

**MINUTES**  
**Downtown Advisory Board**  
 Thursday, July 22, 2010 – 2:00 P.M.  
 350 Commercial St NE

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff Present</b>	<b>Guests</b>
Dana Vugteveen Jim Bauer Suzi Bicknell Jeff Corner Debra Edwards Paul Gehlar Darr Goss Jim Lewis Sylvia Dorney	Brian Moore - E Bill Davis - E Anna Peterson - E Allan Pollock	Todd Klocke - UD Courtney Knox – UD Anita Sandoval – UD Sheri Wahrgren – UD Julie Warncke - PW	James Hauge Kevin & Ida Lafky Jennifer Mannhard Matt Sloan Chris Zahas

**1. CALL TO ORDER**

Chair Vugteveen called the meeting to order at 2:03 PM, noting a quorum of appointed members was present.

**2. APPROVAL OF AGENDA**

**A. July 22, 2010**

Mr Gehlar made a motion to approve the agenda of July 22, 2010. The motion was seconded and approved unanimously.

**3. APPROVAL OF MINUTES**

**A. June 24, 2010**

Mr Gehlar made a motion to approve the minutes from June 24, 2010, as presented. The motion was seconded and approved unanimously.

**4. REPORT ON COMMITTEES**

A. None.

**5. PUBLIC COMMENT:**

There were no comments on topics other than those on the agenda.

**6. ACTION ITEMS:**

**A. Revisions to Toolbox Grant Program – Todd Klocke**

Mr Klocke reviewed a proposed amendment to the Toolbox Grant Program to include energy efficiency improvements as eligible expenses. This proposal supports the City’s Energy Efficiency and Conservation Block Grant to “Create the Nation’s Most Sustainable Capital City”.

The Board voiced concerns regarding the lack of criteria to determine if an improvement would actually provide an energy efficiency benefit to the building. They directed staff to come back with more specificity on how to determine efficiency standards for the use of funds.

## **7. INFORMATION ITEMS:**

### **A. Downtown Strategic Action Plan Work Session – Chris Zahas, Leland Consulting**

Mr Zahas presented a preliminary strategy for downtown Salem that included several elements outlined in a memo distributed in the Board packet. He reviewed the key findings and explained the methodology for organizing downtown into five separate districts of unique and distinct character.

He emphasized the mixed-use transitions between each, including themes of Willamette River and creek connections and adjacent external influences on the URA.

The Board considered the proposed North Riverfront District and generally agreed that area is ripe for redevelopment as it has fewer barriers to new development and multiple sites are available for opportunity purchase. Additionally, the Board suggested defining each district (perhaps with a name change), emphasizing each district's strengths and identifying its barriers to redevelopment.

Next steps: the DAB Subcommittee will hold its second workshop on August 11 to confirm district character and identify projects for each. The committee will then finalize their analysis, project costing/detail, finalize the action plan, and develop a report and presentations.

### **B. Riverfront Park, LLC Loan Request**

Ms Lafky presented the Riverfront Park, LLC proposal to the Urban Renewal Agency for a \$500,000 loan to be used for building out four condominiums on the third floor of the Rivers Condominium project. She stressed their personal investment of \$1,200 a day in interest. Understanding this loan request will not qualify under the Agency's approved loan process, they are asking the Agency to waive underwriting requirements and approve the loan.

James Hauge, the project realtor, announced one condo sale closed this week, with a second closing expected in a few weeks. There is also a third unit in negotiations. The project consists of 22 luxury condominiums ranging from 935 - 4,159 square feet with three live/work units on the 2nd and 3rd floors. The ground floor contains two retail units. Cost per square foot for the living units will depend upon the quality of the build out, but is estimated between \$300-\$330.

Matt Sloan indicated their bank approved the concept of repaying the Agency first as the newly built out condos sell. Those repaid funds would be put into a reserve account and rolled out into the next build-out, much like a line of credit.

Ms Lafky shared their bank had approved an extension on their loan, and lowered the interest rate. However, the bank suggested they try to find other assistance.

### **C. Parking District Work Plan**

Information was provided in the packet distributed by email prior to the meeting.

### **D. Parking Enforcement**

Information was provided in the packet distributed by email prior to the meeting.

**8. NEW BUSINESS**

N/A

**9. ADJOURN**

Chair Vugteveen adjourned the meeting at 3:35 P.M. The next scheduled meeting is August 26, 2010, at 2:00 PM.