



URBAN RENEWAL AGENCY

Urban Development Department

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178.

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. 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

Jill Munger, Chair
Aaron Terpening, Vice-Chair
Hillary Banks
Brad Compton
Chip Conrad
Jesse Hayes
Vincenzo Meduri
Laurie Miller
Maria Palacio
Ron Welter
Dana Vugteveen

City Staff

Sheri Wahrgren, Downtown Revitalization
Rebecca Ziegler, Project Manager
Anita Sandoval, Supervisor

Next Meeting: April 26, 2018

www.cityofsalem.net

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, March 22, 2018
12 p.m. – 1:30 p.m.
UD Conference Room
350 Commercial St NE

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. February 22, 2018
4. Board Member Comment
5. Public Comment
(Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.)
6. Action Items –
 - a. Downtown Advisory Board recommendation to Urban Renewal Agency to allocate \$450,000 from FY 2018-19 Riverfront-Downtown Urban Renewal Opportunity Fund Budget Line Item, to Loans
7. Old and/or New Business
 - a. Riverfront Park Master Plan Update – Patricia Farrell
 - b. Downtown Salem Streetscape Design Plan Presentation – Walker Macy
8. Adjourn

MINUTES
Downtown Advisory Board
Thursday, February 22, 2018–12:00 P.M.
Urban Development Conference Room
350 Commercial St NE

This Action Agenda/Minutes complements the **MP3** and WMA recording of the meeting, which may be reviewed at <http://www.cityofsalem.net/Pages/downtown-advisory-board.aspx>

1. CALL TO ORDER

Call to Order and Roll Call: 12:02 PM

Roll Call: Hillary Banks; Brad Compton; Jesse Hayes; Vincenzo Meduri, Laurie Miller; Jill Munger; Maria Palacio; Aaron Terpening

Absence: Chip Conrad; Dana Vugteveen; Ronald Welter

Staff: Allen Dannen; Renee Frazier; Aaron Kimsey; Kristin Retherford; Anita Sandoval; Sheri Wahrgren; Julie Warncke; Rebecca Ziegler

Guests: Dan Clem; Lynise Frink; Steven Hill; Myron Jones; Ross Swartzendruber

2. APPROVAL OF AGENDA

Motion: Move to amend the agenda for February 22, 2018, moving Riverfront Budget under Action Items.

Motion by: Board Member Terpening

Seconded by: Board Member Miller

Action: Approved the agenda for February 2, 2018, as amended.

Vote: Aye: Unanimous **Motion PASSES**

3. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from January 25, 2018, as presented.

Motion by: Board Member Terpening

Seconded by: Board Member Meduri

Action: Approved the Minutes from January 25, 2018, as presented.

Vote: Aye: Unanimous **Motion PASSES**

4. BOARD MEMBER COMMENT

5. PUBLIC COMMENT on items not on the agenda

Dan Clem, UGM – Introduced Steven Hill, Guest Services Manager

Comments/Questions: Palacio

6. ACTION ITEMS

a. Downtown Advisory Board Parking Fund Budget Recommendation

Comments/Questions: Frazier; Terpening; Hayes; Munger; Meduri; Palacio; Miller; Wahrgren; Ziegler

Motion: Move to forward to City Council the DAB Parking Fund recommended budget for FY 2018-19 to fund the following additional services/programs:

~ \$100,000 Capital Reserve Fund

~ \$ 92,940 Clean Team

~ \$ 25,800 Marketing/Promotion

~ \$ 9,800 Banners

~ \$ 5,000 Marking of Parkades

Motion by: Board Member Terpening

Seconded by: Board Member Meduri

Action: Approved to forward to City Council the DAB Parking Fund recommended budget for FY 2018-19 to fund the additional services/programs.

Vote: Aye: Unanimous **Motion PASSES**

b. Downtown Advisory Board Downtown-Riverfront Budget Recommendation

Comments/Questions: Dannen, Frazier, Retherford, Wahrgren, Miller, Palacio, Meduri, Munger, Terpening, Hayes

Motion: Move to forward to the Urban Renewal Agency the DAB recommended Downtown-Riverfront Fund budget for 2018-19 as presented.

Motion by: Board Member Munger

Seconded by: Board Member Miller

Action: Approved to forward to Urban Renewal Agency the DAB Downtown-Riverfront Fund recommended budget for 2018-19 as presented.

Vote: Aye: Unanimous **Motion PASSES**

7. **OLD and/or NEW BUSINESS**- None

8. **ADJOURN**

Chair Munger adjourned the meeting at 1:18 PM. Next meeting March 22, 2018.

RIVERFRONT DOWNTOWN CAPITAL IMPROVEMENT GRANT SUMMARY
January 2018 – March 9, 2018

Funding (Committed)	Total Project Costs	Applicant	Property Address	Objective	Status
\$71,251	\$165,003	Suzanne M Gwynn Family Trust	495 State Street (Franklin Building)	Upper Floor Improvements/Business Recruitment	Active
\$170,000	\$711,027	201 Commercial St. NE LLC	201-211 Commercial St. NE	Upper Floor Renovations/Historic Preservation	Active
\$38,291	\$85,082	Nate Levin	702 High Street	Business Recruitment	Active
\$7,761	\$30,907	Hollymac, LLC	142 High Street	Upper Floor Renovations	Active



MEMORANDUM

Urban Development Department

DATE: March 22, 2018

TO: Downtown Advisory Board

FROM: Sheri Wahrgren, Downtown Revitalization Manager

SUBJECT: Request to allocate \$294,000 of Riverfront-Downtown Urban Renewal Area FY 2017-18 Opportunity Funds to the Loan Budget?

An application for Riverfront-Downtown Urban Renewal Area (RDURA) loan funds in the amount of \$450,000 has been submitted by 440 State Street, LLC whose sole member is Charles Weathers. There is currently insufficient loan program funds to fund this request so the process to move funds from one budget line item to another, requires Agency Board authorization.

If approved, Urban Renewal loan funds would partially fund interior and exterior renovations of three floors of a current vacant building located at 440 State Street.

Proposed renovations include:

- Basement upgrades for entertainment businesses
- Ground Floor upgrades to create 5-8 micro restaurants “Food Hall”
- Second Floor upgrades that create 5 apartment units

In addition to loan funds, the applicant has also requested approximately \$280,000 in grant funds. Total project costs are estimated to be \$2.4M.

The following table summarizes the available funds:

FY 2017-18 Opportunity Fund Balance	\$2,000,000
FY 2017-18 Toolbox Loan Allocation	\$ 250,000
Loans committed to date– Rudy’s Restaurant LLC	<u>\$ 94,000</u>
Balance of Loan Funds	\$ 156,000
 Loan Request	 \$450,000

Without the authorization of additional funds, the Loan Program will be short \$294,000 to fund the current loan request.

Staff is seeking the Downtown Advisory Board's recommendation of support to the Agency Board to allocate an additional \$294,000 to the Riverfront-Downtown Urban Renewal Area Loan Program from Opportunity Funds.