



URBAN RENEWAL AGENCY

Urban Development Department

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178.

Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available on request. To request accommodations or services, please contact the ADA Liaison at 503-588-6178 or Urbandev@cityofsalem.net at least two business days in advance (TTD/TTY 503-588-6439).

Downtown Advisory Board

Board Members

Jill Munger, Chair
Aaron Terpening, Vice-Chair
Hillary Banks
Brad Compton
Chip Conrad
Jesse Hayes
Vincenzo Meduri
Laurie Miller
Maria Palacio
Ron Welter
Dana Vugteveen

City Staff

Sheri Wahrgren, Downtown Revitalization
Rebecca Ziegler, Project Manager
Anita Sandoval, Supervisor

Next Meeting: Pending Board Action

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Meeting Agenda

Thursday, July 26, 2018
12 p.m. – 1:30 p.m.
UD Conference Room
350 Commercial St NE

1. Opening exercises
2. Approval of Agenda
3. Approval of Minutes
 - a. June 28, 2018
4. Public Comment
(Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.)
5. Action Items –
 - a. Annual Communication to Council and Agency Board
 - b. August meeting cancellation?
6. Information Reports
 - a. North Gateway, Airport, McGilchrist URA Project Overviews
 - b. Downtown Homeless Task Force Update
 - c. Streetscape
7. Adjournment

MINUTES
Downtown Advisory Board
Thursday, June 28, 2018–12:00 P.M.
Urban Development Conference Room
350 Commercial St NE

This Action Agenda/Minutes complements the **MP3** and WMA recording of the meeting, which may be reviewed at <http://www.cityofsalem.net/Pages/downtown-advisory-board.aspx>

1. CALL TO ORDER

Call to Order and Roll Call: 12:03 PM

Roll Call: Hillary Banks; Brad Compton; Jesse Hayes; Jill Munger; Aaron Terpening Dana Vugteveen; Ronald Welter

Excused: Chip Conrad; Vincenzo Meduri; Laurie Miller; Maria Palacio

Staff: Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler

Guests: Sarah Owens, Michael Livingston

2. APPROVAL OF AGENDA

Motion: Move to approve the agenda for June 28, 2018, as presented.

Motion by: Board Member Compton

Seconded by: Board Member Vugteveen

Action: Approved the agenda for June 28, 2018, as presented.

Vote: Aye: Unanimous **Motion PASSES**

3. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from May 24, 2018, as presented.

Motion by: Board Member Vugteveen

Seconded by: Board Member Compton

Action: Approved the Minutes from May 24, 2018, as presented.

Vote: Aye: Unanimous **Motion PASSES**

4. BOARD MEMBER COMMENT - None

5. PUBLIC COMMENT on items not on the agenda - None

6. ACTION ITEMS

a. Proposed revisions to the Downtown Advisory Board Purpose and Operating Principles

Comments/Questions: Wahrgren, Vugteveen, Terpening, Munger, Hayes, Welter, Banks

Motion: Move to recommend revisions to the Purpose and Operating Principles as follows:

Downtown Advisory Board Charge

- Addition of language at the beginning of the document to be consistent with the creation of the DAB as outlined in the IGA.

DAB Membership and Terms

- Update Board representation to remove 2 non-voting ex-officio positions.
- Replaces requirement for business or property owner to reside within the Downtown Parking District to within the Riverfront-Downtown Urban Renewal Area.

Board Member Vacancies and Attendance

- Addition of Attendance Expectations as provided in SRC 2.550

DAB Member Responsibilities

- Retain all except replace the word “Citywide” in bullet #2 with the word “Community”.

DAB Operating Principles

- Amend bullet #1 to reflect IGA direction of Bylaws
- Amend bullet #3 to coincide with Resolution 15-3 URA regarding the approval of staff time in excess of one hour.

- Addition of bullet #4 to coincide with Resolution 15-3 URA that directs exceptions to policy or guidelines to the Agency Board without prior review/recommendation from DAB.
- Remove bullet #5, DAB Meeting schedule
- Addition of bullet #6 Election of Officers
- Amend bullets #7-10 to reflect with City Best Practices regarding agendas, minutes, notification, etc

Council Goals

- Amended to reflect the City Council adopted Salem Strategic Plan

Motion by: Board Member Vugteveen

Seconded by: Board Member Terpening

Action: Approved recommended revisions to the Purpose and Operating Principles

Vote: **Aye:** **Motion PASSES**

7. Discussion

a. Work Plan Updates

Handouts: Work Plan and Annual Schedule Examples

Comments/Questions: Munger, Hayes, Wahrgren

The Board agreed by consensus to form a Parking Garage Marketing Subcommittee:

Volunteers: Hayes, Vugteveen

The Board agreed by consensus to add the following items to the work plan:

Add updates from WSRAB and NGRAB

Add update on Streetscape

8. OLD and/or NEW BUSINESS

9. ADJOURN

Chair Munger adjourned the meeting at 1:17 PM. Next meeting: July 26, 2018.

DOWNTOWN ADVISORY BOARD

MEMORANDUM

DATE: September 24, 2018
TO: Salem City Council
Urban Renewal Agency Board
FROM: Downtown Advisory Board
SUBJECT: **FY 2017-18 Project Highlights**
Riverfront-Downtown Urban Renewal Area
Downtown Parking District

Each year during the budget process, project categories outlined in the Downtown Strategic Action Plan, Council Goals, and Riverfront Downtown Urban Renewal Plan are taken into consideration to inform recommendations to City Council and Agency Board.

In the 2017-18 Fiscal Year, the Downtown Advisory Board focused funding priorities that would support investments already made within the Riverfront Urban Renewal Area, incent redevelopment opportunities, and encourage economic vibrancy.

Even though several key projects will need to be phased over several years to minimize impacts to residents, employees, and businesses in downtown, a large allocation of funds continues to be recommended for the Capital Improvement Grant Program.

In FY 2017-18 seventeen Capital Improvement Grants were committed in the amount of \$1.33M. This funding helped leverage total project costs of \$6.5M resulting in \$4.9 in private sector capital for every \$1 of public funds. These funds helped reduce upper floor commercial vacancy in addition to ground floor business recruitment. Historic buildings also received funds for interior and exterior preservation.

The Downtown Streetscape Design Plan is underway as we continue to gather public input on design elements prior to finalizing a plan. Streetscape improvements will include infrastructure upgrades for electrical, water, and conduit in order to support elements such as holiday lighting, banner/basket infrastructure, pedestrian lighting, and landscape irrigation. This is a high priority project that will provide economic and livability benefits to the entire City.

Downtown Advisory Board's prior year recommendations to the Agency Board to allocate funds to capture opportunities such as property acquisitions has allowed the Agency to enter into a sales agreement with Union Gospel Mission and Saffron's to purchase their sites for future redevelopment in downtown.

Most recently, DAB supported funding for transportation infrastructure and public improvements for the to-be-built new Salem Police Facility and Phase II Union Street Bike Friendly project.

New parkade signage is scheduled for installation this summer, changing out the existing gold and burgundy signs with a simple clean blue and white sign with a "P" designating a parking resource. The data collected in the 2017 Downtown Parking Study reflects the average length of stay in a 3-hour space is 1 hour and 30 minutes. In addition, each on-street space is turning over 6.45 times to unique vehicles over a 10 hour time period. Peak hour occupancy at 90% continues to exceed the 85% Rule in the downtown retail core, but the overall Parking District occupancy is 73% when you take into consideration streets such as Trade, Marion, and Center. The percentage of unique vehicles parking for more than five hours on street was less than 1%, indicating the parking management system is efficient.

Even though the occupancy increased in the parking garages in 2017, Board members continue to investigate opportunities to increase utilization of the parking garages through improved signage and marketing tools.

The Downtown Advisory Board members appreciate the opportunity of advising the Agency and Council on matters related to parking.

RIVERFRONT DOWNTOWN CAPITAL IMPROVEMENT GRANT SUMMARY
January 2018 – July 3, 2018

Funding (Committed)	Total Project Costs	Applicant	Property Address	Objective	Status
\$71,251	\$165,003	Suzanne M Gwynn Family Trust	495 State Street (Franklin Building)	Upper Floor Improvements/Business Recruitment	Active
\$170,000	\$711,027	201 Commercial St. NE LLC	201-211 Commercial St. NE	Upper Floor Renovations/Historic Preservation	Active
\$38,291	\$85,082	Nate Levin	702 High Street	Business Recruitment	Active
\$7,761	\$30,907	Hollymac, LLC	142 High Street	Upper Floor Renovations	Active
\$54,902	\$112,960	JB Sunshine Properties LLC	156 Front Street	Business Recruitment/Expansion	Complete
\$23,630	\$55,805	Pioneer Trust Bank	109 Commercial Street	Historic Preservation	Active
\$118,200	\$341,000	CH Reed LLC	189 Liberty St. NE	Historic Preservation	Active

\$5,308	\$10,617	Dalke Investments, LLC	222 Commercial St. NE	Upper Floor Renovations Business Recruitment	Active
\$270,371	\$1,775,858	440 State, LLC	440 State Street	Upper Floor Renovations Mixed-Use Historic Preservation	Active

Example FY 2018-19 Downtown Advisory Board Work Plan

Meeting Date	Topic	Notes
January	Review Parking Fund Budget Elect Officers	Capital Improvement Grant Summary Update
February	Recommend Parking Fund Budget Review RDURA Budget	Union Street Project Update
March	Recommend RDURA Budget	Capital Improvement Grant Summary Update Riverfront Park Master Plan Update
April	No Meeting	
May		New Police Facility Update Strategic Action Plan Review – North Downtown Projects
June		Update DAB Principles
July	North Gateway, Airport and McGilchrist URA Project Updates Downtown Homeless Task Force Update	Capital Improvement Grant Summary
August		Annual Report to Agency Board
September		
October	Currently funded project updates Project priorities discussion – preparation for budget	
November/December	Typically combined November/December into one meeting in early December	