

# Meeting Minutes



CITY OF BEND

## Bend Economic Development Advisory Board

Location: City Council Chambers, 710 NW Wall Street, and online

Date: Monday, February 5, 2025

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The meeting of the Bend Economic Development Advisory Board (BEDAB) was called to order at 12:01 p.m. on Monday, February 5, 2025, in the City Council Chambers, 710 NW Wall Street, and online.

**Roll Call:** Briana Manfrass- Chair, Ryan Andrews (arrived at 12:04 p.m.), Tierney Booker, DaWayne Judd, Mark Kroncke, Jenn Lynch, Gary North, Petra Oroslanova, Jillian Taylor

Ex Officio Members: Chad Young, Sara Odendahl, Katy Brooks, Nate Wyeth, Don Myll

Absent: Jennifer Gould (ex officio), Mayor Pro Tem Megan Perkins (Council Liaison)

### 1. Approve January 6, 2025, Meeting Minutes

Chair Manfrass noted the error that the minutes included Brenda Spiers, a former member, and requested a correction.

Member Taylor moved to approve the January 6, 2025, BEDAB Meeting Minutes with the correction of removing Brenda Spiers name from the roll call. Member North seconded the motion.

The voice vote passed 9-0.

Yes: Andrews, Booker, Judd, Kroncke, Lynch, Manfrass, North, Oroslanova, Taylor

No: none

### 2. Public Comment

Todd Dow, of High Desert Frameworks, expressed concern over equity in the transportation fee, specifically in not having enough categories to reflect different types of retail business.

Marilyn Koenitzer, Bend resident, spoke in support of electrification.

### 3. BEDAB Chair and Vice-Chair Elections

Member Lynch moved to nominate Member North as Chair. North accepted the nomination.

Chair Manfrass moved to elect Gary North as the Chair of the Bend Economic Development Advisory Board for Calendar Year 2025.

The voice vote passed 9-0.

Yes: Andrews, Booker, Judd, Kroncke, Lynch, Manfrass, North, Oroslanova, Taylor

No: none

Member Lynch moved to nominate Member Judd as Vice Chair. Member Judd accepted the nomination.

Chair North moved to elect Dwayne Judd as the Vice Chair of the Bend Economic Development Advisory Board for Calendar Year 2025. Member Lynch seconded the motion.

The voice vote passed 9-0.

Yes: Andrews, Booker, Judd, Kroncke, Lynch, Manfrass, North, Oroslanova, Taylor

No: none

**4. Transportation Phase II Discussion | Senior Management Analyst Sarah Hutson, Business Advocate Cyrus Mooney**

Slides included:

- Phase 2 Nonresidential Transportation Fee Discussion
- Goals of Today's Presentation
- Anticipated Next Steps [timeline]
- Existing Incentives
  - Childcare Facilities
    - City offers SDC exemptions – 100% all systems (water, sewer, transportation)
    - State programs offer incentive payments and grants for certain facilities
  - Affordable Housing Developers/Operators
    - City offers SDC exemptions – 100%, all systems (plus Parks - unit cap) and expedited permit review
    - Cost of development: Multiple local, state, and federal funding sources
    - Operating expenses: State and city property tax exemptions and project-based vouchers may apply
- Childcare Facilities [chart]
  - Potential annual revenue impact (Phase 2): \$25-35K
- Affordable Housing Operators [chart]
  - Potential annual revenue impact (Phase 2): \$275-300K
- BEDAB Discount / Exemption Guidance
  - How Does BEDAB recommend moving forward?
    - No discount
    - 50% discount
    - 100% (full exemption)
    - Move use to lower-impact bin

- Would apply to standalone childcare facilities only
- Phase 2 Data Approach
- NAICS to ITE Data Linking
  - Mapping example
- Trip Rate Distribution [graph]
- Communication Updates
  - Business registration outreach
  - Information session for business community members
- Wrap Up
  - Second March meeting: full group or subcommittee?
  - Recommendations that will be requested from BEDAB during March meetings:
    - # of grouped use categories
    - How to classify mixed-use accounts
    - Data approach to rates / fee caps
    - How to handle accounts with missing business use data

BEDAB members expressed general support for providing no exemptions to affordable housing operators or childcare facilities, for reviewing the success of the transportation fee program in a year, and for exploring other means to support affordable housing and childcare facilities.

Member Kroncke moved to not provide a discount and ask staff to go back and let BEDAB know how and when staff will look at low-income assistance program and potentially expanding that to meet goals of the [Bend] Chamber [of Commerce] to include childcare and affordable housing. No second. The motion did not carry.

Chair North suggested adding an annual review of the program to the motion.

Chair North moved for BEDAB to recommend not reducing fees for childcare facilities or affordable housing and include an annual review. Taylor seconded the motion.

The voice vote passed 9-0.

Yes: Andrews, Booker, Judd, Kroncke, Lynch, Manfrass, North, Orosanova, Taylor

No: none

Hutson announced an April 2025 community information session to explain Phase 2 of the Transportation Fee.

Mooney asked for a volunteer to explain the role of BEDAB in the development of the transportation fee and answer questions.

Member Manfrass volunteered to represent BEDAB at the community information session.

Hutson requested a second touch point in March, 2025, and asked if a full group or subcommittee was preferred.

Member Manfrass supported the use of a subcommittee for a second March meeting.

## 5. **Electrification Policy Option Recommendations** | Business Advocate Cyrus Mooney

Slides included:

- Electrification Policy Options – Recap
  - In preparation for the Joint-Meeting Feb. 24, need approval from BEDAB for the representative members to share with the broader group
  - Agreement to Pursue:
    - Education and Outreach Policies
  - Needing Further Research and Discussion:
    - Incentives and Fees
  - Discourages Regulation Involving:
    - Nitrogen Oxide Emissions (NoX)
    - Right-of-Way Standards

Associate City Attorney Boone Olsen asked if any members need to declare a conflict of interest.

No members declared any actual or potential conflicts of interest.

Chair North moved to approve the recommendation of the Electrification Policy Options presented to the Bend Economic Development Advisory Board during its February 3, 2025 meeting, as reflected in the PowerPoint, to representatives of the City Council, the Affordable Housing Advisory Committee, and the Environment and Climate Committee, during their joint meeting on February 24, 2025. Member Taylor seconded the motion.

The voice vote passed 9-0.

Yes: Andrews, Booker, Judd, Kroncke, Lynch, Manfrass, North, Orosanova, Taylor

No: none

## 6. **Tax Increment Programs and Economic Development Planning** | Long Range Planning Manager Brian Rankin, Business Advocate Cyrus Mooney

Slides included:

- Tax Increment Assistance – Housing Affordability
  - May provide eligible multiunit residential rental projects assistance with BURA's portion of taxes on increased assessed value from structural improvements.
  - Projects must include three or more residential units and provide at least 15% of units for rent to households at or below 90% area median income with rental increases below the statutory maximums for duration of assistance.
  - Base assistance will typically last 12 years; and, expanded assistance may be up to 30 years.
  - Staff has received a total of 5 applications that have been deemed complete. These will be presented to BURA on February 19, 2025. This meeting will determine if BURA wishes to proceed with establishing program documentation for approved projects.
- Growth Management, Community Development, Economic Development, Housing Workplan for 2025-26 [graphic]

**7. Review of Target Sector Analysis Report | Senior Planner Damian Syrnyk, Business Advocate Cyrus Mooney**

Slides included:

- Process Check In
  - No recommendation requested today on final report
  - Additional content on recommended next steps coming
  - Recommendation request on March 3, 2025, agenda
  - Direction on target sectors and next steps
  - City Council April 2nd work session

Member Judd asked for clarification on how BEDAB engages with the planning process.

Rankin responded that as Council goals develop, engagement opportunities will become clearer, and that the Growth Plan will include a committee of committees, with the intent to increase committee engagement.

Member Taylor asked for an update on Council Goals, once determined.

Cyrus recommended having Council Liaison Megan Perkins provide an update.

**8. Roundtable and Future Topics | Group**

Member Taylor suggested extending the March 3, 2025, BEDAB meeting to three hours to allow more time for the Transportation Fee discussion.

BEDAB members expressed support of extending the March 3, 2025, BEDAB meeting to 3 hours, and to hold time on March 17, 2025, for a subcommittee discussion of the transportation fee if needed.

Member Taylor asked for consideration on how members can best understand each other's backgrounds and areas of expertise.

Member Manfrass suggested using a template to share expertise and pairing expertise with identified objectives. Additionally, Manfrass suggested adding ex officio partner updates as a standing item on the agenda.

Rachel O'Rourke, Executive Director of Downtown Bend Business Association (DBBA) introduced herself to BEDAB.

**9. Adjourned at 2:01 p.m.**

Respectfully Submitted,

Ashley Bontje  
Deputy City Recorder



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