



**NOTES**

**WEST SALEM REDEVELOPMENT ADVISORY BOARD**

Wednesday, December 1, 2010 - 7:30 A.M.

West Salem Public Library

395 Glen Creek Road NW



**Members Present**

Alan Chen - Chair  
Warren Bednarz - Vice Chair  
Teresa Campbell  
Lyle Mordhorst  
Paul Gehlar  
Dwayne Hilty  
Tim Klarr  
Tyson Pruettt  
Jennie Reisch

**Members Absent**

EM Easterly - A  
Kris Nelson - E

**Staff Present**

Annie Gorski – UD  
Renee Frazier - UD  
Therese Van Vleet – UD  
Ralph Lambert - PW

**Guests**

Joan Bennett - Truitt Bros.  
Chris Fischer - Sperry Van Ness

**1. CALL TO ORDER AND APPROVAL OF AGENDA**

Chair Chen called the meeting to order at 7:37 AM, noting a quorum of appointed members was present.

Mr Bednarz **MADE A MOTION** to approve the agenda as amended. The seconded **MOTION CARRIED** unanimously.

**2. APPROVAL OF MINUTES**

Mr Bednarz **MADE A MOTION** to approve the minutes of Oct 6, 2010. The seconded **MOTION CARRIED** unanimously.

**3. APPEARANCE OF INTERESTED CITIZENS**

None

**4. ACTION ITEMS**

WSRAB By-Laws

Chair Chen noted that final recommendations from the subcommittee included a) election of officers be conducted at the first meeting of the fiscal year; b) "Action Items" be listed on the Agenda before "Information Items,"; and c) members attend at least 75 percent of meetings within a consecutive 12 month period. Vice Chair Bednarz provided an attendance matrix. Both officers noted it was important to attend meetings regularly to have a quorum. Chair Chen noted a change from Roberts Rules of Order in Rule 2 (b): The Chair, Vice-Chair, or Temporary Chair when serving as the presiding officer may vote, move, second, and debate from the chair.

Q. Can an absent member ask another member to vote for them by proxy?

A. Statements can be sent to staff or a Board Officer and included in the record, but no one can vote for another member and a member cannot vote without being present.

Mr Gehlar **MADE A MOTION**, seconded by Vice Chair Bednarz, to accept the West Salem Redevelopment Advisory Board Bylaws as presented.

Q. Is the twelve month attendance requirement rolling or by calendar or fiscal year?

A. The twelve months are a rolling total.

The question was called. The **MOTION CARRIED**. Ms Campbell abstained.

Form Sub-Committee to Evaluate the Use of Opportunity Funds

Of the \$172,690 allocated for Opportunity Fund this fiscal year the Agency approved use of \$72,000 for the purchase of the Second Street Right-of-Way (ROW). The Union Pacific Railroad accepted the Agency's offer to purchase the ROW for

\$141, 835, which exceeded the funds allocated for the purchase. Staff expects to close on the property by the end of December. The Sub-Committee will evaluate uses for the remaining \$100,690 in the Opportunity Fund.

Opportunity Fund Sub-Committee volunteers: Mr Bednarz, Mr Klarr, and Mr Pruett.

Mr Klarr **MADE A MOTION** to form the Opportunity Fund Sub-Committee. The seconded **MOTION CARRIED** unanimously.

#### Form Sub-Committee to Identify SCI Project Ideas and Way-Finding Sign Locations

Staff recommended the formation of a sub-committee to generate ideas for Sustainable Cities Initiative (SCI) projects in the URA, as well as recommend locations for way-finding signage. Both topics were presented at the October meeting. Recommended SCI projects must align with University of Oregon course work and be funded with Urban Renewal Area dollars. Funding for the way-finding signage would come from the \$11,040 budgeted for the project.

SCI Project Ideas and Way-Finding Sign Location Sub-Committee volunteers: Mr Bednarz and Mr Gehlar, who suggested inviting input from the West Salem Neighborhood Association, Vision 2020 Bicycle and Pedestrian Work Group, and West Salem Business Association.

Mr Hilty **MADE A MOTION** to form the SCI Project Ideas and Way-Finding Sign Location Sub-Committee. The seconded **MOTION CARRIED** unanimously.

## **5. INFORMATION ITEMS**

### Draft Streetscape Design Standards - Ralph Lambert

Handout: *"Public Works Design Standards Update, Street Design Standard, Streetscape Standards"*

Mr Lambert noted Public Works design standards are updated periodically; the street portion has not been updated since 1986 and has never included streetscape standards. Streetscape standards are being added to ensure consistency in the appearance of these areas and to aid with maintenance over time. The proposed standards will apply to downtown and portions of West Salem, including the Edgewater District. Mr Lambert suggested the new standards may be adopted in January 2011 and if so, they will be applied to private and publicly funded projects thereafter.

Q. Is there latitude for unique streetscape situations, i.e. parking and tree placement?

A. The design standards are a legal requirement for safety and consistency, but they allow for flexibility as every project is unique in some way. The Americans with Disability Act (ADA) requires a four foot wide clear area on sidewalks.

Q. In considering designs for Second Street, can trees be placed strategically to maximize parking?

A. The tree code takes building entrances, lighting, signs, and driveways into consideration. Trees can be located in the parking area, but access for street cleaning vehicles must be maintained. The consultant (DKS) can evaluate these design issues further.

### FY 10-11 Tax Increment Collections - Renee Frazier

Ms Frazier noted the West Salem tax increment revenue for 2010 is expected to be approximately \$685,000, below the originally projected \$717,000. The lower than expected tax increment is primarily due to a drop in the value of industrial properties within the URA. For industrial properties, there is little difference between the assessed and real market value so when values decline there is an impact of tax collections. Based on the information currently available, Ms Frazier estimates the capacity to bond in FY 12-13 to be between \$3-4 million. The final amount will be determined by the type of projects planned (taxable or tax-exempt), the debt coverage ratio required by our financial institution, and interest rates at the time of debt issuance.

### Summary of URA and Action Plan Projects – Ms Gorski

Handout – *Summary of URA and Action Plan Projects, \* Preparing for FY 11-12 Budget /FY 12-13 Bond\**

Ms Gorski noted the bold, italicized projects are those recommended for FY 11-12. In January, staff will provide project proposals for FY 11-12 for the Board to review. The Board will refine the projects in January and February and review a final recommended budget for FY 11-12 in March. Through this process, the Board will consider what projects can be completed with cash on hand in FY 11-12 and what projects are better suited for bonding in FY 12-13.

Q. Are the total Second Street improvements \$1,200,000? Are there other funding sources available?

A. In 2009, Otak estimated the cost of constructing Second Street was \$1,200,000. This cost did not include utility upgrades or undergrounding. Those estimates are listed separately on the spreadsheet (\$1,600,000 and \$3,500,000 respectively). After a preferred design option is selected, DKS will complete 30 percent design drawings and a more detailed cost estimate for construction. To staff's knowledge, there is no other source of funds available for the project, including the City's Capital Improvement Program.

#### Action Plan Updates and Discussion - Annie Gorski

- **River Access Path** (\$25,100) – Staff presented two design options to the Glenn Gibson Watershed Council, West Salem Neighborhood Association, and the Salem Parks and Recreation Advisory Board. Option A - remove underbrush and selective tree removal along path edge. Option B - remove trees and re-grade area from road to the river to increase views of the river. Feedback to date includes concerns about altering a forested, riparian area, and adding amenities that exist currently in the Park. They suggested WSRAB consider other Park projects, including adding new restrooms. Ms Bierly e-mailed staff asking the Board to carefully consider the impact of this project on the Park (email circulated). Staff will return to these groups in January with additional requested information. WSRAB consensus was that the path project was intended to make the area more accessible and safer.

Ms Campbell **MADE A MOTION** to recommend exploring Option A. The seconded **MOTION CARRIED** unanimously.

Mr Mordhorst **MADE A MOTION** to extend the meeting five minutes. The seconded **MOTION CARRIED** unanimously.

- **Streamline Zoning** (\$50,000) – OTAK selected to complete the streamline zoning and parking management study. The project will begin in December.
- **Opportunity Fund** (\$100,690) – The Sub-Committee will identify property and appropriate uses for assembly.
- **Second Street Median** (\$105,000) – Staff is proceeding with purchase of the right-of-way. Union Pacific Railroad accepted the \$141,835 offer. Three design options were included in the packet. The next step is to get feedback from property owners along Second Street. The next level of design will include the full street. If the project is included in the FY 12-13 bond construction could begin as early as FY 13-14.
- **Toolbox Program** (\$260,187) – One commitment letter was issued in November.
- **Bike/Pedestrian** (\$11,040) – The Sub-Committee will identify a strategy for way-finding signage.
- **Gateway Signage** (\$20,000) – Staff is awaiting recommendations from Vision 2020 on entrance signage city-wide.

#### **6. APPEARANCE OF INTERESTED CITIZENS**

None

#### **7. NEW BUSINESS**

Chair Chen resigned as Chair as he will be focused on his business, but expressed interest in continuing to serve on the Board. Vice Chair Bednarz will assume the Chair position through the remainder of the term.

#### **8. ADJOURNMENT**

Chair Chen adjourned the meeting at 9:18 AM. The next meeting is scheduled for January 5, 2011.

Department web site: [www.cityofsalem.net/UD](http://www.cityofsalem.net/UD)

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