



MINUTES
WEST SALEM REDEVELOPMENT ADVISORY BOARD
Wednesday, September 1, 2010 - 7:30 A.M.
West Salem Public Library
395 Glen Creek Road NW



Members Present

Alan Chen - Chair
Warren Bednarz - Vice Chair
EM Easterly
Tim Klarr
Kris Nelson
Paul Gehlar
Dwayne Hilty & Jennie Reisch

Members Absent

Dwayne Hilty
Lyle Mordhorst
Tyson Pruett

Staff Present

Annie Gorski – UD
Clint Dameron - UD
Therese Van Vleet – UD
Randall Tosh - Legal
Tony Martin - PW

Guests

Stephanie Malherbe
– Crooked House Bistro
Dan Clem - Councilor

1. CALL TO ORDER AND APPROVAL OF AGENDA

Chair Chen called the meeting to order at 7:31 AM, noting a quorum of appointed members was present.

Mr Easterly **MADE A MOTION** to approve the agenda as presented. The seconded **MOTION CARRIED** unanimously.

2. APPROVAL OF MINUTES

Ms Nelson **MADE A MOTION** to approve the minutes of August 4, 2010, as presented. The seconded **MOTION CARRIED** unanimously.

3. APPEARANCE OF INTERESTED CITIZENS

Councilor Clem encouraged the Board to look toward property acquisition, renovation, and redevelopment to alleviate blight. He related his vision of bonding in FY 2012-13 to purchase properties, but to achieve this the work would need to begin this year to identify properties and would include updates to the URA Plan. He asked the Board to help identify properties for redevelopment and/or acquisition. He will bring the concept to the Agency Board. In this case, FY 2011-12 would be used to complete the public process, planning and strategy for acquisition. He stressed the need for more retail uses on Edgewater and Second Street.

Mr Gehlar declared a potential conflict of interest, as he owns property in the area. He noted people who own property for investment will hold them until the market improves and are unlikely to sell in the current market.

4. ITEMS FOR BOARD INFORMATION

Public Meetings Law – Randall Tosh

Handout - *OVERVIEW: OREGON'S PUBLIC MEETING LAW*

Mr Tosh, City Attorney, noted public meetings have four elements: 1) the convening 2) of a governing body 3) of a public body and 4) for which a quorum is required to conduct business. Public meetings are governed by ORS 192.630(1) & (2). The first rule requires all formal meetings be public, where the meeting is announced, an agenda is prepared, and minutes are taken. The second rule prohibits clandestine meetings by a quorum of members, where decisions are made outside the public process. Any meeting which is held through the use of telephone or other electronic communication must comply with Oregon's public meetings law. Email between public officials concerning public business is considered a public record.

Q. Is e-mail subject to public meetings law?

A. There is no clear guidance yet in Oregon. In other states e-mail is subject to the law. Oregon's Attorney General may address this issue in a bill later this year.

Q. If a question is asked of six Board members (a quorum) does that constitute a public meeting?

A. Sharing information over email is not a concern, unless members are asked for their opinion on an issue. Using email to deliberate over an issue with a quorum present may be considered a public meeting. Email communication may also be considered as a public record. City Council uses an email *list serve* (S-Council), which the public and press have access to, for e-email deliberations. (A *list serve* is a set of email addresses for a group in which the sender can send one email and it will reach a variety of people.) Ms Gorski will work with IT staff to evaluate options available to the Board.

Mr Tosh counseled the Board that a quorum of members can be a problem in social situations. If members meet socially they should not discuss Board business.

WSRAB By-Laws

Mr Tosh recommended the Board give careful consideration to drafting by-laws and consider the difference between *Consensus*, as a way to make decisions, and *Motions* using Robert's Rules of Order (ROR). While ROR are stricter than Consensus, they give form and structure to meetings. While most Boards adopt ROR they don't follow them strictly. Mr Tosh will provide Ms Gorski with electronic versions of the rules adopted by the City Council.

A sub-committee consisting of Chair Chen, Vice-Chair Bednarz, Paul Gehlar and EM Easterly was formed to create WSRAB By-Laws, which will be presented for the Board's review at the October meeting. Mr Klarr requested the documents being used by the sub-committee, including any drafts, be made available to the full Board upon request.

Sharrows on Musgrave – Tony Martin

Three Handouts: *Sharrows? What does this mean?* and *Salem River Crossing Draft Environmental Impact Statement – Sampling of Project Updates* and a *Memo: Salem River Crossing Update*.

Mr Martin, Assistant City Traffic Engineer, noted the sharrows have been applied to the roadway on Rosemont and Musgrave (directing bike traffic to the Union Street Bridge). Sharrows are thermo plastic pavement markings used on streets without adequate width for bike lanes. On these streets sharrows remind motorists that bicyclists share the travel lane. The next sharrows will be applied on Commercial Street. The Salem River Crossing handouts were made available for informational purposes only.

Property Acquisition - Clint Dameron and Annie Gorski

Handouts: *Maps Showing Property in the URA Plan* and *Section 800 and 900 of the West Salem Urban Renewal Area Plan*
Section 800 of the Urban Renewal Plan outlines property to acquire, procedure, and purpose of acquisition. Section 900 outlines property disposition and redeveloper's obligations. Ms Gorski made the Board aware of the Agency's Policies and Procedures for Acquisition. Mr Dameron handed out maps showing the properties currently listed in Section 800 of the URA Plan, plus those properties in the Action Plan study area that are listed for sale. Several of the properties listed in the Plan have been redeveloped. The URA Plan will need to be amended to reflect these changes and to add property the Agency would like to purchase. Staff will oversee Plan amendments but will wait until later in the fiscal year to allow time for other amendments to be identified.

Mr Dameron asked the Board what information can be provided to assist them in evaluating options for the use of Opportunity Fund dollars. He recommended a purpose be identified and a plan be in place before properties are purchased.

Mr Gehlar declared a conflict of interest because he owns properties in the area and may want to purchase property in the area. He abstained from the discussion.

Q. Who owns the areas not in blue on the Gateway Area (page 5 of handout)?

A. The ownership is still unknown.

Q. Is ground contamination an issue for any of the existing and potential Plan properties?

A. For the properties currently for sale, staff can ask the brokers if they have information. It is likely information will not be disclosed.

Q. Can staff provide information on which properties are currently for sale, beyond those provided?

A. Yes. Staff can also provide information on opportunity sites (sites with an improvement value less than the property value). This analysis has been done in other URA's. Staff will provide a map for discussion purposes at the October meeting.

Ms Nelson suggested inviting several commercial real estate agents to a future meeting to discuss what their clients look for when acquiring property and also for their ideas about redeveloping the area.

Action Plan Project Updates - Annie Gorski

- **Utility Analysis** (\$27,030) – The consultant's report with recommended upgrades and cost estimates will be provided at the next meeting.
- **River Access Path** (\$25,100) – The consultant has been selected and an outreach plan is being developed. Initial design concepts may be available for the November meeting.
- **Streamline Zoning** (\$27,540) – The RFP is being drafted to select a consultant. A report will go to the Agency on September 13 to request approval for an additional \$22,000 (\$50,000 total) for the project.
- **Opportunity Fund** (\$172,690) – Staff will prepare information for discussion at the next meeting.
- **Second Street Median** (\$105,000) – Consultant selected to prepare street cross sections which include use of the median for parking. Designs should be available to share at the November meeting. An executive session has been scheduled to solicit Agency direction on how to proceed with purchasing the land from the railroad.
- **Toolbox Program** (\$290,000) – Marketing and outreach are ongoing. One commitment letter was issued last month for a small business on Edgewater Street. The small business grant has a 20% match (limited to businesses with 10 employees or less), but grants cannot exceed \$10,000. Toolbox Grant information is on the web along with the application: www.cityofsalem.net/ToolboxWSalem.
- **Bike/Pedestrian** (\$11,040) – The Downtown Advisory Board reviewed city-wide way-finding signage designs. Outreach will be completed to obtain feedback from neighborhood groups and businesses outside the downtown core. The signs will provide a consistent, attractive look throughout the City. Staff will present additional information, including cost estimates, at a future meeting.
- **Gateway Signage** (\$20,000) – Staff is trying to locate the original design, but a new sign should fit into the look and feel of the new citywide signage. Cost estimates will be presented next month.
- **Festival Street** – This project is not funded in FY 10-11. It requires Board involvement to identify and partner with organizations and businesses to identify a space and plan events.

The remaining unspecified funds in the FY10-11 budget total \$285,770.

5. APPEARANCE OF INTERESTED CITIZENS

None

6. NEW BUSINESS

None

7. ADJOURNMENT

Chair Chen adjourned the meeting at 9:11 AM. The next meeting is scheduled for October 6, 2010.

Department web site: www.cityofsalem.net/UD

Transcribed by: Therese Van Vleet: 503.588.6178, tvannvleet@cityofsalem.net | tape recorded.

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