

## Minutes

### Core Area Advisory Board

Thursday June 15, 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.



CITY OF BEND

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## 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, not present
- John Fischer, present
- Jeff Baker, present
- Katherine Austin, present
- Kina Chadwick, present
- Kurt Alexander, present
- Councilor Perkins, Council Liaison, not 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
- Whitney Hale, Deschutes County, not present
- Lynne Mildenstein, Deschutes Library District, present
- Rachel Zakem, Central Oregon Intergovernmental Council, present

## 1. Conflicts of Interest Disclosures

- **Corie Harlan**- Chair, Core Area Advisory Board (CAAB) Central Oregon Land Watch. No potential conflicts of interest.
- **Kina Chadwick**- Member of Core Area Advisory Board (CAAB). Not in attendance for conflict-of-interest disclosure.
- **Elisa Cheng**-Vice-Chair, Core Area Advisory Board (CAAB). No potential conflicts of interest.
- **John Fischer**- Member of Core Area Advisory Board (CAAB). Potential conflict of interest. Doing some engineering consulting for BCD projects.
- **Jeff Baker**- Member of Core Area Advisory Board (CAAB). Not in attendance for conflict-of-interest disclosure.
- **Alyssa Heim**- Member of Core Area Advisory Board (CAAB). Potential conflict of interest. Alyssa and her husband own Big Story Book Store on Greenwood in the BCD.
- **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.
- **Sharon Smith** - Bend LaPine School District. No conflicts.

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

Kathy Austin moved to approve May 18,2023 minutes; John Fischer seconded.

Unanimously approved.

## 3. Staffing and CAAB Schedule Updates (10 minutes) – Allison Platt

Allison Platt will be out on maternity leave June 29 through the end of October.

CAAB will not meet in July or August.

Ben Hemson, Economic Development Manager will be the primary point of contact.

Matt Stuart, Real Estate Director is taking a larger role in overseeing the Urban Renewal Program for the City of Bend.

Ben Hemson:

- Back Filling business advocate position, to be posted in July and hopeful to have it filled by August.
- Getting Economic Development strategy developed, which is a Council goal. Ben would like to present this to CAAB at Septembers meeting.
- Corie Harlan and Bend Hemson will go before Council in September to talk over CAAB's work plan.
- Allison Platts role will still be under Ben Hemson.

Matt Stuart:

- Currently looking for an Urban Renewal TIF Project Manager. Their role will be managing TIF districts, working with the taxing districts and BURA and being their staff liaison, administering the business and development assistance programs. The job posting is going out in July and looking at an August hire date.
- The TIF manager will be under Matt Stuart.

Committee comments-Appreciate the hard work Allison is doing and the many hats she wears, yet she is very responsive to my inquires.

#### **4. Climate Friendly Areas (45 minutes) – Brian Rankin & Jennifer Knapp**

Growth Management Division staff provided an update on the City's Climate Friendly Area study. PowerPoint slides presented on what a Climate Friendly Area (CFA) is, CFA sizing based on CFEC rules, grant opportunities, location examples and timeline.

There is ongoing community engagement and analysis as well as a [website](#).

Growth Management plans to come back at the September meeting to give a CFA update.

#### **5. CAAB Work Plan (20 minutes) – Allison Platt**

Staff has developed a [draft letter](#) based on CAAB input from the May meeting to City Council and BURA outlining CAAB's recommended work plan and priorities for the upcoming biennium.

There was one comment received from Rachel Colton, from BPRD to make an amendment that staff is supportive of. Regarding the engagement piece, this is not a full-scale update to the comprehensive plan. This is the midterm focus update. We are also trying to make the letter align with the Core area project support vision and why we want to update to the park search areas.

Elissa Cheng mentioned one typo crossing should be crossings in the third bullet point.

#### ***Motion:***

***I, John Fischer move to send this letter with proposed changes to City Council and BURA; Kurt Alexander seconded.***

***Unanimously approved.***

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

- Business Assistance and Core Area Development Assistance programs web pages are now live.
- Drafted application forms for CAABS review.

- Program Flyers are available. The Business assistance flyer is available in English and Spanish.
- There is a contract in place with Janet who did the Latino translation outreach work to provide additional translation and application assistance.
- Schedule for programs is hoping to open June 30 through October 15. In early November applications would be sent to the scoring team.
- At the October meeting we will select three CAAB members to serve on the Development Assistance program.
- Special CAAB meeting November 9 to get applicant presentations from businesses that apply.
- For the Development Assistant program we will select CAAB and BURA members to participate on that scoring team in October with a plan for applicant presentations November 8<sup>th</sup>.
- Overall goal is for BURA to consider funding awards for both of those programs in one of their December meetings.
- Presented the Business Assistance program to the Human Rights and Equity Commission two weeks ago.

Business Assistance Webpage:

<http://www.bendoregon.gov/government/departments/economic-development/core-area-business-assistance-program>

Development Assistance Webpage:

<http://www.bendoregon.gov/government/departments/economic-development/development-assistance-program>

### 7. Public Comment (15 minutes) – Chair Corie Harlan

**Kym Leeson** asked the following question during Agenda item#4 presentation, “Have other communities done a CFA study or had looked at a dispersed versus centralized model? **Staff responded**, “no one has done a CFA study yet, because it is a brand-new requirement, offered her an opportunity to connect with Staff.”

Russ Grayson and Michael Selkirk commented on pending lawsuit. Discussion ensued.

### 8. Next Meeting & Information Sharing (5 minutes)

- a. Upcoming Meeting Schedule:
  - i. No July or August meetings
  - ii. Return Thursday September 21, 2023 3-5pm
- b. Development Updates:
  - Timber Yards approved by City Council at their last meeting.
  - There was a pre-app application meeting for rehabilitation of an apartment project, south of the railroad tracks on Railroad Street.
  - Wall Street Storage is under contract with a developer and have reached out for height increases in the CL zone.
  - Received two MUPTE applications which are being reviewed for completeness for the Les Schwab site and Kilian Pacific.
  - Kathy Austin attended chamber event for missing middle housing symposium. She joined a working group that is looking to create a revolving fund to help stimulate the development of middle market

- housing, potentially helping to offset upfront costs.
- Housing group got direction from Council to create a middle housing fund.
- c. Staff contacts while Allison is out:
- i. Ben Hemson, Economic Development Manager  
[bhemson@bendoregon.gov](mailto:bhemson@bendoregon.gov)
  - ii. Matt Stuart, Real Estate Director [mstuart@bendoregon.gov](mailto:mstuart@bendoregon.gov)

To view a recording of this meeting click the link below:  
[June 15, 2023](#)

