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**Hood River Urban Renewal Agency**

211 Second St.  
Hood River, OR 97031  
(541) 386-1488  
www.cityofhoodriver.com

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March 9, 2020

**AGENDA**

6:00 p.m.

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URA Members: Kate McBride, Chair  
Hoby Streich  
Jessica Metta

David Meriwether  
Megan Saunders  
Erick Haynie

Mark Zanmiller  
Tim Counihan  
Councilor Rivera

*All public meeting locations are accessible. Please let the City Recorder know if you will need any special accommodations to attend any meeting. Call (541) 387-5212 for more information. Oregon Relay Service 1-800-735-2900*

- I CALL TO ORDER
- II AGENDA ADDITIONS OR CORRECTIONS
- III APPROVAL OF MINUTES – December 9, 2019 Pages 2-3
- IV BUSINESS FROM THE AUDIENCE
- V REGULAR BUSINESS ITEMS
  - 1. Urban Renewal Advisory Committee Interviews Pages 4-9
  - 2. Heights Urban Design & Engineering Project: Future Options Pages 10-20
- VI ITEMS FROM AGENCY MEMBERS
- VII ADJOURN

**Urban Renewal Agency**  
**Regular Meeting**  
**December 9, 2019**

Present: Chair Kate McBride, Vice Chair David Meriwether, Hoby Streich, Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta, Erick Haynie

Staff: Urban Renewal Administrator Rachel Fuller, Finance Director/ACM Will Norris

Absent:

I CALL TO ORDER – McBride opened the meeting at 5:31 p.m.

II AGENDA ADDITIONS OR CORRECTIONS

III EXECUTIVE SESSION

Oregon Revised Statute 192.660 1 (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

No decisions will be made, nor will action be taken.

IV APPROVAL OF MINUTES - August 12, 2019 and September 18, 2019

**Motion:** To approve the meeting minutes of August 12, 2019 and September 18, 2019 as written.

**First:** Saunders

**Second:** Metta

**Discussion:** None

**Vote:** Motion passed unanimously

V BUSINESS FROM THE AUDIENCE

VI URBAN RENEWAL ADMINISTRATOR

1. Urban Renewal Administrator Update

Norris gave a brief update on the status of the Heights Urban Renewal Engineering Project. Information was sent out regarding the need to change consultants. Urban Renewal discontinued the contact with Greenworks. There was discussion at the last Urban Renewal Advisory Committee meeting about how to move forward. The Advisory Committee agreed to move forward with MIG on a scope of work and budget, who was rated very closely with Greenworks. Norris is doing an inventory of the work submitted by Greenworks to ensure he has received all the work done to date. Once that is confirmed, a final check will be sent to Greenworks. Norris expects to have everything done by this week and he will submit all of the documents to MIG.

VII ITEMS FROM AGENCY MEMBERS

VIII ADJOURN – 5:56 p.m. by unanimous consent.

\_\_\_\_\_  
Kate McBride, Chair

\_\_\_\_\_  
Jennifer Gray, City Recorder

*Approved by the Agency on* \_\_\_\_\_

# URBAN RENEWAL AGENDA ITEM COVER SHEET

**Meeting Date:** March 9, 2020  
**To:** Chair McBride and the Hood River URA Board Members  
**From:** Will Norris, Finance Dir. / Asst. City Manager  
**Subject:** Urban Renewal Advisory Committee Appointment

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## **Background:**

With the resignation of Jody Behr, this creates a vacancy on the Urban Renewal Advisory Committee (URAC). The term for this seat ends December 31, 2021.

The URAC meets monthly to review urban renewal plans and provide recommendations to the Urban Renewal Agency Board on urban renewal projects, contract awards, plan amendments, and budget needs.

URAC membership is defined by Resolutions 2012-18 & 2012-28. The URAC consists of seven members. Six of the members are from the public at large who are either property owners or designees of property owners in the City or registered electors residing within the City for at least one year. One member is a City Planning Commissioner. URAC members who are electors in the City of Hood River also serve on the Urban Renewal Agency Budget Committee.

## **Discussion:**

The URAC vacancy was advertised on the City's website, Facebook, Hood River Connect and in the Hood River News. Applications were received by Clint Harris and Nick Kraemer.

## **Recommendation**

Conduct interviews, deliberate, and select a new appointment to the Urban Renewal Advisory Committee.

## **Fiscal Impact**

Not applicable.

## **Alternatives**

Direct staff to reissue the solicitation for URAC members

## **Attachments**

URAC Applications:  
Clint Harris  
Nick Kraemer

Clint Harris

Hood River, OR 97031

email \_\_\_\_\_  
Co-owner of Pine Street Bakery

1. What is your interest in service as a member of the UR Advisory Committee?

I appreciate the progress and good work being done with urban growth dollars in downtown HR and the Port and would like to see the Heights blossom in a similarly lasting and inspired way. When the planning phase of infrastructure renewal was being developed almost ten years ago, many of the business facades in the Heights were dark and unoccupied. Some of the currently thriving businesses in the Heights did not yet exist. Schools in the Heights have expanded, refreshed, and grown, Jackson Park has become a central community activity hub, and the heights neighborhood residents enjoy increased access to services that they can stroll or cycle to. A stroll down 12<sup>th</sup> street illustrates clearly the access challenges that consumers face: crumbling sidewalks, missing or poor illumination at already dangerous crosswalks, incomplete ADA access, and excessive auto speeds. As the third phase of district renewal moves towards capital spending, the opportunity for creating a vital and inviting infrastructure for continued growth and health of Hood River must be embraced.

2. What skills, experience or qualifications can you offer the Committee?

I moved to HR in 1990 to settle down, enjoy the community and the state of Oregon, and to grow up. As a residential contractor, I built numerous homes and condos, and remodeled countless others—while maintaining working relations with owners, investors, sub-contractors, bankers, officials, and inspectors. Following an injury, I pursued graduate education and received a doctorate in physical therapy, then practiced locally until my wife's business grew beyond expectations. With Megan, I own Pine Street Bakery (established in 2012) which now employs 28-35 people and serves thousands of Hood River neighbors weekly, and many other businesses daily. In pursuing success as a small business owner, I have honed my skills as listener, arbiter, decision-maker, and not least accountant. I currently (past 5 years) serve as board member and treasurer for Teacup Lake Nordic Club, the non-profit ski area SE of Mt Hood Meadows.

3. Please list any other comments which would help the City Council in evaluating you for this position.

While our bakery is frequently described as 'delicious', I feel the true flavor of our business is the daily pulse of community-- neighborhood residents who bike, walk, drive, roller-skate, and get pulled in red wagons or pushed in strollers. It is reasonably in our best interest to improve the safe access of our customers to our doors.

I have been encouraged to apply for this position by several friends, co-workers, business associates, and members of community groups united by the goal of improving city-wide access that is not automobile dependent. While I support and depend on automobile traffic for its ease, I strongly believe that sharing the roadways with pedestrians and cyclists makes for improved safety and improved livability for all.

# CITY OF HOOD RIVER

## APPLICATION

The Urban Renewal Advisory Committee is a 7-member lay body appointed by the Hood River City Council. Terms of office are for 4 years with each term. The UR Advisory Committee reviews the Urban Renewal plans and provides recommendations to the Agency Board, as well as recommending projects that are consistent with the urban renewal plans and prepare a prioritized list of potential urban renewal projects for the Agency Board. The UR Advisory Committee serves as members of the Agency Budget Committee.

The Committee meets the third Thursday of each month at 5:30 p.m., and there may be an occasion where additional special meetings may occur (budget meetings or attendance at a City Council meeting). Meetings range from 1 to 2 hours in length, depending on the agenda. Additional time outside of meetings may be required to prepare for the meetings.

### PLEASE PRINT

NAME:

Nick Krueger

ADDRESS:

HR, OR 97031

MAILING  
ADDRESS:

SAME

PHONE:

CELL PHONE:

SAME

OTHER PHONE:

SAME

EMAIL:

OCCUPATION:

Planner, Hood River County & City of  
Mosier

### **1. What is your interest in service as a member of the UR Advisory Committee?**

I live nearby the Heights Urban Renewal District and cross between 12<sup>th</sup>/13<sup>th</sup> streets several times daily – in a vehicle, on a bike, and on foot. I feel unsafe in all of those modes of transit across the district. I see the Heights Urban Renewal District as a great opportunity to improve this area for all modes of transit and as a tool that will improve business in the district.

Further, my family utilizes a variety of businesses in the Heights – including childcare, coffee, restaurants, personal business etc. and the proximity to these services is a huge advantage to living in the heights. I'd like to find Urban Renewal projects that enable these businesses to continue and flourish.

Lastly, I see whole host of complicated jurisdictional issues with the area having a State Highway running through it and several other factors that need to be accounted for in the planning process for the project to be successful. I am interested in finding a solution that benefits all parties and can get done.

### **2. What skills, experience or qualifications can you offer the Committee?**

I bring a unique perspective as both a nearby homeowner and a professional land use planner. In regard to my professional background: I have a Masters in Community and Regional Planning from University of Oregon and a BA in Economics from Macalester College. I have worked throughout the Gorge as a land use planner in various capacities for around 10 years. I understand public process, jurisdictional restrictions, and how to plan for large, long-range projects. In my work, I am often tasked with convening public meetings and work to find consensus in all decisions.

As a community member and father of young children, I have a passion for pedestrian safety and encouraging people to use alternate modes of transit. I look forward to the public engagement part of the planning process and will seek to bring a broad range of voices to the process. I look at this as a great opportunity to build upon all the positive developments happening in the Heights and use our City resources wisely to make this an even better in the long range for all users and businesses.

### **3. Please list any other comments which would help the City Council in evaluating you for this position.**

See attached for Resume.

# Nick Kraemer

## Contact Info:

## Education:

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University of Oregon, Eugene, OR	Graduation June 2009
Masters of Community and Regional Planning	Cumulative GPA: 3.84
Macalester College, St. Paul, MN	Graduation May 2003
B.A. – Economics (focus on Geography & Urban Studies)	Cumulative GPA: 3.30

## Recent Work Experience:

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<b>Hood River County</b>	<b>Senior Planner</b>	<b>October 2018 to present</b>
<ul style="list-style-type: none"><li>- Answer questions at County Planning Department on a daily basis, conduct property research, and educate individuals on land process and purpose in the County.</li><li>- Current Planning – review land use applications, coordinate land use review processes, and issue decisions.</li><li>- Conflict resolution between property owners and when zoning regulations create difficult development issues.</li></ul>		
<b>Contract Based</b>	<b>Land Use Planner</b>	<b>March 2015 to October 2018</b>
<ul style="list-style-type: none"><li>- Serve as Contract Planner for over 10 rural jurisdictions including: Maupin, Mosier, Gilliam County and others</li><li>- Current Planning – review land use applications, coordinate land use review processes, and hold public hearings</li><li>- Long Range Planning – zoning ordinance amendments, buildable lands inventories, transportation system plan recommendations, comprehensive plan updates, and UGB expansions.</li><li>- Coordinate with DLCD and other state agencies to implement Oregon Land Use Planning Goals</li><li>- Assist developers and private parties in making applications and completing land use processes in WA and OR.</li></ul>		
<b>City of The Dalles</b>	<b>Associate Planner</b>	<b>October 2013 to June 2017</b>
<ul style="list-style-type: none"><li>- Current Planning – staffed planning counter, reviewed all new residential development, processed quasi-judicial land use decisions, wrote and presented staff reports to Planning Commission</li><li>- Oregon Code Enforcement Association Certification – Level 4 cert and enforcement duties for land use cases</li><li>- Long Range Planning – participated on Bike Committee for Transportation System Plan Update, and Residential Housing Needs Analysis and Buildable Lands Inventory</li></ul>		
<b>Kestrel Consulting Inc.</b>	<b>Grant Manager/Project Developer</b>	<b>May 2010 to March 2014</b>
<ul style="list-style-type: none"><li>- Wrote grants to support environmental restoration and stormwater management projects throughout Coastal CA</li><li>- Landed approximately \$4 million in grant funding for various clients including cities, counties, and districts.</li><li>- Coordinated with clients on the implementation, management, and reporting for large grant-funded projects</li><li>- <b>City of Watsonville - Urban Greening Plan and Climate Action Plan:</b> Coordinated the development of a multi-faceted urban planning project that included trails, restoration corridors, and urban forestry - \$250k grant.</li><li>- <b>City of Oxnard - (GREAT) Program and Green Alleys Grant:</b> Managed the grant accounting and administration on \$20 million grant from Bureau of Reclamation for construction of a recycled water plant and demonstration treatment wetlands. Landed \$250k Green Alleys Grant to improve stormwater management</li><li>- <b>Santa Cruz Countywide Stormwater (LID) Project:</b> Successfully landed \$2.25 million grant.</li></ul>		

## Graduate School Experience:

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<b>Community Planning Workshop (CPW)</b>	<b>Graduate Fellow</b>	<b>Sept. 2008 to June 2009</b>
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- Managed a group of graduate students to complete a complex assessment of land use regulation in relation to water quality in the McKenzie River Basin using mapping, case studies, and potential development scenarios.

<b>Partnership for Disaster Resilience (PDR)</b>	<b>Graduate Research Fellow</b>	<b>Sept. 2007 to June 2008</b>
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- Conducted natural hazard mitigation research, studied the role of public agencies, and facilitated steering committee meetings with stakeholders to assess vulnerability and develop mitigation actions

<b>Capstone Project - Board Feet to Board Heads - Columbia River Gorge National Scenic Area</b>
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- Completed capstone project focusing on the history of the National Scenic Act and a review of the outcomes from 25 years of implementing the Act.

## Past Work Experience:

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<b>GO! Gorge Owned Community Network</b>	<b>Executive Director</b>	<b>May 2010 to July 2012</b>
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- Successfully landed approximately \$175,000 in grants to implement Weatherize Oregon Now – ODOE Energy Efficiency and Sustainable Technologies Grant
- Collaborated with local, regional environmental advocacy organizations to host community forums, fundraising events, and other environmental awareness activities

<b>Americorps - Resource Assistance for Rural Environments (RARE)</b>	<b>Port of Cascade Locks</b>	<b>Sept. 2006</b>
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- Managed several grants from the State of Oregon including the construction of a campground facility and renovation of historic buildings.
- Engaged with local economic development initiatives and special projects for the Port.
- Participated in the Rural Development Initiatives Leadership Program to engage community members in discussions about poverty, economic development, and other social issues.

<b>Willis Re Inc.</b>	<b>Associate Broker</b>	<b>Minneapolis, MN</b>	<b>June 2001 to Sept. 2006</b>
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- Economic analysis and brokering of large transactions between large insurance companies on the Lloyds of London Insurance Exchange
- Data analyses using excel, communication with clients, and achieved ARe Broker Certification.

## Relevant Skills:

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- **Leadership and Initiative:** Enjoy taking the leadership role and have the initiative to get tasks completed.
- **Communication:** Facilitate conversations among diverse groups of people.
- **Self-directed:** Able to work independently, remotely, and self-directed.
- **Technical:** Highly efficient in Excel, Word, and other project management tools. Some experience with GIS.

## Volunteer Experience:

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- Prior service on the boards of several local non-profits; coordinated several fundraising events and drives.
- Volunteered at several SOLV river and beach cleanups
- Volunteered on community clean-up projects in Cascade Locks and founded annual Pacific Crest Trail Days

## Personal Interests:

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- Exploring the Gorge and the outdoors with my family
- Mountain biking, whitewater kayaking, backpacking, snowboarding, and many other adventure sports.



# HOOD RIVER URBAN RENEWAL AGENCY

Urban Renewal Agency Board

211 2<sup>nd</sup> Street, Hood River, OR 97031 Phone: (541) 387-5214

DATE: March 9, 2020  
TO: Urban Renewal Agency Board, Kate McBride, Chair  
FROM: Will Norris, Finance Dir. / Asst. City Manager  
SUBJECT: Heights Urban Design & Engineering Project: Future Options

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## Background

The Heights Urban Renewal District was formed in 2011 via Ordinance 1999. The district was authorized at creation to borrow up to \$8.5 million to accomplish the projects in the simultaneously adopted Heights Urban Renewal Plan and Report. The district remained largely inactive for several years as it accumulated resources and the downtown and waterfront urban renewal districts dominated the agency's focus.

In 2017, the Urban Renewal Agency (Agency) hosted a series of community events to prioritize Heights Urban Renewal Plan projects. These meetings included open ended options for the public to propose new ideas. Studying traffic flow modifications on State Highway 281 was a common request. Dovetailing on the Agency hosted events were grassroots events, including a "Walkshop" facilitated by Blue Zones, LLC and streetscape demonstration projects as part of an Open Streets event. These community events heavily emphasized modifying traffic flows on State Highway 281.

In 2018, the Agency issued a Request for Proposal (RFP) for an urban design team to, in part, study incorporation of traffic modifications into the Heights Urban Renewal Plan. An advisory budget of \$100,000 was advertised based on recent Waterfront Lot 1 design work. The Agency selected a consulting team and worked through initial project visioning and completion of a traffic study in 2019. The Agency and project team chose to discontinue this contract in late 2019. The Agency then entered contract negotiations with the second rated consulting team from the original RFP, MIG, to carry the project forward. MIG's original proposal was rated 85.7 compared to the first rated firm's 87.2, meaning that the two firms were nearly identically ranked.

## Discussion

The MIG team thoroughly reviewed the project work to-date as well prior existing Heights District planning documents. MIG and Agency staff held near weekly conference calls to answer questions and develop a revised project scope of work outline. During the scope discussions it became clear that the existing project and budget are not realistic.

The attached memorandum and scope outline from MIG are intended to initiate a discussion on the desired project scale and explain what is required to adequately consider district traffic modifications. This includes increasing the project budget by as much as 3x. This enlarged budget is cognizant of the fractured and energized interest groups that have coalesced around the traffic change question in the Heights. The attached MIG memorandum and scope also offer an alternative condensed option that remains within existing budget but also does not venture outside of the adopted 2011 Heights District Urban Renewal Plan (which does not include major roadway and intersection modifications).

MIG and Agency Staff agree that reevaluation of project scale is a necessary and appropriate

step at this point. The MIG team is ready and willing to support the Urban Renewal Agency for either sized project. The primary goal is to align resources to project ambitions to insure a successful implementation.

### **Alternatives**

1. Move forward with MIG under the existing competitive solicitation but pair scope to the existing 2011 Heights Urban Renewal Plan, as amended in 2017, retain the original project cost of approximately \$130,000 (including Next Door outreach services).
2. Move forward with MIG under the existing competitive solicitation and scope which includes evaluation of traffic modifications with the understanding that the project cost will likely exceed \$300,000 in order to include sufficient community outreach.
3. Rebid the project with a higher advisory budget.
4. Abandon the design effort and bid individual projects per the 2011 Heights Urban Design Plan schedule.
5. Request additional information from City Staff before proceeding.

### **Urban Renewal Advisory Committee Recommendation**

The Urban Renewal Advisory Committee reviewed the MIG memoranda at their February 20<sup>th</sup> regular meeting and unanimously recommended Alternative #2.

### **Staff Recommendation**

There is no specific staff recommendation. Each alternative is equally viable. The choice between alternatives is solely dependent on policy preferences, spending considerations, and acceptable timelines.

### **Attachments**

1. MIG Memorandum: Desired Scope of Work for Heights District Urban Renewal Urban Design and Engineering Project
2. MIG Scope Outline

# memo portland

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to **Will Norris, Hood River Urban Renewal Agency**

from **Nathan Polanski, PE**  
**Alex Dupey, AICP**

re **Desired Scope of Work for Heights District Urban Renewal Urban Design and Engineering Project**

date **2/11/2020**

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This memorandum has been prepared to foster a discussion within the Urban Renewal Agency regarding the desired scope of work for the Heights District Urban Renewal (UR) Urban Design and Engineering Project (Project).

## **Urban Renewal Plan**

The Hood River Heights Business District Urban Renewal Plan Report, June 20, 2011 (Report) documents the list of anticipated projects to be completed under the Plan and shows how this work was used to establish the maximum indebtedness, \$6.1M (2011 dollars; or \$8.5M in escalated dollars), for the UR district. The list of projects includes:

1. Infrastructure improvements: approximately \$1.6M (2011 dollars) for upgrades to existing public utilities (water, sewer, storm) and undergrounding private utilities (electrical and franchise) along various streets within the UR Plan Area Boundary. Note:
  - only a portion of the public utilities are located along corridors to be studied as a part of this Project
  - locations for undergrounding private utilities (electrical and franchise) have not been identified and will be completed "where feasible".

The infrastructure improvement work also includes \$800k (2011 dollars) for parking improvements to "encourage business in the Area".

2. District Identity/Streetscape Improvements: approximately \$2.0M (2011 dollars) for streetscape enhancements to improve access for people walking and biking (i.e. sidewalk improvements, curb ramps, streetscape furniture such as banners, benches, etc). The budget for this work was established assuming \$340k per block for a total of six blocks. An additional \$100K is included to enhance connections to local parks and

greenspaces adjacent to the Project Area (e.g. Jackson Park, Indian Creek Trail).

The proposed streetscape improvements and associated project costs documented in the UR Plan are generally focused on minor alterations\* to the existing streetscape to improve access and safety. The improvements and documented project costs do not include major changes to the roadway or intersections within the project area.

*\* Example - to give an idea on potential costs to provide ADA improvements: based on industry standard planning costs in the region for upgrading curb ramps at an intersection, several agencies assume a cost of \$10k/curb ramp, or ~\$80k/intersection to retrofit a single intersection for ADA curb ramps; costs vary based on site conditions and constraints as this number includes costs associated with adjusting adjacent utilities, etc. This example and planning level cost has been provided to put the original budget number (\$340k/block) in perspective.*

### **Additional URA and Community Discussions (post Urban Renewal Plan)**

Since the Plan was adopted in 2011 additional work has been completed by the Urban Renewal Agency and local community, including:

- URA Hosted Public Meetings to Discuss Project Priorities (10/19/2017 and 12/9/2017): outcomes from these meetings include recommendations for developing projects that combine power undergrounding with desired pedestrian enhancements, including angle parking on side streets, while also recommending an evaluation to return to two-way traffic on 12<sup>th</sup> and 13<sup>th</sup> Streets. Recommendations are documented in the letter titled “*Urban Renewal Advisory Committee – Project Recommendations – The Heights*” (5/14/2018).
- Blue Zone Walkshop Recommendations (9/24/2018): this summary includes recommendations for larger retrofit projects to improve safety along the full project corridors of 12<sup>th</sup> and 13<sup>th</sup> Streets between May St and Belmont Ave. Recommendations include intersection redesigns and considerations for major changes to the existing street cross section to provide protected bike lanes and address community concerns related to traffic speeds, pedestrian safety and parking.
- Street Alive Observations (9/28/2018-10/11/2018): outcomes from this demonstration project provide detailed insight into potential streetscape retrofit opportunities to help achieve community goals associated with improved safety and access.

This additional work, completed since the 2011 Urban Renewal Plan, suggests a changing set of priorities for the project area based on current community concerns.

### **Discussion**

The recent URAC and community discussions have identified much broader streetscape and transportation improvements than the smaller alterations assumed as part of the 2011 UR Plan.

We also understand there are mixed opinions within the community for the range of improvements that should be considered as part of this project. For example, we understand the one-year demonstration that was planned for the project corridors in 2019/2020 was not executed due to the lack of community support/consensus and that a current community petition is being circulated in hopes of preserving the configuration of existing travel lanes and parking. Given the current community dialogue we are interested in confirming with the Urban Renewal Agency the level of effort and scope of work that is desired for this project.

The MIG Team can support the Urban Renewal Agency in providing additional community outreach and developing engineering and streetscape concepts to respond to both (1) the goals of the original UR Plan and (2) recent community conversations. While the scope of work for these two items may be similar, the level of effort is quite different; the primary differences are the level of community outreach we recommended to garner community and political support for this project and the level of technical analysis and design to address both minor and major changes to the transportation system and streetscape within the project area (as well as a more robust phasing, implementation, and funding strategy that will be needed for a more comprehensive concept plan).

We anticipate a scope that addresses the original UR Plan (i.e. minor alterations to the existing streetscape) can be completed for a budget in line with the original RFP and City's planned budget. However, we expect additional budget (potentially 3 times the initial budget) could be needed to conduct a more comprehensive study.

Prior to moving forward and developing a project scope and fee for this project we are requesting the City and URAC discuss what is needed/desired for this project based on what was documented in the original Urban Renewal Plan and the recent community conversations for what is needed along the project corridors. In our opinion this is the difference between planning for small scale retrofits to improve near-term safety and streetscape enhancements and

developing a long-term vision for the corridor that can be implemented over time to address community, City and stakeholder goals and could include major capital investment, grant support, and significant coordination with ODOT.

Let us know if you have any questions and we are happy to be a part of the discussion if you feel that would help.



Hood River Heights District – Urban Design and Engineering  
**Preliminary scope outline for discussion with Urban Renewal Agency**

*This scope outlines tasks to support the Urban Renewal Agency in identifying and developing preliminary designs for streetscape enhancements to support the goals of the Heights District Urban Renewal Plan. The scope outline also highlights additional level of effort that is recommended if it is determined that a more comprehensive corridor study is desired; see MIG memo titled “Desired Scope of Work for Heights District Urban Design and Engineering Project” dated 2/11/20 for additional discussion on this topic.*

**Task 1 – Project Management**

1. Project Coordination with Urban Renewal Agency project manager (assume bi-weekly calls)
2. Develop and update project schedule
1. Kickoff workshop - Verify Community Goals and Preliminary Evaluation Criteria
  - a. facilitate 2-hr meeting with Urban Renewal Agency to discuss visioning and goals identified earlier in the project. Focus will be on developing/revising goal statements and discussing initial evaluation criteria

**Task 2 – Existing Document Synthesis**

1. Develop Project Basemap:
  - a. Basemap will be developed using City provided GIS files to represent right of way lines and underground utilities over an aerial image and supplemented with field measurements of curbs to approximate the existing road alignment. The basemap will be utilized by to develop concepts and support the development of cost estimates for the preferred design alternative.

More Comprehensive Corridor Study: Project team will provide survey of project area that includes horizontal control of surface improvements (i.e. curbs, sidewalks, driveways, utilities at surface) and locations of property corners and right of way lines. Does not include vertical control/elevation or underground utilities, however, the survey will be setup so this information can be added for final design and implementation.

2. Existing Conditions Analysis and Synthesis:
  - a. Provide a synthesis of existing conditions and documents, including past planning efforts and Urban Renewal Plan, as it relates to the project study area and scope of this project (e.g. Adopted Heights District Urban Renewal Plan, Heights Walkshop Report, Streets Alive Demonstration Project and Documentation)

More Comprehensive Corridor Study: An additional task will document policies, regulations and design standards applicable to the study area (e.g. ODOT Design Standards, OR Highway Plan Policies, OAR Access Management Rules, etc) to understand the regulatory context and permitting process if more complex changes to the corridor are proposed (i.e. conversion to two-way traffic, lane reduction)

3. Traffic Study Addendum:

- a. Supplement the previously completed traffic study and include the following:  
*(note: to limit re-work and build on work completed by the previous consultant team an addendum to the current report will be provided):*
  - i. Safety analysis – Consultant will obtain the most recent five years of crash data for the study area from ODOT, as well as ODOT Safety Priority Index System (SPIS) ratings, and will identify crash trends and “hotspots”
  - ii. Acknowledgment of the volume of truck traffic
  - iii. Inventory of access point (driveways and intersections) locations along Highway 281 to help identify potential property access conflicts for concepts

**Task 3 – Stakeholder and Community Outreach**

1. Updated Public Involvement Plan

- a. Review and update the previously prepared public involvement plan incorporating the current scope and anticipated outcomes; *to limit rework this task will redline/strikeout the plan developed by the previous consultant team to incorporate MIG’s proposed approach.*

2. Project Website Management and Content

- a. Synopsis of project history; include visuals
- b. Update website at major milestones/events as new project information becomes available

More Comprehensive Corridor Study: Additional effort anticipated.

3. Updated Mailing List and Project Updates

- a. Using information gathered through previous tasks, Consultant will update the project mailing list; assumes database will be in MailChimp format.
- b. Assume project updates will coincide with updates to the project website and get pushed out with the City’s quarterly newsletter and Facebook posts

More Comprehensive Corridor Study: Additional effort anticipated.

4. URAB/URAC Meetings

- a. Assume 4 meetings
  - i. Kickoff workshop to discuss goals and initial evaluation criteria (part of Task 1)
  - ii. Present concepts and evaluation criteria (part of Task 4)
  - iii. Present preferred alternative (part of Task 5)
  - iv. Present Final deliverable (part of Task 5; anticipate this could be similar to a land-use hearing, with opportunity for public testimony)

More Comprehensive Corridor Study: Consider a fifth meeting, between meetings 1 and 2, to inform URAC of design standards, regulatory context and permitting process if major changes to the corridor are to be considered

5. Direct Stakeholder Outreach along Project Corridor

- a. coordinate with City, URAB and URAC to identify 3 or 4 individual or small group meetings (1 hr each) to engage people who could have a significant influence on the project (e.g. business and property owners; assume timing before the public open house; assume some meetings to be conducted in Spanish or with Spanish translation support); intent of interviews is to gain information on the state of the corridor, discuss considerations moving forward, and discuss public engagement results.

More Comprehensive Corridor Study: To include up to 10 meetings

6. Public Open House (Event 1)

- a. In person open house to present and verify existing conditions synthesis, project goals and preliminary criteria.

More Comprehensive Corridor Study: Supplement the open house with an online interactive survey to create a more inclusive outreach process. We can use the Mapita interactive mapping system to provide a user-friendly way for the public to provide specific, place-based input on the existing conditions/concerns within the project area. This information can be used to analyze transportation concerns and desires of the community. The software is optimized for easy use by the public on mobile platforms and is based on familiar online mapping platforms. MIG recommends the use of Mapita in the early phases of the project to gain a deeper understanding of how people are using street networks and their experience of place.

7. Public Open House (Event 2)

- a. Present preliminary concepts and evaluation criteria to public

8. Spanish Translation Support

- a. MIG to utilize Next Door, similar to previous contract with City

**Task 4 – Develop Concepts**

1. Develop Preliminary Concepts

- a. Two concepts of proposed streetscape enhancements and improved neighborhood connections for the study street corridors to address goals of the Urban Renewal Plan; concepts to be based on outcomes from Tasks 2 and 3 and will include typical street cross sections and prototypical plan view layouts for each concept.

More Comprehensive Corridor Study:

1. Assume three concepts (e.g. no traffic changes, two-way traffic, reduce lanes) for the study street corridors.
2. Assume two sets of design treatments for the intersections that tie the couplet together at the north and south ends (May Street and Belmont Avenue/Union Street) are developed
3. Additional coordination with ODOT during development of concepts and design treatments for major intersections.

2. Evaluation and Analysis of Preliminary Concepts

- a. Based on rating criteria identified in previous tasks and verified by public outreach.
- b. traffic study evaluating alternatives and determining impacts of traffic circulation and design changes for enhanced street crossings and minor intersections enhancements to improve non-motorized access; focus on responding to established evaluation criteria; includes assessment of mainline and side-street delay, need for turn lanes and intersection capacity improvements, potential diversion of traffic to surrounding City streets, quality of pedestrian crossing improvements, and relative improvements to safety.
- c. ODOT Coordination

More Comprehensive Corridor Study:

- 1. More thorough analysis including impacts resulting from intersection design treatments that tie the couplet together at the north and south ends of the study area (May Street and Belmont Avenue/Union Street).
- 2. Additional coordination with ODOT during evaluation and analysis of concepts and intersection design treatments.

**Task 5 – Preferred Concept and Action Plan**

1. Develop Preferred Concept Plan

- a. Final concept will be based on evaluation of preliminary concepts and community feedback; concept will document improvements for the study street corridors including typical street cross sections and intersection enhancements

More Comprehensive Corridor Study: Additional effort needed for more complex/wide ranging concept.

2. Implementation Recommendations and Cost Considerations

- a. Phasing and implementation considerations to package streetscape enhancements with utility upgrades documented in the Urban Renewal Plan to realize cost efficiencies during construction and reduce impacts to business and property owners, service disruptions and traffic (local and regional).
- b. Planning level range of probable construction costs for proposed improvements for implementing future improvements.

More Comprehensive Corridor Study: A comprehensive phasing and implementation plan (or action plan) will be developed to document the full range of proposed improvements, which could include, rechannelization and curb adjustments, major intersection reconstruction, and streetscape enhancements.

In addition to providing planning level costs estimates documentation will include opportunities for public and private investment and funding strategies, (e.g. grant recommendations) based on project type. Anticipate larger projects will require city capital investment, partnerships with ODOT and grant funding to realize the long term vision for the study area.

3. Visualizations

- a. Develop two renderings of the preferred concept plan to supplement typical plans and cross sections; *project team will use and build from the SketchUp model setup from the previous consultant team.*

More Comprehensive Corridor Study: Assume up to 4 renderings.

4. Final Concept Plan Report

- a. Document process, final concept, implementation recommendations, cost considerations and funding opportunities.

More Comprehensive Corridor Study: Additional effort anticipated to capture the larger scope and scale of improvements for corridor wide improvements/ investment.

Example deliverable from a similar project:

[https://www.carnationwa.gov/vertical/sites/%7BBC2C8B0D-6FDD-43CB-A5E7-03E465DF30E5%7D/uploads/Tolt\\_Avenue\\_Action\\_Plan\\_Feb\\_2013\\_updated\\_web-optimized\(1\).pdf](https://www.carnationwa.gov/vertical/sites/%7BBC2C8B0D-6FDD-43CB-A5E7-03E465DF30E5%7D/uploads/Tolt_Avenue_Action_Plan_Feb_2013_updated_web-optimized(1).pdf)

Additional tasks to be considered as part of a more comprehensive corridor study:

**Task 6 – Demonstration Project**

Example opportunity could test tactics, proposed enhancements after a concept has been selected to get people excited about future improvements.

- 1. Outreach, Technical and Coordination to Develop Implementation
- 2. Permitting Support

**Task 7 – RFP for First initial Project**

Assist the Urban Renewal Agency in developing an RFP for final engineering design for an initial project based on outcomes of the final implementation plan.