



## 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](mailto:Urbandev@cityofsalem.net) at least two business days in advance (TTD/TTY 503-588-6439).

### Downtown Advisory Board

#### Board Members

Aaron Terpening, Chair  
Hillary Banks  
Brad Compton  
Joshua Kay  
Vincenzo Meduri, Vice-Chair  
Scott McLeod  
Laurie Miller  
Maria Palacio  
Dana Vugteveen

#### City Staff

Sheri Wahrgren, Downtown Revitalization  
Rebecca Ziegler, Project Manager  
Jamie Corff, Project Coordinator  
Anita Sandoval, Supervisor  
[www.cityofsalem.net](http://www.cityofsalem.net)

#### Next Meeting:

Sept. 26, 2019

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

### Meeting Agenda

Thursday August 22, 2019

12:00 p.m. – 1:30 p.m.

UD Conference Room

350 Commercial St NE

1. Opening exercises
2. Approval of Agenda
3. Approval of Minutes from June 27, 2019
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. Recommendation to increase Strategic Project Grant Program Budget \$100,000 from FY 2019-20 unspecified budget?
  - b. Recommendation to reduce the Strategic Project Grant maximum from \$50,000 to \$30,000?
6. Information Reports
  - a. Police Facility Update
  - b. Division Street Transportation Improvements
  - c. Parking Information
  - d. Alley Lighting Project Update
  - e. DAB Public Meeting Preparation
7. What's Happening Downtown
8. Adjournment

**MINUTES**  
**Downtown Advisory Board**  
Thursday, June 27, 2019–12:00 P.M.  
Urban Development Conference Room  
350 Commercial St NE

**1. CALL TO ORDER**

**Call to Order and Roll Call:** 12:00 PM

**Roll Call:** Hillary Banks; Brad Compton; Vincenzo Meduri; Scott McLeod; Laurie Miller; Maria Palacio; Aaron Terpening; Dana Vugteveen

**Absent:** Ed Whipple

**Staff:** Kristin Retherford, Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler; Julie Warncke

**Guests:**

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda for June 27, 2019, amended to add “What’s Happening?” under #6

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Palacio

**Action:** Approved the agenda for June 27, 2019, as amended.

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

**3. APPROVAL OF MINUTES**

**Motion:** Move to approve the Minutes from May 23, 2019, as presented.

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Palacio

**Action:** Approved the Minutes from May 23, 2019; as presented.

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

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

a. none

**5. ACTION ITEMS –**

**a. Approval of September 16, 2019, for the DAB Public Meeting**

**Motion:** Recommend September 16, 2019, for the Downtown Public Meeting

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Meduri

Comments/Questions:

**Action:** Approve recommendation of September 16, 2019, for the Downtown Public Meeting

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

**b. Cancellation of July 25, 2019, DAB Meeting**

**Motion:** Recommend canceling the July 25, 2019, DAB meeting

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Meduri

Comments/Questions:

**Action:** Approved canceling the July 25, 2019, DAB meeting

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

**6. INFORMATION REPORTS**

**a. Update on Front Street Traffic Congestion – Julie Warncke**

*PowerPoint presentation: Congestion relief Task Force*

Julie Warncke, Public Works, presented an update on Front Street Traffic Congestion

Comments/Questions: McLeod, Meduri, Terpening, Banks, Wahrgren, Palacio, Compton

**Motion:** DAB does not recommend closing the north crosswalk at Court and Front

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Miller

Comments/Questions:

**Action:** Approved to NOT recommend closing the north crosswalk at Court and Front

**Vote:** No: McLeod, Meduri **Motion PASSES**

**b. Follow-up – DAB Public Meeting – Vincenzo Meduri**

Reviewed planning progress for the meeting on September 16. Preview of agenda will be shared with DAB at the August 22 meeting.

Comments/Questions:

**c. Take away from follow-up from Chamber Discussion**

Plan to invite the Chamber back annually and reach out to keep them advised of large projects.

Comments/Questions: Vugteveen, McLeod, Wahrgren, Terpening

**d. Temporary Mid-Block Landscape Survey Results – Sheri Wahrgren**

67% of respondents voted no. Most were out of town guests frustrated by fewer parking spaces.

Comments/Questions: Vugteveen, Compton, Meduri, Palacio, Miller

**e. “What’s happening?”**

- i. Budget passed on Monday; \$2 parking rate increase in garages was approved.
- ii. Homeless task force work group meetings will be taking place over the next 6 months focusing on implementing Council approved recommendations.
- iii. Nordstrom building was sold.
- iv. The Koz project is ready to pull permits.

**7. ADJOURN - 1:24 p.m. Next Meeting: August 22, 2019**



**MEMORANDUM**

**Urban Development Department**

**DATE:** August 22, 2019  
**TO:** Downtown Advisory Board  
**FROM:** Sheri Wahrgren, Downtown Revitalization Manager  
**SUBJECT:** Strategic Project Grant

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**Action Item #1:**

Does the Downtown Advisory Board recommend Urban Renewal Agency Board approval to allocate \$100,000 of RDURA FY 2019-2020 Future Projects Budget of \$633,880 to the Strategic Grant Program?

**Action Item #2:**

Does the Downtown Advisory Board recommend to the Urban Renewal Agency Board a reduction in the Strategic Project Grant Maximum of \$50,000 to \$30,000?

**Background:**

On February 25, 2019, the Agency Board approved the Strategic Project Grant Program to support the goals of addressing homelessness within the RDURA by providing grant funds for building and property improvements that help with crime prevention, security, and safety. Eligible projects include fencing, trash/recycling enclosures, lighting, façade improvements, and security cameras.

The maximum grant amount approved in February 2019 was \$50,000. An initial \$100,000 of FY 2018-19 RDURA Capital Improvement Program Grant funds were allocated to support the Strategic Grant Program. On May 28, 2019, the Agency Board approved an additional \$75,000 for the Strategic Project Grant in order to process pending grant applications.

The FY 2019-2020 Budget, includes \$150,000 for the Strategic Grant Program, and the current available balance is \$66,000 with pending applications that exceed the remaining budget.

Staff is recommending an additional \$100,000 be allocated to the Strategic Project Grant Budget to cover eligible crime prevention projects from FY 2019-2020 Future Projects line item of \$633,880.

Due to the limited amount of funds in this program, and based on the average grant amount to date of \$25,000 and ongoing demand for the program, staff is also recommending a reduction in the Strategic Project Grant Maximum from \$50,000 to \$30,000.

As of August 2019, \$258,204 of all the combined funding to date of \$325,000 for Strategic Program Grant budget has been allocated to the following 10 projects.

<b><u>Property</u></b>	<b><u>Grant Amount</u></b>	<b><u>Project Description</u></b>
724 High Street	\$ 22,180	Security Fencing/Gate & Cameras
660 Liberty Street	\$ 11,317	Security Lights/Fencing
494 State Street	\$ 9,768	Security Gate for alley entrance
530 Center Street	\$ 10,732	Security Cameras and Fencing
440 State Street	\$ 44,780	Trash Enclosure
960 Broadway St. NE	\$ 26,279	Gates, locks, trash enclosure, security cameras
649 High St. NE	\$ 31,112	Sliding security gate, security cameras
120 Commercial St. NE	\$ 37,827	Trash/Recycling enclosure
6155 Commercial St. NE	<u>\$ 50,000</u>	Storage Units for Homeless
TOTAL	\$258,204	

Staff is supportive of increasing the funds in order to maintain the momentum for utilizing this program to make building improvements that reduce crime and increase the safety and security for all downtown stakeholders.



**MEMORANDUM**

**Urban Development Department**

**DATE:** August 22, 2019  
**TO:** Downtown Advisory Board  
**FROM:** Sheri Wahrgren, Downtown Revitalization Manager  
**SUBJECT:** City of Salem Municipal Parking Lot

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In April 2019, a pay station was placed in the Municipal Surface Parking Lot in downtown Salem at the location on State Street between Liberty and High (next to Willamette Valley Bank parking).

According to SRC 102.045, parking meters are prohibited within the Parking District on and off-street, with the exception of City owned parking structures and any city-owned surface parking lot in accordance with SRC 102.45(b).

Due to the parking demand at the Municipal Lot, and available pay station, it was installed as a pilot to see if it would continue to be in demand as a parking resource. Unlike the other pay stations located around the Capitol Mall and City Hall areas where you purchase time and display a receipt, the Municipal Lot is a pay by plate station.

On the Park Salem Monthly Report that is included in your board packets that reflect the permit revenue and occupancy of the three parking structures within the Parking District, it has been updated to include Municipal Parking Lot information also.

Each month the report will provide information on the average length of time a vehicle is parking, average monthly revenue, and total revenue to date. The revenue generated from the pay station will go into the Parking Fund.

At the June DAB meeting a member asked if there were any costs associated with operating a pay station. The following is a summary of those costs:

Year 1 - Monthly Cost \$69	Annual \$ 858
Year 2 - Monthly Cost \$94	Annual \$1,128

Year 2 annual cost is higher because it adds the fee for the extended warranty, in addition to the back office fee.

There is a fee associated with credit card payments; however, the charge to the City is only \$0.06 per transaction, which is minimal in terms of overall costs/revenues.

To date the monthly average revenue is \$5,000, which when annualized, provides a potential estimated \$60,000 in additional revenue to the Parking Fund.

# Capital Improvement Grants 2018-19

## Fiscal Year 2018-2019

Commitment Date	Property Address	Objective Achieved	Status	Grant Amount	Total Project Costs
7/16/2018	150-160 Liberty St. Metropolitan Building	Recruitment	Active	\$151,906	\$525,831
7/16/2018	310-320 Court St. NE	Retention	Complete	\$28,759.65	\$60,654.45
8/1/2018	388 State St.	Exterior Preservation	Complete	\$52,372.00	\$109,488.00
8/8/2019	530 Center St. NE Equitable Center	Expansion/ Recruitment	Complete	\$12,745.00	\$24,311.00
8/15/2018	201 Commercial St.	Recruitment	Complete	\$31,881	\$206,860
10/18/2018	494 State St. NE Oregon Building	Recruitment, Upper Floor	Active	\$170,941	\$380,357
10/22/2018	649 High St.	Recruitment	Complete	\$110,000	\$195,635
11/6/2018	195 Liberty St.	Recruitment	Complete	\$15,854	\$113,241
12/17/2018	120 Commercial St. NE	Upper Floor, Historic, Exterior, Alley	Active	\$300,000	\$2,302,850
1/25/2019	615 Commercial St. NE Mid-Willamette Valley CAA-ARCHES	N/A	Active	\$1,100,000	\$1,900,000
1/29/2019	363 State St.	Recruitment	Active	\$56,111	\$117,586
1/30/2019	237-245 High St. NE	Recruitment	Complete	\$19,967	\$39,418
1/30/2019	246 State St.	Upper Floor	Active	\$21,419	\$37,513
2/28/2019	254 Commercial St. NE	Exterior, Expansion/ Recruitment	Active	\$10,147	\$17,295
3/19/2019	859 Liberty St. NE	Recruitment/ Expansion	Active	\$85,125	\$210,000
3/21/2019	100 High St. SE	Recruitment/ Expansion	Active	\$52,285	\$129,465
4/30/2019	525 Ferry Street	Recruitment	Active	\$53,667	\$87,354
5/2/2019	494 State St. NE Oregon Building	Expansion/ Recruitment, Upper Floor	Active	\$79,229	\$173,507
5/15/2019	100 High St. SE	Recruitment/ Expansion	Active	\$22,569	\$87,379
5/16/2019	237-245 High St. NE	Recruitment	Active	\$2,908	\$15,582
5/21/2019	530 Center St. NE Equitable Center	Recruitment/ Expansion	Active	\$26,162	\$50,324
6/25/2019	745 Commercial St. NE UGM	New Construction/ Alley Improvements/ Affordable Housing	Active	\$749,000	\$12,710,000
Totals:				\$3,153,049	\$19,494,650
Leverage:					\$16,341,602

Updated

8/13/2019