



# URBAN RENEWAL AGENCY

## Urban Development Department

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### Downtown Advisory Board

#### Board Members

Aaron Terpening, Chair  
Hillary Banks  
Brad Compton  
Chip Conrad  
Ed Whipple  
Vincenzo Meduri, Vice-Chair  
Scott McLeod  
Laurie Miller  
Maria Palacio  
Dana Vugteveen

#### City Staff

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

[www.cityofsalem.net](http://www.cityofsalem.net)

#### Next Meeting:

June 27, 2019

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### Meeting Agenda

Thursday May 23, 2019  
12:00 p.m. – 1:30 p.m.  
UD Conference Room  
350 Commercial St NE

1. Opening exercises
2. Approval of Agenda
3. Approval of Minutes from April 25, 2019
4. Public Comment (Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.)
5. Action Items –
  - a. DAB review/approval of DAB Public Meeting Goals?
  - b. DAB recommendation to Agency Board to allocate \$75,000 of RDURA Capital Improvement Grant Funds to the Strategic Project Grant Program?
6. Information Reports
  - a. Riverfront Park Master Plan Project Update -
  - b. Conversation with Salem Chamber of Commerce
  - c. Tour of 245 Court Street Apartments
7. Adjournment

# MINUTES

## Downtown Advisory Board

Thursday, April 25, 2019–12:00 P.M.  
Urban Development Conference Room  
350 Commercial St NE

### 1. CALL TO ORDER

**Call to Order and Roll Call:** 12:00 PM

**Roll Call:** Brad Compton Vincenzo Meduri; Scott McLeod; Laurie Miller; Maria Palacio; Aaron Terpening; Dana Vugteveen; Ron Welter

**Absent:** Chip Conrad; Hillary Banks

**Staff:** Tory Banford; Kristin Retherford, Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler

**Guests:** Sarah Owens, Michael Livingston, Charles Weathers, Troy Brynelson

### 2. APPROVAL OF AGENDA

**Motion:** Move to approve the agenda for April 25, 2019, as presented

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Miller

**Action:** Approved the agenda for April 25, 2019, as presented.

**Vote:** Aye: Unanimous **Motion PASSES**

### 3. APPROVAL OF MINUTES

**Motion:** Move to approve the Minutes from March 14, 2019, as presented.

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Meduri

**Action:** Approved the Minutes from March 14, 2019; as presented.

**Vote:** Abstain: McLeod **Motion PASSES**

### 4. PUBLIC COMMENT on items not on the agenda – None

### 5. ACTION ITEMS –

#### a. Consideration of DAB Support for Downtown Forum

**Motion:** Recommend the formation of a subcommittee to develop a draft agenda for a downtown forum with the goal of educating the public and setting priorities, and request additional staff support time.

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Miller

Comments/Questions: Meduri, Terpening, Retherford, Palacio, Vugteveen, Wahrgren, Whipple, Miller

**Action:** Approved formation of a subcommittee to develop a draft agenda for a downtown forum with the goal of educating the public and setting priorities, and request additional staff support time.

**Vote:** Aye: Unanimous **Motion PASSES**

### 6. INFORMATION REPORTS

#### a. West Salem Project Overview – Tory Banford

Comments/Questions: Palacio, Compton, Wahrgren, Terpening, Retherford

Staff will follow up on next steps regarding recommended congestion relief projects

#### b. Development of questions for discussion with Chamber representative

Tom Hoffert and TJ Sullivan will attend the May DAB. The Board hopes to share information about DAB and build a working relationship with the Chamber.

Comments/Questions: Wahrgren, Meduri, Terpening, McLeod, Vugteveen

#### c. Downtown Salem Streetscape Design Plan Update - Handout

Comments/Questions: Ziegler, Wahrgren, Vincenzo

**d. What's Happening Downtown**

- i. *Handout* - Street closures due to May day rally
- ii. *Handout* - Park Salem Monthly Report
- iii. Tentative our for 245 Court Street Apartments in May
- iv. Staff will do a Benefit Cost Analysis to examine a potential SCC expansion.

**7. ADJOURN** - 1:31 p.m. Next Meeting: May 23, 2019



## **MEMORANDUM**

*Urban Development Department*

**DATE:** May 23, 2019  
**TO:** Downtown Advisory Board  
**FROM:** Sheri Wahrgren, Downtown Revitalization Manager  
**SUBJECT:** Downtown Advisory Board (DAB) Public Meeting Goals

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**Action:**

Does the Downtown Advisory Board approve the goals of the DAB Public Meeting?

**Background:**

At the April 25<sup>th</sup> DAB meeting, board member Terpening and Meduri shared the highlights of a recent meeting they had with the City of Salem Mayor. One of the ideas that came out of this meeting was DAB hosting a meeting to share information about the role of the Board and to gather input on downtown issues.

Several ideas were shared regarding the goals of the public meeting and Board member Terpening and Meduri agreed to meet separately to organize a draft agenda to bring back to the full board for consideration at the May 23<sup>rd</sup> meeting.

Attached please find a draft agenda that outlines the key elements of a public meeting for board approval consideration.

Attachment: - Draft DAB Public Meeting Agenda

DRAFT

DOWNTOWN ADVISORY BOARD

PUBLIC MEETING

September 26, 2019

Grand Ballroom – 187 High Street

3:00 – 4:30

- Goals of Meeting
- About the Downtown Advisory Board (EDUCATE)
- Downtown Accomplishments (CELEBRATE)
- Breakout Discussion (FORMULATE –or- COLLABORATE)
- Adjourn



**MEMORANDUM**

**Urban Development Department**

**DATE:** May 23, 2019  
**TO:** Downtown Advisory Board  
**FROM:** Sheri Wahrgren, Downtown Revitalization Manager  
**SUBJECT:** Increased funding for FY 2018-19 Riverfront-Downtown Urban Renewal Area (RDURA) Strategic Project Grant Program

**Action:**

Does the Downtown Advisory Board recommend Urban Renewal Agency Board approval to allocate \$75,000 of FY 2018-19 RDURA Capital Improvement Grant Funds to the Strategic Grant Program?

**Background:**

On February 25, 2019, the Agency Board approved the Strategic Project Grant Program to support the goals of addressing homelessness within the RDURA by providing grant funds for building and property improvements that help with crime prevention, security, and safety. Eligible projects include fencing, trash/recycling enclosures, lighting, façade improvements, and security cameras.

An initial \$100,000 of FY 2018-19 RDURA Capital Improvement Program Grant funds were allocated to support the Strategic Grant Program.

As of May 7, 2019, \$98,387 of the \$100,000 Strategic Program Grant budget has been committed to five projects.

<b>Property</b>	<b>Grant</b>	
	<b>Amount</b>	<b>Project Description</b>
724 High Street	\$22,180	Security Fencing/Gate & Cameras
660 Liberty Street	\$10,927	Security Lights/Fencing
494 State Street	\$9,768	Security Gate for alley entrance
530 Center Street	\$10,732	Security Cameras and Fencing
440 State Street	\$44,780	Trash enclosure

Staff has received a lot of interest in the Strategic Project Grant Program and understand several property owners are in the process of securing bids in anticipation of submitting an application for funding prior to the end of this fiscal year. Since grant funding is contingent upon having available funds, in order to fund any future projects we will need additional funds in the Strategic Project Grant Program in order to process these requests.

Staff is supportive of increasing the funds in order to maintain the momentum for utilizing this program to make building improvements that reduce crime and increase the safety and security for all downtown stakeholders.