



CITY OF BEND

## Minutes

### Core Area Advisory Board

Thursday May 18, 2023

Council Chambers, 710 NW Wall Street Bend, OR

3-5 pm PST

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

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

#### Roll Call

- Corie Harlan, Chair, present
- Elisa Cheng, Vice-chair, not present
- Alyssa Heim, not present
- Dale Van Valkenburg, present
- John Fischer, present
- Jeff Baker, present
- Katherine Austin, present
- Kina Chadwick, not present
- Kurt Alexander, present
- Councilor Perkins, Council Liaison, present
- Katy Brooks or Sara Odendahl, 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-came into meeting late.

## 1. Conflicts of Interest Disclosures

- **Corie Harlan**- Chair, Core Area Advisory Board (CAAB) Central Oregon Land Watch. No potential conflicts of interest.
- **Sharon Smith**-No potential conflicts of interest.
- **Dale VanValkenburg**-Member of Core Area Advisory Board (CAAB). I do not know if there's anything on the agenda that would be a potential conflict of interest. Employer is Brooks Resources who owns property at 100 Hawthorne and 181 Franklin Avenue.
- **John Fischer**- Member of Core Area Advisory Board (CAAB). Potential conflict of interest. Employer Ashley Vance Engineering consulting for BCD projects.
- **Jeff Baker**- Member of Core Area Advisory Board (CAAB). Employer is Craft3. No potential conflicts.
- **Kurt Alexander**-Member of Core Area Advisory Board (CAAB). Declared conflicts of interest, at 821 NE Second Street, 205 NE Hawthorne Avenue, and 934 NE 1st Street.
- **Kathy Austin**-Member of Core Area Advisory Board (CAAB). No potential conflicts of interest.

## 2. Approve Minutes (5 minutes) – Chair Corie Harlan

Kathy Austin made motion to approve the March 16,2023 minutes; Jeff Baker seconded.

Unanimously approved.

Kathy Austin suggested an amendment to Agenda Item 3 of the April 20,2023 minutes. Kathy suggested that BPRD should evaluate Park System Development Charge (SDC) credits for developers that incorporate parks or pocket parks into their development.

John Fischer made motion to approve the amended April 20, 2023, minutes; Kurt Alexander seconded.

Unanimously approved.

## 3. CAAB Work Plan Updates (45 minutes) – Allison Platt

Staff reminded CAAB that their primary role is to be an advisory board to BURA, while they have been given the ability to make recommendations directly to City council, primary focus is more on BURA related items.

Staff provided an update on a framework for a 2023-2025 CAAB Work Plan.

- Climate Friendly Area study and designation process
- Transportation Project updates particularly for projects that CAAB is allocating or recommending allocating resources to with Core area funds.
- Stormwater Master Plan.
  - Sub-study, specific to the Core area, as part of the Stormwater Master

Plan is being planned.

- Budget/resources do not allow for Core area funds to support a Master Planning effort in this biennium.
- Currently biennial budget does include funds to support planning/programming of city owned sites in Bend Central District pending completion of acquisition strategy, timeline unknown.

Staff scoped out two potential new projects to get Council support; BCD Code Audit and Core Area Street Standards project-identifying a high-level vision for the priority Core streets.

Committee discussion ensued regarding submitting a letter to both City Council and BURA to outline proposed work plan priorities based on today's presentation for Council and BURA's consideration. This draft letter will be reviewed at June's CAAB meeting.

#### **4. Assistance Programs Update (20 minutes) – Allison Platt**

Staff provided the following updates:

- Draft webpages that are being internally reviewed.
- Drafting application questions and program flyers, which will both be developed in English and Spanish.
- Presenting to the Human Rights and Equity Commission (HREC) next week.
- Modifying a contract with Janet, Libre Strategies LLC, to offer translation application assistance for this program, in Spanish.
- Staffing updates will be presented at June meeting.
- Applications will generally be open summer through fall. Currently exploring a software program in which to run applications through.
- November/December applicants will give their presentations and then application scoring with the BURA/CAAB scoring team, depending on the program, and then providing preliminary funding recommendations.
- Planning for funding approvals with BURA by January 2024.

#### **5. Performance Metrics & Annual Report (20 minutes) – Allison Platt**

Staff made several administrative changes upon finding data errors in the 2022 Draft Core Area Annual Performance Report. They updated the committee with the following findings, before recommending for approval:

- Reframed targets from net new housing to a total number of housing units.
- Errors were found when looking at the Franklin count data, which did not match some of the existing data.
- Pedestrian Bicycle mode split recommendation to increase the target to 8% instead of 5%.

Committee discussion ensued regarding the above-mentioned changes.

**6. Public Comment (15 minutes)** – Chair Corie Harlan  
None.

**7. Next Meeting & Information Sharing (5 minutes)**

- a. Upcoming Meeting Schedule:
  - i. Thursday June 15,2023 3-5pm
  - ii. No July or August meetings
  - iii. Return Thursday, September 21,2023 3-5pm
- b. Development Updates
  - i. Timber Yards Master Plan has been approved by the Planning Commission. It is scheduled to go before Council June 7,2023 for a public hearing.
  - ii. Franklin Avenue shelter update. Council approved an 18-month contract to Shepherds House to reopen the shelter, which is opening this coming Monday.
  - iii. City Council approved a new middle income housing program that offers incentives for middle income housing.
  - iv. Kathy Austin sits on a Technical Advisory committee that is looking for ideas on how to support middle market housing.
  - v. One MUPTTE Application, outside the TIF areas, has been received.
  - vi. Kathy Austin on another Technical Advisory committee that is looking at updates to the City's System Development Charge (SDC) methodology.

**Adjourn:** 4:30pm

**For a recording of this meeting click on the link below:**

[May 18, 2023](#)

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