



## URBAN RENEWAL AGENCY

### Urban Development Department

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### 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: October 25, 2018

[www.cityofsalem.net](http://www.cityofsalem.net)

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### Meeting Agenda

Thursday, September 27, 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. July 26, 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. None
6. Information Reports
  - a. State Street Development Plan Overview, Eunice Kim
  - b. Riverfront Park Master Plan Update, Patricia Farrell
  - c. Downtown Parking Permit Fee Summary
  - d. Creation of Residential Permit Program for Parking Structures
  - e. Gray Building Tour
7. Adjournment

**MINUTES**  
**Downtown Advisory Board**  
Thursday, July 26, 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; Chip Conrad; Jesse Hayes; Vincenzo Meduri; Jill Munger; Maria Palacio; Aaron Terpening; Ronald Welter

**Excused:** Laurie Miller; Dana Vugteveen

**Staff:** Glenn Davis; Sara Long; Kristin Retherford; Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler,

**Guests:** Paul Gehlar

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda for July 26, 2018, as presented.

**Motion by:** Board Member Terpening

**Seconded by:** Board Member Meduri

**Action:** Approved the agenda for July 26, 2018, as presented.

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

**3. APPROVAL OF MINUTES**

**Motion:** Move to approve the Minutes from June 28, 2018, as presented.

**Motion by:** Board Member Welter

**Seconded by:** Board Member Terpening

**Action:** Approved the Minutes from June 28, 2018, as presented.

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

**4. PUBLIC COMMENT on items not on the agenda –**

**Glenn Davis**, Public Works, SDC Methodology Committee: The Committee is considering a proposal to exempt properties within the Downtown area, likely within the Downtown Parking District boundaries, from paying Transportation SDCs. A Public Hearing will be held in November, and the Committee wanted to get feedback from the Downtown Advisory Board before finalizing the recommendation in the fall. A draft recommendation will be shared with the DAB at their September meeting.

Comments/Questions: Wahrgren, Retherford, Banks, Hayes

**5. ACTION ITEMS**

**a. Annual Communications to Council and Agency Board**

The draft Annual Report highlighting DAB accomplishments for FY 2017-18 was reviewed and discussed.

Comments/Questions: Munger, Wahrgren, Meduri

**Motion:** Move to forward the Annual Communication to Council and Urban Renewal Agency as presented.

**Motion by:** Board Member Terpening

**Seconded by:** Board Member Palacio

**Action:** Approved forwarding the Annual Communication to Council and Urban Renewal Agency as presented.

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

**b. August Meeting Cancellation**

**Motion:** Move to cancel the August 2018 meeting and reconvene in September.

**Motion by:** Board Member Munger

**Seconded by:** Board Member Hayes

**Action:** Approved canceling the August 2018 meeting and will reconvene in September.

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

**6. INFORMATION REPORTS**

**a. North Gateway, Airport, McGilchrist URA project overviews**

Sara Long, Urban Development Project Manager, updated the Board on what's going on in the North Gateway URA, the Airport, and the McGilchrist URA:

Comments/Questions: Wahrgren, Welter

**b. Downtown Homeless Solutions Task Force Update**

Kristin Retherford, Urban Development Director, updated the Board on the Downtown Homeless Solutions Task Force which was created by the Mayor to address the most urgent needs and impacts of the homeless population. The final meeting to review the recommendations will be on August 1. These recommendations will be forwarded to the Council for action through the Policy agenda process.

Comments/Questions: Wahrgren

**c. Parking Garage Marketing Subcommittee**

Jesse Hayes summarized the discussion from the July 19 Subcommittee meeting.

Comments/Questions: Wahrgren, Meduri, Retherford

**d. Streetscape Update**

Sheri Wahrgren, Urban Development Downtown Manager, updated the Board on Streetscape progress.

Comments/Questions: Retherford, Hayes

**7. ADJOURN**

Chair Munger adjourned the meeting at 1:35 PM. Next meeting: September 27, 2018.



## MEMORANDUM

Urban Development Department

**DATE:** September 27, 2018

**TO:** Downtown Advisory Board

**FROM:** Sheri Wahrgren, Downtown Revitalization Manager

**SUBJECT:** Parking Permit Fees

The following information is being provided in response to recent questions regarding the parking permit fees for downtown employees.

### Background:

City Council establishes fees for on and off-street parking permits. Parking permit rates are based on location, parking options available, and parking demand.

In 2014 the Downtown Advisory Board recommended to City Council that the Full Time Parking Permit fees in all parkades located in the Parking District be increased by \$2.00. That was the last time the parking permit fees have been increased. The following table reflects the current parking permit fees in each of the parkades.

	Monthly Rate FT	Monthly Rate PT	Motorcycle FT/PT Same Rate
<b>MARION PARKADE</b>			
<i>Covered</i>	\$58.00		\$22.00
<i>Uncovered</i>	\$38.00	\$26.00	
<b>CHEMEKETA PARKADE</b>			
<i>Covered</i>	\$62.00		
<i>Uncovered</i>	\$54.00	\$33.00	\$22.00
<b>LIBERTY PARKADE</b>			
<i>Covered/Uncovered</i>	\$72.00	\$40.00	\$25.00
<b>RIVERFRONT PARK (surface lot)</b>	\$20.00		
<b>Daily Rate all parkades</b>	\$1.50		

In addition to the City parking resources located within the Parking District, parking is available in two additional locations within close proximity to downtown. The following summarizes the costs for parking at Pringle Parkade and Union Street surface lot.

<b>City parking resources outside</b>			
<b>Parking District</b>			
Pringle Parkade	\$57.00	\$30.00	\$22.00
Union Street (surface lot)	\$20.00		

Currently there is range of parking options to meet the needs of the employees working in downtown. For comparison purposes staff researched the current cost for parking at private surface parking lots in downtown.

<b>High/Chemeketa Diamond Lot</b>	FT \$85.00, Daily \$15.00	\$3.00 hourly	0-2 hours than \$1.50 more
<b>120 Commercial Diamond Lot</b>	\$85.00	\$6.00 hourly	0-4 hours
<b>Macys Parkade</b>		3 hrs free	\$1.00/hr max \$3.00

The current permit pricing continues to be less than what is available on private lots, which do not have covered parking. Each month a report is made available to the Board that reflects the permit activity in the parkades that provides historical data on parkade permit usage.



## **MEMORANDUM**

*Urban Development Department*

**DATE:** September 27, 2018

**TO:** Downtown Advisory Board

**FROM:** Sheri Wahrgren, Downtown Revitalization Manager

**SUBJECT:** Resident Parkade Parking Permit

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The parking permits currently offered through the City for the parking garages are typically purchased by employees, or employers for their employees. Some organizations have purchased permits to provide to volunteers since they are prohibited from parking on-street in accordance with code.

Support and encouragement of housing options in the downtown has been a long time goal of the Advisory and Agency Board. Residents bring numerous benefits to the downtown including economic support for downtown businesses and livability.

Up until recently, there have been very few rental housing options in downtown, with the exception of units that have been created in existing historic buildings. The parking requirements for housing units is one parking space for each housing unit. Because the downtown historic buildings do not usually include the ability to park residents on their property, the City has supported housing by allowing them to meet their parking code requirements through residential parking agreements in Chemeketa Parkade. According to feedback from property owners with rental units, they have historically been fully occupied with waiting lists. The 245 Court Street housing project is the first new construction project to be built in downtown for a long time, and they will be meeting the code parking requirement on site.

Historically, the parking structures have had the capacity to support resident parking demand, especially when the resident parking demand is between 6:00 p.m. and 7:00 a.m., not impacting the majority of employee parking need between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Currently residents are not prohibited from parking on-street, but are limited to the on-street time restrictions during enforcement hours of 8:00 a.m. to 8:00 p.m. For long term parking during enforcement hours residents utilize free customer parking spaces in a parking structure. Because residents are not required to purchase permits, it is difficult to track the demand in the parkades for resident parking. It is also difficult to differentiate between employees and residents who are observed frequently parked in the garages and to be able to contact them if there is an issue with their vehicle.

As the demand for resident parking increases, staff is exploring the creation of a resident parkade parking permit. The preliminary concepts for a resident parkade parking permit would have an annual fee, be required to park in the permit area during enforcement hours, and employees who are also residents in downtown would be required to purchase only the employee parking permit, but would need to register as a resident utilizing the parking structure.

If a resident parkade permit program moves forward, implementation would include development of a communication strategy to help educate and provide notice of the resident parkade permit program.

<b>PARK SALEM MONTHLY REPORT</b>							
as of August 17, 2018							
<b>Parking Resource Summary</b>				<b>Budget Summary</b>	<b>Actual</b>	<b>18-19 Budget</b>	<b>% of YTD**</b>
Total On-Street Parking Spaces		1,106		Liberty	\$41,008	\$257,210	16%
Free Customer Unlimited Time Parking Space		1,080		Chemeketa	\$28,771	\$197,590	15%
Free Customer 30-Minute Spaces		32		Marion	\$18,734	\$176,950	11%
<i>Remaining spaces loading zone,ADA,motorcycle</i>				Riverfront	\$2,560	\$24,430	10%
		<b>Total Parking Spaces</b>	<b>Total Free Customer Spaces</b>	<b>Free spaces as a % of total spaces</b>	<b>Total Number of Permits for Sale</b>	<b>Permits Sold</b>	<b>Permits sold as a % of total permits</b>
Liberty Parkade*		370	117	32%	430	310	72%
Chemeketa Parkade*		619	297	48%	352	276	78%
Marion Parkade*		1,052	505	50%	546	323	59%
Riverfront Park		238	161	68%	103	66	64%
*Daily permits are not factored into total number of permits for sale.							
Daily Permits Sold Liberty				88			
Daily Permits Sold Chemeketa				20			
Daily Permits Sold Marion				432			
Daily permits are not sold at Riverfront Lot							
<b>Total Free Customer Spaces also include ADA and EV Designated Spaces</b>							