

Dundee Urban Renewal Agency Board Meeting Minutes

August 16, 2016

Call to Order

Chair Russ called the meeting to order at 7:03 PM.

Attendance

Dundee Urban Renewal Agency Attendance

Present: Chair David Russ, Storr Nelson, Ted Crawford, Jeannette Adlong, Doug Pugsley, Tim Weaver, and Kristen Svicarovich.

Dundee Urban Renewal Advisory Committee Attendance

Present: David Russ, Storr Nelson, Kristen Svicarovich, Joseph Buck, Nick Gilbert, Shannon Stueckle, and Allen Holstein. Absent: Francisco Stoller and David Ford.

Staff Attendance

Rob Daykin, Executive Director and Melissa Lemen, Administrative Assistant.

Public Attendance

Renata Wakeley, Community Development Director, Mid-Willamette Valley Council of Governments

Amendments to the Agenda

None.

Public Comment

None.

Approval of Minutes

The motion was made and seconded approving the July 19, 2016 Dundee Urban Renewal Agency Board Meeting Minutes. **The motion** passed unanimously.

Joint Agency/Advisory Committee Urban Renewal Plan Workshop

Call Urban Renewal Agency Committee Meeting to Order

Chair Russ called the meeting to order at 7:03 PM.

Nominate Advisory Committee Chair

Executive Director Daykin informed that an Advisory Committee Chair will need to be nominated by the members of the Dundee Urban Renewal Advisory Committee. **The motion** was made and seconded to approve Joe Buck as the Chair of the Dundee Urban Renewal Advisory Committee. **The motion** passed unanimously.

Role of Advisory Committee

Renata Wakeley, Community Development Director, Mid-Willamette Valley Council of Governments, advised that she, along with assistance from her Executive Director, Jennie Messmer, will be assisting the Advisory Committee. Ms. Wakeley advised that the Advisory Committee will be providing recommendations and guidance to the Urban Renewal Agency (URA), and assist in development of the Urban Renewal Plan. Ms. Wakeley reviewed the

Dundee Urban Renewal Plan process as noted in her visual presentation. She added that it is up to the URA to gauge the level of public involvement, what they want, and how quickly we move forward. Ms. Wakeley also clarified that the Committee will make recommendations to the Agency, it then goes to Planning Commission and lastly to City Council. Ms. Wakeley advised that she will be working with the City Staff on the projects themselves as she assists in guiding us through the process, but that the legal and financial plan has been subcontracted out to the Leland Consulting Group. They will be completing the Urban Renewal Plan. Jennie Messmer will also be assisting in this process; she managed the URA in Klamath Falls and serves on the URA for the City of Silverton where she currently resides. Storr Nelson inquired about what Urban Renewal Plans that Ms. Wakeley has worked on. She indicated that she has worked on the City of Carlton's Urban Renewal and is currently working with the City of Stayton.

Ms. Wakeley advised that as part of the adoption of an Urban Renewal Plan, the City Council will need to make a designation of blight in the community. She indicated that, in addition to infrastructure and other improvements, Urban Renewal can also be used to improve underutilized properties and also parks, including recreational trails.

Ms. Wakeley reviewed Tax Increment Financing (TIF), as outlined in her presentation. She advised that the level of detail within the Urban Renewal Plan can vary; individual projects can be specified, or there can be more of a general emphasis on goals and objectives. She reviewed that the Agency will need to make findings in funding those projects, showing how the project that they are participating in or starting aligns with the objectives laid out in the Plan. Revenues for Urban Renewal are generated by an increase in the total assessed value in an Urban Renewal Area for the time the area is established. Discussion further ensued regarding this process.

Storr Nelson asked for clarification regarding notifying the other taxing districts. Ms. Wakeley advised that we are required to do this by a state statute, and discussed this in greater detail. Executive Director Daykin further explained the importance of this part of the process where, although something is being given up, we're going to try and demonstrate that in the end they're going to get something back; there will be an overall gain to the entire community. This needs to be communicated clearly and carefully. He reminded the group that the ordinance adopting the Plan is subject to referendum. Ms. Wakeley reviewed that it's important to not only look at the impacts financially to the taxing districts to make sure that they are aware, but also to have them involved in the list of projects that are being proposed. Ms. Wakeley reviewed some of our local issues found within the 2015 Feasibility Study done

Ms. Wakeley explained in greater detail how Urban Renewal works, as also noted in her visual presentation. She reviewed the impacts on taxing districts, using information contained in her presentation as well. She indicated that the report that is part of the Plan that is being created will provide an analysis of the impacts on taxing districts within the jurisdictions. Ms. Wakeley also noted that is required by statutes as well. Under different law, school districts will receive substantially the same revenue as in Oregon the funding is all collected, equalized, and then distributed on a per student basis.

Ms. Wakeley reviewed the "Impacts on Other Taxing Districts" chart within her presentation. Daykin pointed out, regarding the chart, that a lot of the listed entities are much larger districts,

therefore the relative effect is less than the City of Dundee as a percentage of their total tax revenue.

Storr Nelson inquired about whether there have been enough Urban Renewal Districts completed that to get an idea of how long before these entities will receive their forgone taxes paid back. Ms. Wakeley indicated that she believes it is typically within 7-9 years upon expiration of the district.

Overview of Urban Renewal and 2015 Dundee Urban Renewal Feasibility Study

Ms. Wakeley provided an overview of the Feasibility Study done in 2015. She advised that the Urban Renewal Plan will ultimately need to identify projects, but there is also a requirement for Staff to tie these projects back to the Transportation System Plan, Development Code & Comprehensive Plan. Ms. Wakeley advised that she will be working with the Advisory Committee with regard to these items. She informed that when considering projects, and reducing barriers or blighted properties, we also must show how this aligns with the Comprehensive Plan and Development Code.

Additional details pertaining to the Feasibility Study overview for Concept Area 2 were discussed. An expectation of \$8.3 million dollars to be used as part of that increment that the URA can then complete projects was discussed.

Points of Discussion Included:

- General ideas for the types of projects that can be completed with urban renewal including: public improvements, sustaining and building upon areas within the established urban renewal area to preserve identity; Gateway projects or wayfinding signage; parks and greenspace; and corridors (aligning with the transportation system plan).
- Dundee's small Façade Renewal Program which Ms. Wakeley informed could be given additional funding as part of Urban Renewal. She outlined further specifics regarding this option.
- Discussion regarding the possibility of other property improvements as well as acquisition of easements and right-of-way. Ms. Wakeley indicated that it was noted during the Feasibility Study that the Transportation System Plan (TSP) does identify some right-of-way areas that dead-end and are proposed to pass through. She explained that the Agency needs to determine whether property acquisition is something that they want to include as something that's eligible in the Plan. Inclusion of this in the Plan means that it's something that may be allowed for; it doesn't mean that it must be done. Additional details regarding this were discussed.
- Discussion regarding the administration costs involved with the Plan. Ms. Wakeley advised that it is helpful to include general planning because there is some administration work that comes with Urban Renewal, and the City will need to provide certain reports. There are

some administration costs which were discussed in greater detail. The work for this Plan is an eligible expense to be reimbursed if the City chooses to use it.

Sample copies of goals & objectives from three other communities were provided to Agency and Committee members to review. The details of these were reviewed. Chair Russ advised that he feels broad goals over the long-term are important. He reviewed that the original goals stemming from the feasibility study were to remove barriers for commercial development, and also ensure livability and transportation in Dundee. Allen Holstein pointed out there has been a lot of generalized talk over the years with regard to particulars in Dundee, and that now may be the time for more specifics to be discussed.

Joe Buck asked for clarification about the responsibilities of the Committee. He inquired about whether they will have specific projects identified in which to accomplish the goals of the Plan. Ms. Wakeley advised that the goals may be very specific or may be broader, but regardless there will be very specific projects identified. She encouraged the group to consider more generalized goals and objectives to allow for some flexibility and potentially avoid having to go back and amend the Plan later, although this can be done if necessary. Mr. Buck informed that some more specific ideas/plans may also be appropriate, which could give the community a clearer picture of the vision of the Plan. Discussion ensued regarding this with Ms. Wakeley and the group.

Potential Goals & Objectives that were discussed for the City of Dundee included:

- Infrastructure and Transportation: Concerns were expressed by the group regarding the storm water in Dundee, regarding the fact that this may impact the future development of the area negatively if not addressed. Conversation ensued about how this could be a part of the Plan in more generalized terms.

Ted Crawford expressed his concerns regarding the connection of both sides of Dundee with regard to the infrastructure, and suggested this as a goal. Mr. Crawford pointed out that more accessible movement of residents from the river side of the City to the hill side would be beneficial for Dundee.

The transportation plan (with specific regard to trails) was discussed, as well as sidewalks. Executive Director Daykin advised that the Open Space & Park Plan identified a number of different features within the area, including swale area identified as a possible trail connection (in the Concept 2 boundary). Not included in the Concept 2 boundary are the five lots on Alder street owned by the City. There is a well building on that site. At one time there was a Concept Park Plan created that showed this as a community gathering spot which would interface with the commercial uses and the residential uses. This idea was discussed in greater detail.

- Affordable Attainable Housing: Ted Crawford voiced concerns regarding affordable attainable housing in Dundee. He suggested that if land and site improvements were made more affordable, potentially Habitat For Humanity could purchase property and construct

homes in the City. Thoughts and ideas regarding the potential for affordable attainable housing in Dundee were further discussed amongst the group. Specific details were also discussed with regard to how Urban Renewal could help offset some of the costs associated with the improvements needed. Kristen Svicarovich also supported the idea of affordable attainable housing. Ms. Wakeley noted this interest as a potential goal, and noted affordable attainable housing to be potential workforce housing within the community as well. Daykin informed that there are multiple ways to accommodate affordable housing including land acquisition, paying for SDC charges, and possibly providing for public facilities (streets, etc.) depending on the project. Ms. Svicarovich raised a question regarding the prioritizing of projects, and inquired as to how decisions will be made regarding what resources will be used for each. She further inquired about clarification of what tools might be available to be used. Ms. Wakeley advised that she will work with the Advisory Committee regarding these concerns.

- **Additional Public Parking:** The need for additional public parking was discussed. Storr Nelson pointed out the importance of this goal with regard to maintaining the pedestrian friendly environment in Dundee. He suggested that the addition of a couple of new parking areas would help the downtown. Daykin felt that presently there isn't a real issue with parking, noting the excess parking capacity on the east side of the highway and that the problem in the 7th Street area is due to the new Red Hills Market serving as a public gathering location as much as a dining/shopping venue. Daykin noted that as new development occurs there will be additional parking that will add to the overall parking space inventory.
- **Public Gathering Space/Parks:** Executive Director Daykin briefly discussed the possibility of adding a public gathering space if it were desired to encourage more activity in the downtown. Conversation ensued and specific ideas were discussed pertaining to some of the potential possibilities in Dundee. Chair Russ suggested the idea of holding off on adding park space until initial higher priority projects were completed. Ted Crawford reviewed the previously discussed idea of a 5th Street Civic Core. Daykin discussed the orchard area on 5th street, owned by Jan Sander, which is presently being acquired by CPRD. He informed that the owner would like to see the property used for community use. Daykin further discussed how adding this to the Plan could potentially assist CPRD in making this a reality. Mr. Crawford suggested including the present Dundee Elementary school property to this community development idea, as a new elementary school will likely be built in the next twenty years. Discussion further ensued regarding potential options and costs associated with some of these ideas. Ms. Svicarovich pointed out that she feels Goal 3 within the Dallas Downtown Urban Renewal Plan reflects some of our goals similarly. Ms. Wakeley reviewed the potential objectives regarding this with the group.
- **Historic Property/Building Preservation:** Thoughts and ideas regarding historic property/building preservation in Dundee were discussed. Important historic buildings named were the Dundee Women's Hall, Methodist Church, and the Red Train Transformer

Building. Ms. Wakeley led a detailed discussion regarding the specifics of adding historic property/building preservation to Dundee's list of goals and objectives.

Ms. Wakeley advised that following this meeting, she will be working with the Advisory Committee to try and refine and draft these goals and objectives. She further indicated that she will begin the process of refining the goals and objectives now based on discussions tonight. She indicated that she will begin with 5-8 goals and add some text that the Advisory Committee can begin working with. Ms. Wakeley advised that the Plan doesn't need to be locked in until August of 2017.

Storr Nelson pointed out the importance of public involvement throughout this process, including during the plan development as well as the implementation of the plan. He suggested going beyond the minimum requirements with regard to public involvement. Daykin informed of the requirement of the annual report, and indicated that this could be promoted in the City newsletter as well as with other special notices. He also suggested notifying the public as decisions are being made to potentially gain their input. Mr. Crawford suggested the idea of creating a website link on our City website page that would contain all of the information available, and then providing that information to citizens through our newsletter. The consensus was that this would be a favorable idea.

Storr Nelson inquired about whether there are any downtown design standards or codes that could be updated or included in the Urban Renewal District. Daykin pointed out that the Council recently developed new design guidelines for commercial and industrial zones. Crawford inquired about mixed use codes in the commercial area to which Daykin responded that this is allowed, and there are standards in place for that. Joe Buck inquired about whether or not the City has any design standards for new buildings to which Daykin affirmatively replied and briefly discussed. Further discussion ensued regarding building specifics as well as the types of projects that are appealing for the City of Dundee. Joe Buck pointed out that if the Urban Renewal Agency purchases property and then partners with a developer, the citizens of Dundee have more of a say in terms of what they want that developer to do. He suggested that it would then be more of a partnership than it would be otherwise if the developer did the project themselves.

Daykin asked the Agency what their expectations are regarding projects, and suggested the idea of Urban Renewal possibly paying 100% of right-of-way acquisition. The developer would still need to build the streets, but Urban Renewal could potentially pay for the right-of-way acquisition if none exist. He further suggested the idea of the developer paying for their own waterline improvements.

Ms. Wakeley reviewed with the group some of the many options available within the Urban Renewal Plan including shared funding of public improvements, grants, loans, property acquisition, etc. Daykin pointed out that every Plan is unique to each community. Joe Buck suggested considering projects which "give the most bang for the buck" in order to propel development and redevelopment. Mr. Buck pointed out that doing what we can to make things more palatable to potential developers is what we need to do for the Plan to be feasible; which will also subsequently allow the City to then be able to do other kinds of projects that may not

directly impact. Ms. Wakeley advised that when discussing the project list, having the City Engineer or Public Works being present for those conversations could be helpful. Mr. Crawford pointed out that it would be beneficial to solicit some feedback from those who have been trying to develop their property to potentially find out what the City can do to lower those barriers. Discussion further ensued regarding thoughts and ideas pertaining to the Urban Renewal District. Chair Russ pointed out that he feels it's important to have a balanced commercial area, which he doesn't feel Dundee has now. He also shared his support of focusing more specifically on the short-term projects, and leaving the long-term projects until they reveal themselves.

Project Timeline and Next Steps

Prior to the next meeting Ms. Wakeley advised that she will draft goals and objectives as well as an intro document. She indicated that the Advisory Committee should then come back together to review that information. Following approval of the goals and objectives, the group will start talking about project descriptions which align with the goals set forth. Ms. Wakeley encouraged additional meetings be held in her absence if the Committee is willing. She reminded the group that she has a limited number of hours and times that she is available to engage with the group within her contract. She also advised that she needs to limit how often the financial consultant attends meetings as well. Mr. Crawford inquired about the process of prioritizing projects to which Ms. Wakeley responded that will be addressed at Meeting #3. She further informed that once there is a draft project list, then the City Engineer can provide a cost estimate and prioritizing can begin. Ms. Svicarovich inquired whether the draft project lists are primarily being pulled from other planning documents which Ms. Wakeley confirmed.

Doug Pugsley suggested frequent shorter Urban Renewal updates preceding the City Council meetings. Daykin will be reporting back to the URA in advance of Council meetings.

Select Next Meeting Date

Different options for future meetings were discussed amongst the group. Although a date for the next Dundee Urban Renewal Advisory Committee was not officially set, though it will likely be in the month of September. Ms. Wakeley advised that she will draft a timeline of must-meet dates moving backward from the deadline.

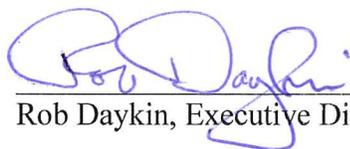
Agency Member Concerns

None.

The Dundee Urban Renewal Agency meeting was adjourned at 9:22 PM.



David Russ, Chair



Rob Daykin, Executive Director