

Minutes

Core Area Advisory Board

Thursday February 16, 2023

Council Chambers, 710 NW Wall Street Bend, OR

3-5pm PST



CITY OF BEND

This meeting will be held in person for board members and via Zoom for members of the public.

3:00 p.m. Core Area Advisory Board Meeting

Roll Call

- Corie Harlan, Chair, present
- Elisa Cheng, Vice-chair, present
- Alyssa Heim, present
- Dale Van Valkenburg, present
- John Fischer, present
- Jeff Baker, present
- Katherine Austin, present
- Kina Chadwick, present
- Kurt Alexander, present
- Councilor Perkins, Council Liaison, present
- Katy Brooks, Bend Chamber of Commerce, not present
- Sharon Smith, Bend LaPine School District, present
- Rachel Colton, Bend Park, and Recreation District, present
- Nick Lelack, Deschutes County, not present
- Lynne Mildenstein, Deschutes Library District, not present
- Rachel Zakem, Central Oregon Intergovernmental Council, present

1. Conflicts of Interest Disclosures

- **Corie Harlan**- Chair of Core Area Advisory Board (CAAB) Central Oregon Land Watch. No potential conflicts of interest.
- **Kathy Austin**- Member of Core Area Advisory Board (CAAB). No potential conflicts of interest.
- **Sharon Smith**-ex Officio. No potential conflicts of interest.
- **Kina Chadwick**- Member of Core Area Advisory Board (CAAB). No potential conflicts of interest.
- **Dale VanValkenburg**-Member of Core Area Advisory Board (CAAB). Employer is Brooks Resources who owns property at 181 Franklin Avenue and an ownership interest in property on First and Hawthorne Avenue, which both are in the Core Area. Potential conflicts of interest on both of those.

- **John Fisher**- Member of Core Area Advisory Board (CAAB). Potential conflict as he and employer Ashely Vance Engineering are working on Bend Central District projects.
- **Jeff Baker**- Member of Core Area Advisory Board (CAAB). Employer is Craft3. No potential conflicts.
- **Alyssa Heim**- Member of Core Area Advisory Board (CAAB). Potential conflict of interest. Alyssa and her husband own Big Story Book Store on Greenwood near 3rd Street and could potentially benefit from improvements on Greenwood.
- **Kurt Alexander**-Member of Core Area Advisory Board (CAAB). Declared conflicts of interest, owns 821 NE Second Street currently doing development on this site, also owns 205 NE Hawthorne Avenue, and 934 NE 1st Street.
- **Rachel Zakem**- Member of Core Area Advisory Board (CAAB). Potential conflict of interest as Employer owns building at 334 NE Hawthorne Avenue.

2. New Council Liaison – Councilor Perkins

Megan Perkins has been following the Core area for a long time, and feels it is an exciting area of the city with so much prospect for innovation. She also stated she is eager to help wherever she can.

Councilor Campbell in attendance. Allison Platt announced that Councilor Campbell was nominated BURA Chair at last night's Council Meeting.

3. Approve Minutes (5 minutes) – Chair Corie Harlan

John Fischer made motion to approve the January 19,2023, minutes; Jeff Baker seconded.

Unanimously approved.

Elizabeth Oshel, Assistant City Attorney commented on the “abstain from approval of minutes rule.” According to Roberts Rules of Order, you do not have to abstain from the minutes if you were not at the meeting, it's a vote of confidence in the minute taker and the body and you may abstain, but you are not required to abstain if you weren't at the meeting.

4. Performance Metrics Update (5 minutes) – Allison Platt

The following two metrics were discussed:

- **Average median residential rental costs over time**- from a staff perspective it is particularly challenging and time consuming to collect this data. Allison recommended proceeding without that indicator for the performance metrics with a goal to evaluate future opportunities to include that when there is more reliable data available and there is more citywide effort to collect that information.

- CAAB members discussed whether or not this would be included in the City Council goals or not and whether CAAB should draft a letter to Council. Councilor Perkins noted this came up during their Council Goals discussion. Allison suggested that staff monitor the first draft of Council goals and that CAAB can note this gap when they present the performance metrics to BURA/Council.
- **Average median commercial lease rates over time**- Compass Commercial has a Co-star license. They were able to provide some information. The Co-star license cost is \$5K annually. At this time, Allison does not see the benefit to this license for one performance metric, she has reached out to the cities Real Estate department to discuss it further.

Allison recommended packaging up the performance indicators, preserve staff time towards reporting out on these indicators and putting them in a more publicly accessible format versus spending another year collecting data.

Allison will bring the finalized version of the performance metrics to the next Core meeting for the committee to consider and then forward onto BURA for adoption.

5. Development Partnership Programs (90 minutes) – Allison Platt

Staff presented updated draft program requirements and scoring criteria for Storefront Improvement Program, Business Tenant/Support Program, and New Development Assistance Program.

Allison outlined the schedule and next steps for these programs, to bring back a final draft at Cores March meeting with a recommendation for BURA to consider adopting at their April 5th meeting.

The following questions were posed to the committee regarding the three programs:

- If not creating distinct requirements between Storefront Improvement program and Business/Tenant Support program, should we continue to pursue two programs or combine the two programs into one?
- Do you agree to recommendation for offering all three programs in annual funding cycles with the recommended amounts/funding splits between programs?
- Do you support the proposed scoring criteria for all three programs? Are there any suggested edits to the scoring criteria as proposed?

New Development Assistance program eligible uses was expanded to be consistent with all the eligible uses that are identified in our Core Area Tax Increment Finance Plan (TIF)

Committee discussion:

- **Scoring**-be flexible, do not tie into specific percentages as we start and see how things are developing. If the need arises to make revisions as we move forward, we can do so.
- **Application reviews**-concern was voiced over it being limited to two CAAB members. If there are conflicts of interest or perceived conflicts of interest, then you should not be on that review board.
- A suggestion was made to have three CAAB members on the application committee along with three BURA members.

Committee unanimously agreed with the annual funding cycles and the recommended amounts that are put forth.

Committee unanimously agreed with the proposed criteria.

Storefront Improvement and Business/Tenant Support. Allison Platt outlined the two separate programs and shared PowerPoint slides.

- Committee discussion:
 - What would it look like if both programs were combined?
 - Pay attention to the Beaverton experience of how it is actually implemented.
 - What is the leeway in changing the programs once they are set up?
 - Learn from the first application cycle and then adjust as needed.
 - Add some criteria that whatever the business or improvements are, they need to be an allowed use in the zone.
 - From a development standpoint is getting applications in one time a year frequent enough?
 - Allison Platt suggested that the first application cycle will be open for at least four months to allow business time to apply, then City will re-evaluate after one or two application cycles on application frequency.

Committee unanimously agreed to combine the two business programs into one program, which Allison will work on.

Two tracks for applicants to apply for: Design Assistance, with Grants from \$5K to \$7,500 and the Construction Assistance, with max Grant up to \$50K and match requirements.

Allison posed to the committee whether the 0%, 25% and 50% match requirement seemed reasonable for the combined programs? After committee discussion, Allison agreed to bring back to the committee, at the next meeting, the subject of modifying the current match requirements but will pursue with current recommendation in the meantime.

Allison recommended retroactive funding to be eligible for the program up to 12 months prior to the application being submitted, and that Grant fund should be spent within 18 months of a Grant agreement being initiated.

6. Public Comment (15 minutes) – Chair Corie Harlan

Three members of the public in attendance in person (no comments)

- John Heylin
- Shannon Menihan
- Chris Fries, OBNA

Manu Chopra (online)-asked what are you doing for Presidents' Day this coming Monday.

7. Next Meeting & Information Sharing (5 minutes)

- a. Next Meeting: Thursday, March 16,2023 3-5pm
- b. Timber Yards Master Plan application submitted, for the KorPine opportunity area.
- c. Received land use application for former Les Schwab site on Franklin for the Platform Project.
- d. Land use application & building permit submitted for a project to relocate Spoken Moto to a site on NE 2nd Street and Hawthorne Avenue.
- e. Killian Pacific project has received land use approved and plans to start demolition of the site in March.
- f. Bend Central District celebration (BCD) was very well attended, with over 250 people showing up and various stakeholders in the community as well.

8. Adjourn: 4:54 pm

To watch a recording of this meeting click the link below:

[February 16,2023](#)