

MINUTES
Downtown Advisory Board
 Thursday, February 25, 2010 – 2:00 P.M.
 350 Commercial St NE

| Members Present | Members Absent | Staff Present | Guests |
|---|---|--|---------------|
| Suzi Bicknell Jim Bauer Sylvia Dorney Debra Edwards Darr Goss Anna Peterson Allan Pollock | Jeff Corner - E Bill Davis - E Jim Lewis - E Brian Moore - E Dana Vugteveen – C/E | Sara Bratcher - UD Renee Frazier - UD Todd Klocke - UD Courtney Knox – UD Anita Sandoval – UD Rick Barnes – PW Kevin Hottmann - PW | |

1. CALL TO ORDER

Vice Chair Bauer called the meeting to order at 2:08 PM, noting a quorum of appointed members was present.

2. APPROVAL OF AGENDA

A. February 25, 2010

Ms Bicknell made a motion to approve the agenda of February 25, 2010, as presented. The motion was seconded and passed unanimously.

3. APPROVAL OF MINUTES

A. February 11, 2010

Ms Dorney made a motion to approve the minutes from February 11, 2010, as presented. The motion failed due to lack of a second. The Board requested more detailed minutes on the infrastructure project, and postponed approving the minutes until the next meeting.

Vice-chair Bauer reminded the Board to be mindful of any conflicts of interest and to abstain if necessary.

4. REPORT ON COMMITTEES

A. None.

5. PUBLIC COMMENT:

There were no comments.

6. ACTION ITEMS:

A. Parking Fund Budget – Renee Frazier

Ms Frazier commented she hadn't received any comments regarding the Parking Fund Budget discussion from the last meeting. She requested the Board voice any questions or concerns and make a recommendation to move the budget forward. Ms Frazier reiterated the earlier presentation and noted the ICAP has been adjusted down to \$125,000, with the difference increasing the Contingencies line item by \$10,000.

After a brief discussion among the Board, Ms Peterson made a motion to approve the staff recommended budget for the FY 10-11 Parking Fund. The motion was seconded and passed with Ms Bicknell abstaining.

B. Riverfront-Downtown URA Budget – Renee Frazier

Ms Frazer briefly reviewed the staff recommended RDURA Budget which included projects previously prioritized for FY10-11 during last year’s process. She noted the tax collection for FY 09-10 had been conservatively estimated to be \$5.3M as it was unknown if new construction would be complete in time to be assessed for FY 2009-10. However, \$5.7M has been collected due to new growth downtown. Long term, it means after the strategic model is approved, revenues will be re-projected, and the bonding capacity examined for new projects in the \$3M to \$5M range.

Vice-Chair Bauer reminded the Board on March 8 the Agency would be reviewing a request to spend \$275,000 of Opportunity Funds for 1) the Downtown Strategic Action Plan, at \$75,000; and 2) the Downtown Water Line Replacement and Electrical Conduit Infrastructure design costs on High Street of \$200,000.

Clarification was requested regarding the \$200,000 conduit project on Commercial. Mr Klocke explained installation of the conduit would only be in done in areas where improvements are already scheduled on Commercial and State. The full report is pending, so there is no accurate estimate of what it will cost to continue the conduit and/or electrical installation beyond those areas.

The Board asked what information was known about water access for private buildings to be used for planter watering, washing sidewalks and buildings, etc. Staff reported it was cost prohibitive to bring private waterlines to the building fronts, and there was no way to meter for usage. However, if a new building goes up, the developer could plan for this type of infrastructure at the time of construction. Staff suggested one method to assist in funding could be to revise the Toolbox to allow for funds to be used in this manner.

Mr Pollock made a motion go approve the staff recommended Riverfront-Downtown Urban Renewal Area Budget for FY 10-11. The motion was seconded and passed unanimously.

C. Cash Key Fee Increase – Sara Bratcher

Sara Bratcher reviewed the Parking Services Fee Schedule, which included the fee for cash keys. Staff was notified in January the actual cost would be \$32.10 instead of the \$20 staff was originally quoted. Each key has a serial number so when a key is returned, staff can refund the correct amount of deposit.

In order to keep the fund balanced, staff asked for approval to take forward a recommendation to the Council to increase the deposit for a cash key to \$32.10.

Ms Dorney made a motion to approve staff recommendation. The motion was seconded and approved unanimously.

7. INFORMATION ITEMS:

A. ADA On-Street Parking Requirements – Rick Barnes and Kevin Hottmann

Mr Barnes reported ADA requirements now categorize grinding and repaving as a major construction project, and as such, must meet ADA requirements. Because the slope grade between the curb and street can’t be any greater than 13%, crews will be building over double the number of curb

extensions than anticipated. This means 15 parking spaces will be lost overall from the repaving of Commercial due to the requirements for ADA parking (10 spaces) and the added dimensions for the curb extensions (five spaces). However, three motorcycle spaces will be added.

In the past handicap spaces weren't necessary due to grade allowances. ADA requirements now say on street parking spaces are required if they are metered or marked, with the same requirements as off street parking. This doesn't necessarily mean block faces, but entire blocks. Staff is looking at all blocks to see how many spaces will be needed. All on-street parking spaces must be van accessible.

The construction down Commercial Street will occur this summer, with paving done mostly at night (9pm-6am), and sidewalks done during the day. Sidewalk work is expected to begin in June and be completed in August. Paving work would then be completed by the end of September. Staff will keep in contact with property owners through meetings, radio spots, emails, and letters sent out every couple of weeks. Ms Bicknell suggested they attend the Go Downtown annual meeting on March 11, and take advantage of the *Statesman Journal* Monthly Experience section of the paper the last Sunday of the month. Ms Peterson reminded staff the City needs to do a better job of recognizing the impact of construction on residents in the downtown.

Q. Has there been any conversation about bike parking on Commercial Street?

A. There has been some talk of bike parking near Venti's, but the Bike Ped group is looking to guarantee some support before they come out with that initiative.

Q. Has staff looked at statistics to see what the loss of spaces will do to downtown, because there will be more than 15 if you consider the changes coming with the repaving of other streets.

A. Different block faces will be effected differently depending on whether there is parking available on all four sides of the block. Staff will run the numbers against the parking demand factors to see how it affects the statistics.

8. NEW BUSINESS

a. Vice-Chair Bauer reminded the Board again the proposal for the strategic study goes to Council on 8th. The Board discussed how to respond to any early questions the Councilors may have so the board is prepared. Staff suggested the Board may want to attend the Work Session on the West Salem strategic plan at 5:30 the same night.

b. Mr Klocke reported the Union Street Railroad Bridge is over 50% complete, and is anticipated to be done on time.

9. ADJOURN

Vice Chair Bauer adjourned the meeting at 3:25 P.M. The next scheduled meeting is March 25, 2010, at 2:00 PM.