



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD

Meeting Conducted in a Room in Compliance with ADA Standards

Tuesday, June 20, 2017

5:30 p.m.

City Hall Council Chambers

313 Court Street

The Dalles, Oregon

- I. **CALL TO ORDER**
Chair Elliott called the meeting to order at 5:30 p.m.
- II. **ROLL CALL**
Present: Scott Baker, Staci Coburn, Taner Elliott, Steve Kramer, Darcy Long-Curtiss, Linda Miller, Chuck Raleigh and Kathy Schwartz
John Fredrick arrived at 5:43 p.m.
Staff Present: Urban Renewal Manager Steve Harris and City Attorney Gene Parker
- III. **PLEDGE OF ALLEGIANCE**
Chair Elliott led the Pledge of Allegiance.
- IV. **APPROVAL OF AGENDA**
Board Member Long-Curtiss motioned to approve the agenda with the inclusion of the supplemental agenda. Board Member Kramer seconded the motion. The motion passed; Fredrick absent.
- V. **APPROVAL OF MINUTES**
Board Member Kramer moved to approve the May 3 and May 16 minutes with a correction on page six, paragraph 10 of the May 3 minutes that interest only payments be applied toward the installment loan agreement. Board Member Coburn seconded the minutes. The motion passed 8-0; Fredrick absent.
- VI. **PUBLIC COMMENTS**
None.
- VII. **PRESENTATION**
 - A. Dan Burden, National Team for Blue Zones, gave a presentation. The purpose of Blue Zones is to make a community healthy, lively, longer lived and more prosperous. Exhibit 1.

Elliott asked if Blue Zones had been established in communities similar in size to The Dalles. Burden replied Klamath Falls had been completed; Grants Pass and Roseburg will launch soon.

Vice Chair Miller inquired if Blue Zones had hired yet. Jordan Carr, also of Blue Zones, stated final interviews were scheduled for this week. Preference will be given to local applicants. A team of four full time employees is expected on the ground in July; the project will continue for three years.

Carr stated progress updates would be provided to the Board. Once hiring was completed, volunteer committees would be established to set targets in multiple areas.

- B. Elaine Howard and Scott Vanden Bos of Elaine Howard Consulting, LLC, provided a presentation on urban renewal in Oregon, Exhibit 2.

The following inquiry was submitted prior to the meeting:

- Please provide information on the process used by other agencies for vetting projects
- Who is responsible for that process, the City officials or the Urban Renewal Board
- What that process would look like

Howard replied that in Oregon the Urban Renewal Board is appointed by the City Council; in most parts of the state, the City Council is the Urban Renewal Board. To vet a project, review the project against established goals and objectives.

Board Member Fredrick inquired about the process to vet applicants, their resources, and their ability to complete the project. Howard replied that process is usually led by the City Attorney and Community Development Office on a case by case basis.

Board consensus was to hold a work session to set goals, expectations and elaborate on the vetting process.

Board Member Baker requested price points for the Coos Bay, Pendleton and Madras projects.

Howard stated a community has a maximum indebtedness limit. The Board would have to determine how many years are necessary to reach the full maximum indebtedness and use that information to prioritize projects.

VIII. ACTION ITEM

- A. Façade Improvement Grant Application – Victor Johnson, Herbring House, 313 W. 4th Street

Manager Harris presented the Staff Report.

In response to Board Members' inquiries, Johnson provided the following responses:

- The property faces both East Third Street and East Fourth Street; two sides of the structure are frontage
- Funds would not be provided for improvements to the brick
- Johnson was unable to source the sheet metal work locally

Coburn asked what assurance was provided that the commercial use would continue for three years. City Attorney Parker replied some grant programs include grant assurance agreements that become record. Those conditions would obligate the property and then become enforceable. That approach would address the Board's concern; the conditions would go along with the property.

Johnson's goal is to complete the building by June, 2018, with the business opening in the fall of 2018.

Parker suggested the motion include a condition that the applicant executes a grant assurance agreement to encumber the property for a three year period.

Fredrick stated when a project is submitted, he would like to see the return to taxpayers in assessed valuation. Harris replied that may be available from the tax assessor, but suggested the information would have more value on a larger project. Kramer stated the tax assessor could provide only an estimate; work is evaluated once completed. Elliott stated it would be worthwhile to inquire. Harris replied staff could make that request.

Elliott requested the motion language be restated. Parker replied the condition to the first recommended motion include a condition the applicant sign a façade improvement grant assurance agreement. It would be part of the applicant's obligation to sign the agreement and report on the property. That document would be recorded with the County.

Long-Curtiss inquired if the agreement would return to the Board for review. Parker replied in the past the agreement was handled administratively.

Miller motioned to approve a \$19,899.00 urban renewal property rehabilitation façade improvement grant to Mr. Victor Johnson to be used for façade improvements as presented on the building and property located at 313 W. 4th Street, The Dalles, Oregon, with the condition that the applicant receive approval from the Historic Landmarks Commission prior to the commencement of work and grant assurance agreement. Long-Curtiss seconded the motion; the motion passed unanimously.

Chair Elliott left the meeting at 7:46 p.m.; Vice Chair Miller led the remainder of the meeting.

B. Sunshine Mill – Approval of Fifth Amendment to Installment Loan and Third Amendment to Land Sale Contract and Status Report on Installment Loan Negotiations

City Attorney Parker presented the Staff Report.

Long-Curtiss stated her motion was only for 90 days to work out the details; she did not specify what those details would be. She did not specify paid in full or specify paid by a certain date.

Kramer required clarification on the interest only payments. The response was that interest only payments are applied to the installment agreement.

Miller asked if there were interest payments on the land contract and if the payments were being made. Parker replied both payments were being paid.

Long-Curtiss stated they have been making the interest payment of \$1,531.25 and had just finished paying another loan off at \$10,000 per month. Long-Curtis stated her motion was that they pay \$10,000 a month plus what they had already been paying on the initial payment.

Parker asked if the Board wanted the language changed to reflect a total payment of \$11,531.25 or if the language was acceptable. Baker suggested the language say, "and continue the interest payment," and strike the word "only." Parker agreed to the revision.

Kramer motioned to approve the Fifth Amendment for the loan agreement for Sunshine Mill property as corrected. Raleigh seconded the motion; the motion passed 6-2, Fredrick opposed, Schwartz abstained, Elliott absent.

Long-Curtiss motioned to approve the Third Amendment for Land Sale Contract for Sunshine Mill property. Coburn seconded the motion; the motion passed 6-2, Fredrick opposed, Schwartz abstained, Elliott absent.

Manager Harris provided a Sunshine Mill update. He stated staff met internally to discuss the two outstanding debts. The committee consists of Chair Elliott, Board Member Long-Curtiss, Urban Renewal Manager Harris, City Attorney Parker and Finance Director Wilson. Representatives of Sunshine Mill presented a working proposal and suggestions on the installment loan as well as the land sale agreement.

Long-Curtiss stated Sunshine Mill met with US Bank, Key Bank, Washington Federal and Mid-Columbia Economic Development; all institutions had for various reasons declined a loan. Documentation of those efforts is available. Mill representatives were still working with Columbia State Bank, Community Bank and Rick Leibowitz of the Small Business Development Center. They are looking at the Business Oregon Loan Guarantee which would work with community banks and could guarantee up to 75 percent.

IX. DISCUSSION

A. Mill Creek Trail Status

Manager Harris presented the Staff Report.

Bruce Lumper, Vice Chair, Riverfront Trail Board, provided an update on the proposed Mill Creek Greenway Linear Park and Trail.

In response to Miller's inquiry, Lumper replied the trail would be paved and approximately eight feet wide with right-of-way for pedestrian and bicycle traffic. Amenities such as lighting and signage would be included.

Miller stated her concerns for the potential of crime in portions of the trail with concentrations of trees and brush. Baker stated at this time the trail provides an attractive nuisance. Baker is in favor of pruning trees and shrubs to attract traffic and reduce the potential for camping or misconduct. Schwartz asked if Riverfront Trail had problems. Baker replied they were not experiencing problems in areas of major daily use. The natural area that is closed until June 15 experiences problems with camping.

Schwartz stated this project would fit within the Blue Zones project. Lumper stated his hope was that the trail would encourage connectivity.

B. Discussion on Urban Renewal Goals and Urban Renewal Plan Projects

Board consensus was that discussion of Urban Renewal goals and plan projects be part of a workshop. Harris replied a meeting would be scheduled.

X. ACTION ITEM

- A. Façade Improvement Grant Application – Hewitt Hillis/Hillis Hew Enterprises, LLC, Lemke Building, 110 E Second Street

Manager Harris presented the Staff Report.

Kramer motioned to approve the application with the condition that documentation of matching funds be provided. Long-Curtiss seconded the motion; the motion passed 8-0, Elliott absent.

XI. STAFF COMMENTS

The next meeting is scheduled for July 18, 2017.

XII. BOARD MEMBERS COMMENTS OR QUESTIONS

Kramer questioned the time frame for negotiations with Sunshine Mill. Long-Curtiss replied they are waiting for a response from the final two community banks. She acknowledged the Board wanted a lump sum, but if that was not possible, asked if there was further direction from the Board.

Kramer said the loan should be repaid in full, but if concessions were necessary, the Board should look at those options. Kramer said the economics provided by Sunshine Mill should be taken into consideration. He further stated that he does not want the building back, nor does he want to lose the jobs provided by Sunshine Mill. He said the Board needed to be creative with negotiations while moving forward, and also ensure those negotiations benefit the citizens of this community.

Board Member Schwartz asked if the Board had set goals and objectives. Board consensus was that goals and objectives should be reviewed. Baker stated it was helpful to him to go through the Urban Renewal Plan. It would be beneficial to take each application and view it against a cohesive plan.

Baker asked if Consultant Elaine Howard agreed to provide a fee structure for her projects in Coos Bay, Madras, and Pendleton. Harris replied she would provide that information.

Baker stated he would be more comfortable with restructuring the loan if the language stated "restructuring is made contingent upon" with language saying the jobs would remain. Raleigh agreed with Baker. He further stated he felt there was no ownership on the tenant's part.

Rick Leibowitz, Small Business Development Center

Leibowitz stated a loan approval from the banks would not be forthcoming while two loans are tied together against the property. A building improvement loan would be very difficult to obtain without title to the property.

XIII. ADJOURNMENT

Miller adjourned the meeting at 7:40 p.m.

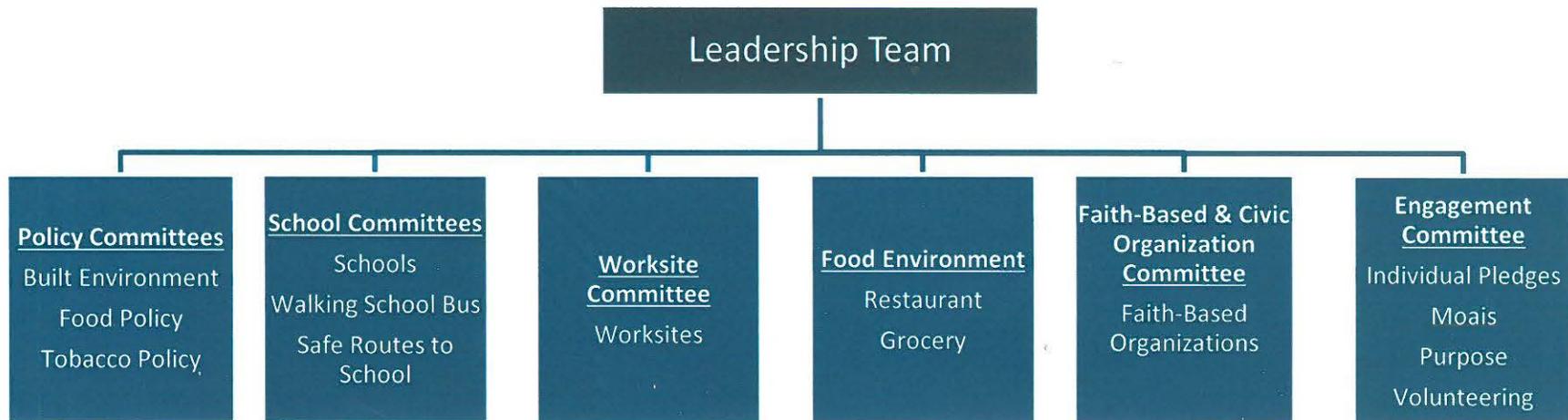
Respectfully Submitted
Paula Webb, Planning Secretary

A handwritten signature in blue ink, appearing to read "Taner Elliott", is written over a horizontal line. The signature is stylized and cursive.

Taner Elliott, Chair

Committee Structures and Role Descriptions for Blue Zones Project

Blue Zones Project uses a committee approach to empower communities to own and guide the work needed to increase well-being in their communities and work towards certification. For each sector, committees are responsible for reviewing the certification criteria, identifying ways in which organizations can be supported in their pursuit of approval or achieve engagement milestones, addressing barriers to certification, and measuring and tracking progress. Committee structure varies depending upon the number of demonstration communities on an island. This document outlines the different committee structures and explains the purpose of each committee.



Leadership Team

The Leadership Team provides leadership and oversight of the overall strategy for Blue Zones Project work on across the island. Blue Zones Project communities implement strategies and activities designed to create permanent changes to policies, social networks, and the community as a whole to make the healthy choice the easy one. Each of these strategies and activities is planned and implemented by sub-committees of local volunteer leaders, called a Sector Committees, who are representative of the breadth of the community. Each committee is led by a set of co-chairs, who make up the Leadership Team. The use of co-chairs is intentional because research shows that community-led initiatives have higher rates of success when people share leadership responsibility. This team will be responsible for execution of the Blueprint, coordinating activities and strategies across their sectors, and ensuring that the Blueprint priorities are met. If applicable, this committee will be responsible to report progress up through the Steering Committee.

GOAL/PURPOSE	MEMBER EXPERTISE	FOCUS AREA
<p>Provides leadership and oversight of the overall strategy for Blue Zones Project work.</p> <p>The Steering Committee will support the development of community specific Blueprints for Blue Zones Project® and act as a sounding board for the Leadership Team. This team of community leaders will help to break down barriers and make connections with key community leaders to facilitate implementation of the Blueprint.</p>	<p>The Steering Committee will be identified and engaged by the Blue Zones Project team and community leaders. This committee consists of key civic leaders who have been recognized publicly for their commitment to the community and have played active roles in the civic arena over a number of years. They understand how to overcome barriers, have a proven history of making things happen, and are adept at efficiently and effectively implementing policy changes.</p>	<p>Overall Strategy</p>

<p>Responsible for overseeing the planning and implementation of the Blueprint. Get input as needed from Steering Committee, if applicable.</p>	<p>The Leadership Team includes two co-chairs from each sector committee (Worksite, Schools, Food Environment (Restaurant & Grocery), Engagement, Community Policy, and Faith-Based/Civic Organizations). The committee should consist of well-connected, well-organized, and highly motivated civic people.</p>	<p>Community, Organizations & Individuals</p>
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Time Commitment:

The expected time commitment will be approximately 1 – 2 two-hours per week in the first few months, during the training and Blueprint process. After the Blueprint is completed, this will likely become monthly or bi-monthly meetings. There may be an occasional meetings around a specific focus area for a subset of the group, as well as opportunities to support specific initiatives based on individual team members’ interests, skills, and availability. Ideally committee members make a minimum one to three-year commitment.

Sector Committee Members

Sector committee members are responsible for planning and implementing strategies and activities to improve well-being within their respective sector. This committee will report to their respective Leadership Team members. Each sector plays an important role in the development and execution of the Blueprint. Team members do not necessarily need to be people in official roles of government or business. What is most important is having the eagerness and leadership skills to help change the community.

GOAL/PURPOSE	MEMBER EXPERTISE	FOCUS AREA
Worksite Committee		
<p>To support and help determine the strategy for engaging and helping worksites become Blue Zones Approved and achieve a</p>	<p>Experience working with worksites to improve well-being. <i>Members: Representatives of worksites in management, HR, people who are</i></p>	<p>Organizations</p>

sufficient threshold to become a Blue Zones Community.	<i>passionate about worksite wellness, chamber of commerce and other business association representatives, and worksite wellness professionals.</i>	
Food Environment Committee		
Recruit and support restaurants and grocery stores in becoming Blue Zones Approved™.	<p>Restaurateur, grocer or interested party willing to help organize other restaurants and grocery stores to optimize their food environment to make healthy choices easier.</p> <p><i>Members: Restaurateurs (managers, owners, chefs), grocers (managers, owners, deli managers, etc.), nutritionists, food marketing experts, and "foodies."</i></p>	Organizations
Faith-Based/Civic Committee		
To support faith-based organizations in becoming Blue Zones Approved™ and achieving a sufficient threshold to become a Blue Zones Community.	<p>Experience working or volunteering with Faith-Based organizations.</p> <p><i>Members: leaders in the faith-based community, representatives from the interfaith council (if applicable), non-profit and community group representatives.</i></p>	Organizations
Engagement Committee		
To engage community members in Blue Zones Project by strategizing and planning events for completing personal pledges, forming moais, purpose workshops and volunteer activities.	<p>Strategizing ways to inspire and invite people to participate in Blue Zones Project. Organizing volunteers and helping them align their time and talent with community needs. General coordination and organization of events.</p> <p><i>Members: Enthusiastic recruiters, event planners, volunteer coordinators, networkers, media/public relations professionals, cooking-class champions, faith-based leaders, parks and recreation staff, neighborhood gathering leaders.</i></p>	Individual & Organizations
Community Policy Committee – Food, Tobacco & Built Environment		
To engage public agencies to	Experience or interest in developing and advancing county, city and village	Community

<p>collaborate, set policy priorities, and complete sufficient work to become a certified Blue Zones Community.</p>	<p>policy related to the built environment, food policy and tobacco policy.</p> <p><i>Members: Commission members, community members, planners, policy experts, and stakeholder group representatives, city or County Council members, Town or Neighborhood Board members, Managing Director, Public Works Director, Planning Director, Public Health Department representatives, Pedestrian/bicycle coalition representatives/advocates, Food Policy Council or Food Hub representatives, Food service representatives (city/county, schools), Local grower organization representatives, Farmers Market representatives, Smoke-free coalition representatives/advocates</i></p>	
<p>School Committee</p>		
<p>To develop a strategy to help schools in becoming Blue Zones Project Approved</p>	<p>Experience working with schools/policymaking.</p> <p><i>Members: Wellness Council representatives, principals and other school leadership, PTA, active parents, professionals in field of education, fitness, and nutrition.</i></p>	<p>Community</p>

Time Commitment:

Committees will meet regularly, with peaks of intensity to plan kickoff or other events. Typical commitment is roughly 1-2 hours per week. Ideally committee members will make a minimum one-year commitment.

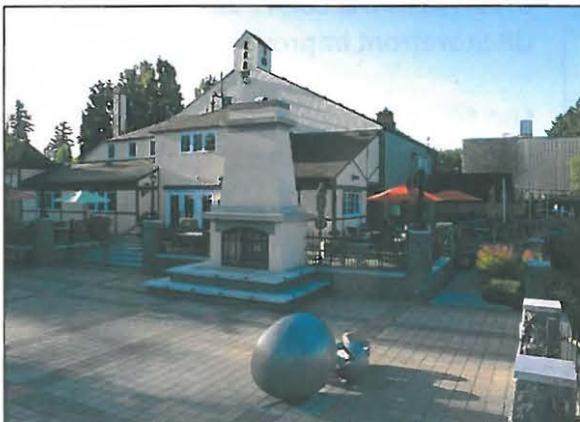
The Dalles Urban Renewal Discussion

Scott Vanden Bos

Elaine Howard



Lake Oswego Redevelopment Agency Lake Theater & Café



Lake Oswego Redevelopment Agency
Theater improvements = \$351,555
Plaza terrace = approx. \$450,000
Drew Prell – Oswego Investors
Theater improvements =
approx. \$1 million



Community Benefits

- Retention of a theater in downtown
- Expanded entertainment and dining options
- Preserved a building of historic significance
- More attractive block with street appeal
- Increased value of theater and other nearby properties



Astoria Development Commission
Fort George Brewery



Funding/Leverage

- Urban Renewal Loan \$129,000
- UR Storefront Improvement Grant of \$30,000
- SBA 504 loan \$330,000
- State of Oregon loan \$150,000
- ShoreBank Enterprise Cascadia private funding
- Private Investment Craft 3 Private Funding

Exhibit 2



Community Benefits

- Job Creation
- Demand for local goods
- Serves as meeting space for events
- Restoration of two derelict buildings
- Support for local artists (musicians at the pub)
- Provides craft beer to Oregon Washington and Idaho

Redmond Urban Renewal Agency
Cook Crossing

Total Project: \$12,214,911
Urban Renewal \$150,000



cook crossing

BLRB architects



Community Benefits

- Brings much needed housing
- Location central to shopping, dining and transit
- Project provides much needed medical clinic

City of Hillsboro Economic Development Council

4th and Main

- Urban renewal participation - \$948,625
- Private investment - \$15,325,000
- The site was remediated concurrent with development using a Business Oregon Brownfield Loan (urban renewal funds will pay back the loan over 10 years).
- TOD easement, land write down and SDC assistance
- Vertical Housing Development Zone – 60% tax abatement for the building for 10 years





Community Benefits

- 71 units of much needed downtown housing - approximately 125 new residents
- Creation of 52 permanent jobs
- Construction estimated to create 140 jobs and \$25 million in new spending
- Now complete, the property returns to the tax rolls generating more funds that may be invested in other development projects.
- New residents support local restaurants, shops and the arts and culture scene Downtown

Astoria Development Commission

Liberty Theater

- \$9 million invested
- Urban Renewal Acquisition \$1.1 million
- Urban Renewal Loan for architectural, engineering and electric improvements \$300,000
- Urban Renewal Matching Grant \$386,000
- Private Investment \$7 million





Community Benefits

- Tourism draw for business district
- Cultural activities for the community
- Gathering space for the community
- Job creation
- Improvement to historic building

Dallas Urban Renewal Agency
Blue Garden Façade Grant

Total façade improvement costs = \$50,762
The URA provided a \$10,000 grant
Private participation = \$20,762
Other public participation = \$20,000





Community Benefits

- In process of restoring interior to create a new restaurant in Downtown Dallas that will create 5-10 new jobs.
- Local electrician, painters, tile company were hired to help complete the project.
- Restored community pride and interest in revitalizing Downtown.
- Five new businesses have opened in the Downtown since the project was completed.

Madras Redevelopment Commission

Inn at the Cross Keys

\$525,000 performance based grant
\$4,175,000 private investment
\$4,700,000 Total Investment





Community Benefits

- Approximately 15 new employees
- \$4,175,000 of additional tax assessed value to Urban Renewal District
- Hotel accommodates additional tourism lodging demands in Central Oregon
- Many seminars, meetings, and events are held in the public meeting room each year
- Approximately 50,000 in transient room tax

Bandon Urban Renewal Agency **Face Rock**

- \$4.5 million total costs
- \$500,000 urban renewal purchase of property
- \$1.5 million from urban renewal for public infrastructure and restrooms
- Face Rock Creamery secured loans from the Port of Bandon Business Development Fund, Craft3 Bank, and Business Oregon as well as owner's capital, for a total private investment of \$2.5 million.
- In-kind contributions by Bandon Electric Department for off-site electric system improvements
- Cooperation for utility undergrounding





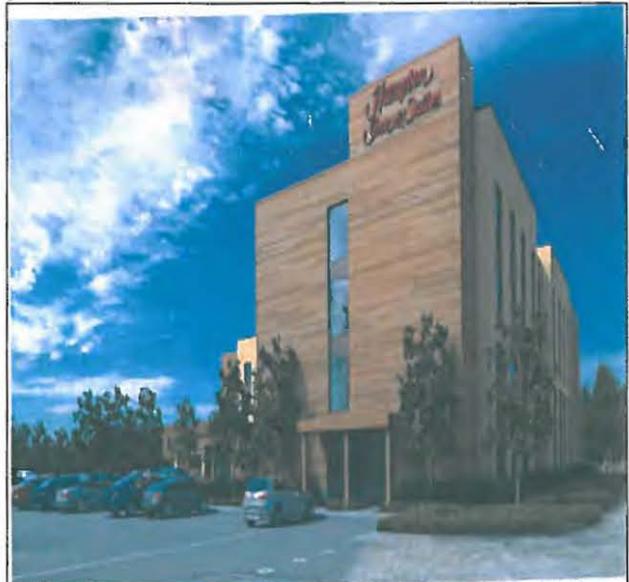
Community Benefits

- 15 full time employees
- Other additional employment for delivery, transportation, milk truck drivers as well as the temporary employees during construction
- Tourist attraction that will impact entire community
- New market for local dairy farmers for their milk

Hood River Urban Renewal Agency

Hampton Inn and Suites

- Urban renewal financing of \$395,000. No interest is due on this payment, and no payment is due until the hotel is fully built and increment from the development is received by the urban renewal agency.
- Anticipated private developer investment of \$5,775,000 (permit value) to develop the Hampton Inn and Suites





Community Benefits

- 51 FTE jobs, 31 at the hotel, 10 for indirect suppliers, and 10 for spending from the direct and indirect hires
- an estimated annual payment of \$162,002 the city of Hood River general fund if the hotel reaches 65% occupancy
- an annual payment of \$54,000 to Hood River visitors Council also estimated from 65% occupancy of the hotel
- development of the 2.88 acre passive park, to be kept in a natural state



**Prosper Portland
Portland Mercado**



U.S. Dept. of Health & Human Services Grant	\$ 788,673
Other Grants	\$ 517,387
PDC Community Livability Grant	\$ 201,959
PDC Commercial Property Redev. Loan	\$ 900,000
Total Sources	\$2,408,019



Community Benefits

- Revitalizes a key site on SE Foster Rd.
- Provides space for 19 small businesses
- Create 35 jobs
- Increases foot traffic
- Leverages \$1.3 million in other funds



Please provide information on the vetting process for projects used by other urban renewal agencies.

Who is responsible for that process? City officials or the Board?

What would a good vetting policy look like?