



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

Joshua Kay, Chair
Linda Nishioka, Vice-Chair
Vincenzo Meduri
Allan Pollock
Quandary Robertson
Kirk Sund
Jordan Truitt
Charles Weathers
Vacancy
Vacancy
Vacancy

City Staff

Sheri Wahrgren, Downtown Revitalization
Anita Sandoval, Supervisor

www.cityofsalem.net

Next Meeting:

July 28, 2022

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, May 26, 2022
12:00 p.m. – 1:30 p.m.

**Due to the COVID-19 Pandemic, this meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may view the meeting online on [YouTube](https://www.youtube.com/watch?v=UW3333333333). Please submit written comments on agenda items by 5:00 p.m., or earlier, one day prior to the day of the meeting at DAB@cityofsalem.net.

1. Opening exercises
2. Approval of Agenda
3. Approval of Minutes from February 24, 2022
4. Action Items –
 - a. Does the Downtown Advisory Board support a change in the DAB Quorum Rules that defines a quorum as a majority of the currently serving members of the Board?
5. Information Reports-
 - a. Rivenwood Apartment Project Overview (former Nordstrom Building)– Dana Moore, Deacon Development
 - b. Downtown tree wells
6. What's Happening Downtown
7. Adjournment

MINUTES
Downtown Advisory Board
Thursday, February 24, 2022–12:00 P.M.
Virtual Meeting
[YouTube](#)

1. CALL TO ORDER

Call to Order and Roll Call: 12:03 PM

Roll Call: Joshua Kay-Chair; Linda Nishioka-Vice Chair; Allan Pollock; Charles Weathers; Jordan Truitt; Quandary Robertson; Kirk Sund

Excused: Summer Keightley; Vincenzo Meduri

Absent: Tyson Giza

Staff/Guests: Anita Sandoval, Sheri Wahrgren, Rebecca Ziegler

2. APPROVAL OF AGENDA

Motion: Move to approve the agenda for February 24, 2022, as presented.

Motion by: Board Member Pollock

Seconded by: Board Member Sund

Action: Approved the agenda for February 10, 2022, as presented.

Vote: Aye: Unanimous **Motion PASSES**

3. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from February 10, 2021, as presented

Motion by: Board Member Weathers

Seconded by: Board Member Pollock

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

4. ACTION ITEMS -

a) Recommendation of FY 22-23 Downtown Parking Fund Budget

Comments/Questions: Wahrgren

Motion: Move to recommend approval of the FY 2022-2023 Downtown Parking Fund Budget as presented

Motion by: Board Member Kay

Seconded by: Board Member Nishioka

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

b) Approval of FY 2022-23 Budget Memorandum to City Council

Comments/Questions: Wahrgren, Pollock, Kay Nishioka, Sund, Truitt

Motion: Move to recommend approval of the DAB FY 2022-2023 Budget Memorandum to City Council as modified

Motion by: Board Member Truitt

Seconded by: Board Member Pollock

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

Motion: Move to cancel the March DAB meeting

Motion by: Board Member Truitt

Seconded by: Board Member Nishioka

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

5. INFORMATION REPORTS – n/a

6. What's Happening Downtown! – n/a

7. ADJOURN – 12:49 p.m.

Next Meeting: April 28, 2022

Memo

To: Downtown Advisory Board

From: Sheri Wahrgren

Date: May 26, 2022

Re: Downtown Advisory Board Quorum Rules

It is important for the Downtown Advisory Board to have regular meetings. In order for the board to meet they have to have a quorum of board members be in attendance. The current quorum rule for DAB is defined as a "Majority of the Board".

Downtown Advisory Board has 11 board positions which requires 6 board members to be present in order to meet the quorum requirements to have a meeting.

This memo is a request of the Downtown Advisory Board members to approve the following recommendation to revise the quorum rules to the following:

Quorum. A majority of the currently servicing members of the Board constitute a quorum to do business. Unless otherwise provided in the rules, the majority vote of the quorum present shall decide the question. Should a quorum not be present at a meeting, the members present may continue informally, but cannot render a decision.

The proposed quorum rule is what the West Salem Advisory Board and North Gateway Advisory Board utilize to determine quorums for their meetings.

Staff recommends the change will increase the ability of the board to achieve a quorum and have meetings going forward. Thank you for your consideration.