

DURAC is a nine-member advisory committee appointed to advise the URB regarding on the implementation of the Downtown Urban Renewal Plan.

Per City Code 2.386, a Committee member may be removed by the appointing governing body for three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body.

A DURAC member, Meg Watkins, has missed five consecutive meetings and has not attended a meeting since September 2020. Staff and fellow DURAC members have made numerous attempts to reach Ms. Watkins, but unfortunately have been unable to make contact.

Discussion:

Ms. Watkins contributions are greatly appreciated. However, for DURAC to function most effectively, all members need to participate regularly and consistently. At their April 12, 2021, meeting, DURAC unanimously approved a recommendation to request the URB declare the position occupied by Ms. Watkins vacant. The approval of a vacancy would allow appointment a new member who has more availability to contribute to Committee efforts and can complete the position term ending 2022.

Fiscal Impact:

There is no fiscal impact.

Alternative Courses of Action:

- Declare the DURAC seat occupied by Meg Watkins as vacant.
- Do not declare the DURAC seat occupied by Meg Watkins as vacant.

Recommendation / Suggested Motion:

"I move to declare the DURAC seat currently occupied by Meg Watkins as vacant."