

CITY OF SILVERTON
CITY COUNCIL WORK SESSION & REGULAR MEETING
Monday, May 6, 2024 – 6:30 PM



Council Chambers – 421 South Water Street and Zoom

Americans with Disabilities Act – The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City at 503-874-2204 at least 48 hours prior to the meeting.

A copy of the full packet is available on the City’s website at <https://silverton.or.us/meetings>. In accordance with House Bill 2560 and City of Silverton Resolution 22-06, the meeting will be held in a hybrid format: in person, and electronically using the Zoom web conference platform. Please submit written comments to publiccomment@silverton.or.us by 3:00 PM on Monday, May 6, 2024. Comments received will be shared with the City Council and included in the record. If you wish to participate through the Zoom web conference platform, see meeting information below.

Zoom meeting link:

<https://us02web.zoom.us/j/88370844257>

Or Telephone:

+1 253 215 8782 US (Tacoma)

Webinar ID: 883 7084 4257

AGENDA

6:30 PM WORK SESSION

1. **OPENING CEREMONIES – Call to Order, Pledge of Allegiance, and Roll Call**
2. **DISCUSSION ITEMS**
 - 2.1 Review of Westfield Property Affordable Housing Proposals – Jason Gottgetreu, Community Development Director
 - 2.2 Overview of Annexation Criteria – Jason Gottgetreu, Community Development Director
 - 2.3 2024 Local Elections Calendar – Cory Mисley, City Manager

7:30 PM REGULAR MEETING

3. **PUBLIC COMMENT** – This is a business meeting of the City Council. The City values and welcomes public input. Please address the Council as a whole and not individual Council Members. Do not address staff or members of the audience. Council action on items brought up in Public Comment is limited by the Oregon Open Meeting Law. The Council may direct staff to study the

matter and reschedule it for further consideration later. Items on the agenda will not be heard or discussed during Public Comment but will be accepted at that place on the agenda. Individuals are limited to three (3) minutes.

4. CONSENT AGENDA

- 4.1 Change Order for Water Plant Valve Project – Brad Jensen, Water Quality Supervisor
- 4.2 Tourism Promotion Committee Grant Recommendations – Jason Gottgetreu, Community Development Director
- 4.3 Approval of Minutes from April 1, 2024, City Council Meeting, April 8, 2024, City Council Work Session and Meeting and, April 15, 2024, City Council Work Session and Meeting.

5. PROCLAMATIONS

- 5.1 Public Works Week – May 19-25, 2024

6. SCHEDULED PRESENTATIONS

- 6.1 Silverton Chamber of Commerce Monthly Report – Executive Director Stacy Palmer

7. ACTION ITEMS


- 7.1 Downtown Parking Pilot Project – Jason Gottgetreu, Community Development Director and Cory Misley, City Manager

8. CITY MANAGER UPDATE

9. COUNCIL COMMUNICATIONS

10. ADJOURNMENT

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	2.1	Westfield Site Affordable Housing Proposals Review.
	Agenda Type:	
	Discussion/Action	
Meeting Date:		
May 6, 2024		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Cory Misley	Cory Misley

Recommendation:

Review the Affordable Housing Task Force’s recommendation and invite the top two developer teams to provide a presentation.

Background:

The City of Silverton advertised a Request for Qualifications (RFQ) for the development of Affordable Housing on the Westfield Site. The City received four Statement of Qualifications. All four development teams were invited to participate in the Request for Proposal (RFP) process and all teams submitted a Proposal.

The primary goal of the development would be to provide housing affordable primarily to households at 60% AMI or below. The intent would be for the City to retain ownership of the land and provide a long-term land lease to the developer. The vision is for a quality development that feels like a village, where the buildings and site are attractive and incorporate quality, durable materials, design, and landscaping and seamlessly blend into the surrounding area.

The Affordable Housing Task Force met April 16th and reviewed the proposals with the intent to create a top-two list to provide to City Council. The Task Force reviewed the proposals and found the DevNW and InkBuilt proposal to be their highest rated with the Hacienda proposal to be the second highest rated, and Home First and Green Light in third.

If the Council concurs with the Task Force, the next step of the process would be to invite the top two Proposers, DevNW and Ink Built and Hacienda to give a presentation to the Affordable Housing Task Force and City Council in a joint meeting with the Task Force providing the Council their input on their preferred top choice with the Council then selecting the top-rated team.

The top-rated team will then enter the Due Diligence and Memorandum of Understanding (MOU) phase where the City and development team will sign an MOU Agreement summarizing the development deal. Future steps would include Binding City-Developer Agreements with the developer to secure funding with Design, Engineering, Permitting, and Construction to follow.

Budget Impact	Fiscal Year	Funding Source
N/A	2023-2024	N/A

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

Attachments:

1. DevNW and Ink Built Proposal.
2. Hacienda Community Development Corp. Proposal.
3. Home First Development and Green Light Development Proposal.
4. REACH Community Development Inc. (REACH) and Farmworker Housing Development Corporation (FHDC) Proposal.
5. Affordable Housing Task Force Minutes for April 16, 2024.
6. Tourism Promotion Committee Meeting Minutes for April 22, 2024.



RESPONSE TO REQUEST FOR PROPOSAL // SILVERTON

APRIL 9, 2024



DEVELOPING THRIVING COMMUNITIES



COVER LETTER

City of Silverton

Re: Request for Proposals Westfield Site

Attn: Jason Gottgetreu

DevNW and Ink Built are delighted to present our joint proposal for the development of affordable housing on the Westfield Site. With strong ties to the Willamette Valley and extensive expertise in planning, designing, constructing, and managing affordable housing, we are committed to addressing the pressing need for sustainable, equitable, and affordable housing that leverages the strengths and resources of communities. Our mission is to bring innovative thinking, design, and collaboration to the forefront as we strive not only to create exceptional buildings but also to foster justice and connection through the spaces we co-create.

DevNW and Ink Built envision a thriving new neighborhood for the Silverton community. The first phase on roughly 2 acres will begin with a multi-family rental development affordable for residents below 60% area median income. Our plan includes 48 units of housing and a community center, spread throughout 6 buildings across the site. There will be a mixture of one, two, and three bedroom apartments. Later phases on the remaining 5 acres of the site could include affordable community land trust homes (single unit detached and townhomes) for homebuyers below 80% area median income, and a cottage cluster designed to help seniors age-in-place in a community setting.

The design we envision focuses on creating community through the built environment, including thoughtful use of community spaces, green space, connectivity to neighboring resources, and the creation of micro-communities through cluster design. While the first phase (and we hope the majority of a future phase) will focus on affordable housing, we are also interested in exploring the inclusion of some market rate units in later phases for a truly mixed income neighborhood.

Together, DevNW and Ink Built offer a unique blend of experience, expertise, and commitment that positions us as ideal partners for the City of Silverton on this transformative project. We eagerly anticipate the opportunity to collaborate with you throughout the development process.

Primary Point of Contact

Nora Cronin, DevNW
Director of Real Estate Development
nora.cronin@devnw.org
541-345-7106 x2092



DEVELOPING THRIVING COMMUNITIES

212 Main Street //
Springfield, OR 97477

528 Cottage St //
Salem, OR 97301



2808 NE MLK BLVD //
SUITE G //
PORTLAND // OR // 97212

[503] 454-6793

OR WBE|ESB #11068

DESIGN - PHASE 1



PHASE 1

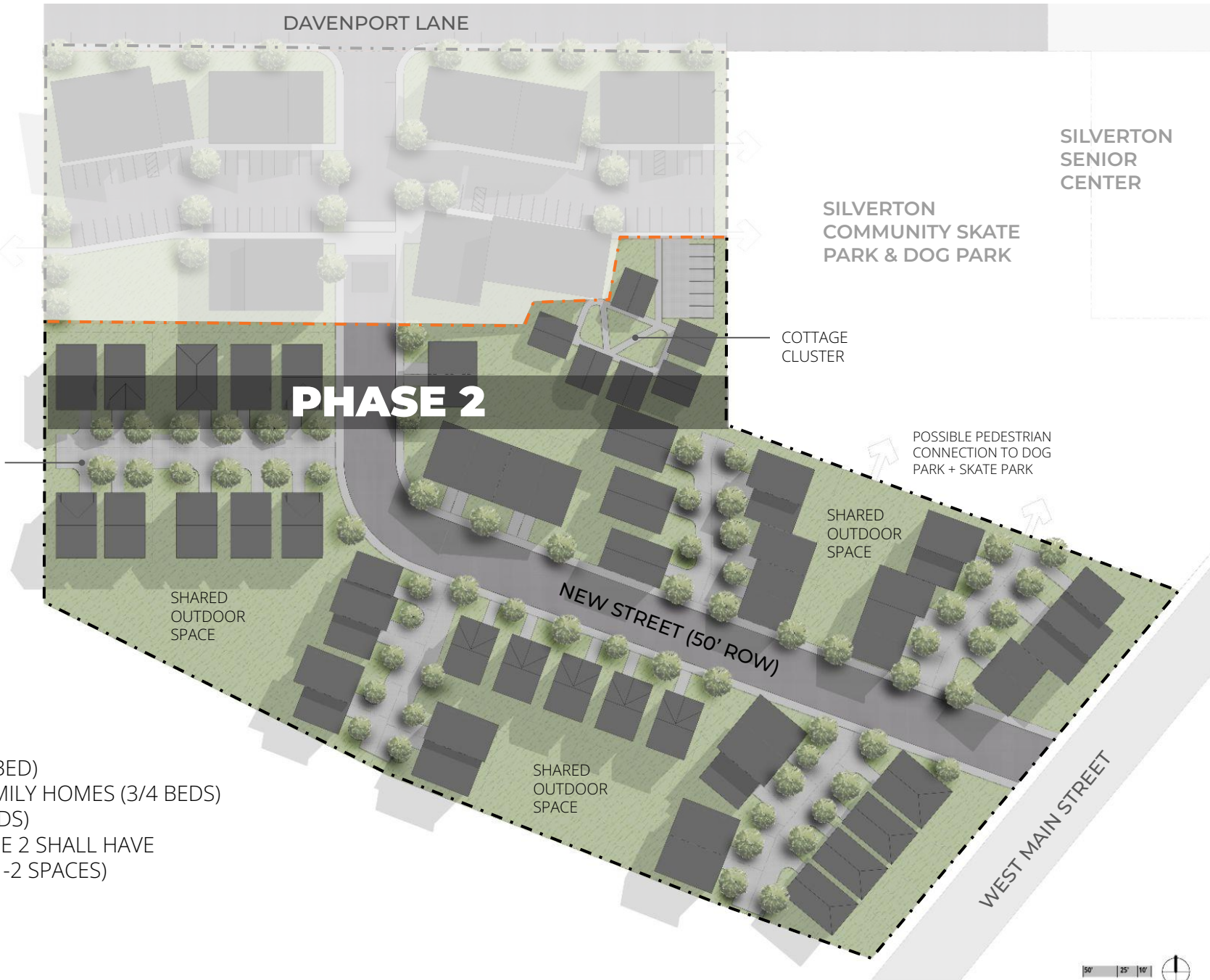
APPROX. 2 ACRES
40 - 60 UNITS MAX
(30/ACRE PER SB8)

(6) 2- STORY BUILDINGS
48 UNITS //

(22) 3 BEDROOM
(14) 2 BEDROOM
(12) 1 BEDROOM

83 PARKING // (1.7/UNIT)
62 SPACES (SURFACE LOT)
21 SPACES (ON STREET)

DESIGN - PHASE 2



PHASE 2

PHASE 2

5.7 ACRES
110 - 170 UNITS MAX
(30/ACRE PER SB8)

- 59 UNITS //
 - (6) COTTAGE CLUSTERS (1 BED)
 - (22) DETACHED SINGLE FAMILY HOMES (3/4 BEDS)
 - (33) TOWNHOUSES (2/3 BEDS)
- NOTE: ALL HOMES IN PHASE 2 SHALL HAVE PARKING AT EACH HOME (1-2 SPACES)

DESIGN - UTILITIES

DAVENPORT LANE 1/2 STREET IMPROVEMENT



DESIGN



DESIGN



DESIGN



DESIGN



PROGRAM

SUMMARY

Taking advantage of the location adjacent to the Senior Center and Robert Frost Elementary, we envision a mix of generations living in the development community, and have planned a mix of units types: smaller, single story units for seniors (or other 1-2 person households), alongside larger 2-3 bedroom units for families. Based on community engagement, we would also be interested in the demand for 4-bedroom units for multi-generational families.

Our proposal includes 48 units of housing and a community center, spread throughout 6 two-story buildings across the roughly 2 acre site. There will be a mixture of one, two, and three bedroom apartments, along with sufficient parking and ample outdoor spaces.

DevNW will enter into a 60-year covenant with OHCS for their funding sources to keep these units affordable in perpetuity.

HOUSING DETAILS

Unit Type	# of units	Total # of bedrooms	Sq Ft per unit	Total sq ft	Affordability	Net rent per month
1 bedroom	12	12	640	7,680	60% AMI	\$782
2 bedroom	14	28	960	13,440	60% AMI	\$956
3 bedroom	22	66	1,140	25,080	60% AMI	\$1,116
Community Center			2,000	2,000		
Total	48	106		48,200		

PROGRAM

UNIT AMENITIES

Unit amenities will include the following:

- In-unit washer and dryer hookups with appliances included
- Secure bike parking
- Ductless heat pumps for energy efficient heating/cooling
- Energy Star appliances
- Durable and easy-to-clean vinyl plank flooring
- Extra insulation and tight building envelope to provide thermal comfort and energy costs savings
- Three units are ADA-compliant and accessible to people with physical disabilities
- One unit is compliant with hearing and visually impaired regulations



COMMUNITY SPACE

Our proposed design boasts a 2,000 square foot community center complemented by outdoor space and a nature play area, all designated exclusively for residents. This inviting hub features essential amenities including restrooms, a moderate-sized kitchen, a community room, a manager's office, and ample storage for maintenance, cleaning, and supplies such as folding chairs. This space will be used for facilitating community gatherings, enrichment classes, and other events. Access to this space is provided to residents free of charge and can be scheduled to use for birthday parties or family gatherings.

The community center plays a pivotal role in nurturing a robust resident community. It offers a venue for shared meals, celebrations, and various events, while also serving as a convenient meeting point for residents to connect with service providers, including those from DevNW and other partners, for accessing essential resources.



PROGRAM

SHARED/SITE AMENITIES

We envision a neighborhood that offers green space, community gardens, and walking/biking connectivity to the skate park, Senior Center, and Robert Frost Elementary. It will be a shared priority to create inviting community space on the Westfield site, while also fostering easy connections with the rest of the neighborhood. We would work closely with the City to coordinate access to these neighboring sites.

Our site design includes a variety of shared, outdoors spaces that are stitched together with connecting corridors between buildings. These open spaces can be a combination of lawn and nature play areas. Our site design also includes a community garden space and smaller garden spaces woven throughout.

The 2-acre site includes approximately 23,000 SF of open outdoor space and 3,000 SF of stormwater filtration facilities in two areas which can be expanded if required. In the event available open space doesn't allow for large scale, traditional stormwater treatment facilities (or in addition to), we're prepared for and experienced in installation of alternative, compact, engineered treatment equipment that can be installed under roadways and parking facilities.

Our parking plan, including 62 onsite parking spaces and 21 street parking spaces (on the extended Davenport Ln), attempts to minimize the space needed for parking lots while also honoring the reality that many people rely on daily use of cars: commuters to Salem or rural agricultural jobs, seniors with limited mobility, families taking kids to activities, etc.



PROGRAM

TARGET POPULATION

DevNW and InkBuilt have collaborated on a deliberately inclusive and community-oriented development, ensuring it caters to residents from diverse backgrounds.

We will provide a range of affordable housing options tailored to different income levels and family sizes. While our initial proposal targets rents affordable at 60% Area Median Income (AMI), we are exploring the addition of vouchers in partnership with the Marion County Housing Authority to accommodate households with fixed incomes or below 30% AMI.

Our design approach prioritizes elements of universal design, trauma-informed design, and cultural sensitivity. This includes creating spaces that are accessible to individuals with varying needs and abilities, fostering welcoming and calming environments, and incorporating architectural features and programming that celebrate diverse cultural identities. Language accessibility will be ensured through multilingual resources.

Throughout the development process, we will actively engage the community for input and employ affirmative marketing strategies to reach a broad audience, including traditionally underserved populations. DevNW will collaborate with community organizations and City staff to ensure the inclusion of underserved populations.

For instance, DevNW has initiated discussions with the Hope and Safety Alliance, serving Marion and Polk counties, to address the need for affordable rental units to support survivors of domestic violence within the new development.

ENVIRONMENTAL SUSTAINABILITY

Our proposal emphasizes our commitment to environmental sustainability through various strategies aimed at reducing ecological impact and promoting a healthy ecosystem. We are dedicated to pursuing the Path to Net Zero and adhering to Earth Advantage guidelines, seeking certification under their Multifamily Residential program.

The Path to Net Zero focuses on minimizing energy use in buildings and generating the remaining energy needed from renewable sources like solar power. It involves designing energy-efficient buildings with features such as better insulation, efficient appliances, and natural lighting and ventilation. This approach can lead to achieving net-zero carbon emissions.

At the core of our approach is optimizing density to protect valuable land and ecosystems. Our design incorporates energy-efficient features like high-performance building envelopes and HVAC systems, as well as carefully selected materials with recycled content and low toxicity.

Additionally, we will implement water conservation measures and responsible stormwater management to further enhance our environmental stewardship. During construction, strict protocols will be in place to minimize site disturbance and divert recyclable waste from landfills.

Moreover, our infrastructure design will include provisions for future solar energy generation. We will explore incentives in collaboration with local authorities to support this forward-thinking approach.

PROGRAM

ART

Community-based art enhances the vibrancy of any residential setting. Leveraging Silverton's commendable commitment to murals, we've engaged with a local artist who has previously contributed to the city's artistic landscape. If selected, we plan to collaborate with additional local artists, fostering a diverse artistic community.

Recognizing the City's interest in both honoring history and embracing diversity, we see an opportunity to commission a mural acknowledging Silverton's indigenous Kalapuya and Molala communities, or honoring former Mayor Stu Rasmussen, the country's first transgender Mayor. Alternatively, a mural depicting "The Old Oak" or the Oregon Gardens could serve as a tribute to Silverton's heritage while engaging contemporary residents.

With our team's expertise in mural installations and knowledge of available grants, we are well-equipped to facilitate these projects. Furthermore, we propose incorporating art and art classes into community spaces, if desired by the future residents, by partnering with local artists and artist associations, thereby fostering creativity and community engagement.



PRO FORMA

2-ACRE SITE

Project Name	Westfield Site
Project Type	New Construction
# of Units	48
Street Address	Westfield St & Davenport Ln
City/County/State	Silverton/Marion/OR
Zip Code	97381



Sources & Uses	Amount
Sources	
OHCS GHAP	\$ 600,000
9% LIHTC Funding	\$ 14,236,076
Perm. Loan	\$ 2,100,000
Total Sources:	\$ 16,936,076
Uses	
Acquisition Cost	\$ -
General Costs	\$ 1,566,045
Financing Costs	\$ 1,320,966
Construction Costs	\$ 12,175,072
Reserves & Lease Up	\$ 134,941
Developer Fee	\$ 1,739,052
Total Uses:	\$ 16,936,076

Gap: \$ -

Budget			
	Assumption	Budget	Budget / Unit
			48
Acquisition Cost			
Acquisition Cost	No Cost Land Lease	0	0
Sub Total		0	0
General Costs			
Appraisal		10,000	208
SDC	City SDC Exemption	0	0
Building Permits		384,000	8,000
Review & Inspection Fee		50,000	1,042
Architecture & Engineering	7%	814,545	16,970
Utility Distribution Engineering		100,000	2,083
Survey		30,000	625
Legal		75,000	1,563
Environmental		10,000	208
Utilities		7,500	156
Miscellaneous		5,000	104
Soft Cost Contingency	5%	80,000	1,667
Sub Total		1,566,045	32,626
Financing Costs			
Construction Loan Fee		87,500	1,823
Perm Loan Fee		10,000	208
OHCS Application Charges (9%LIHTC)	9.5%	162,625	3,388
Closing Cost (lender legal, title insurance, recording fees)		75,000	1,563
Construction Interest Exp.		985,841	20,538
Sub Total		1,320,966	27,520
Construction Costs			
Site Development		2,880,000	60,000
Vertical Construction		7,894,400	164,467
Design/Inflation Contingency	8%	861,952	17,957
Construction Contingency	5%	538,720	11,223
Sub Total		12,175,072	253,647
Reserves & Lease Up			
Lease-up Cost		24,000	500
Operating Reserve		110,941	2,311
Sub Total		134,941	2,811
Developer Fee			
Developer Fee	12%	1,739,052	36,230
Total Development Cost		16,936,076	352,835

DEAL STRUCTURE AND FINANCE

FUNDING SOURCES

DevNW proposes to finance the initial phase of affordable rental housing through a combination of funding sources. These include 9% Low Income Housing Tax Credits (LIHTC), Oregon Housing and Community Services (OHCS) GHAP grant funds, and a permanent loan using Oregon Affordable Housing Tax Credits (OAHTC). Additionally, our financial projections anticipate contributions from the City of Silverton, including a no-cost land lease, waivers for System Development Charges (SDCs), and property tax exemption.

Although not currently reflected in our proforma, DevNW plans to leverage incentives and rebates offered by the Energy Trust of Oregon for implementing energy-efficient measures, as well as tax credits for the installation of solar energy systems. These funding sources, while non-competitive, align with our commitment to sustainability and affordability.

Furthermore, DevNW has initiated preliminary discussions with the Marion County Housing Authority regarding the potential utilization of Project-Based Housing Vouchers for a portion of the units within this development. Initial indications suggest a favorable outlook, prompting DevNW to collaborate closely with authority staff to explore and potentially implement this option.

CITY ROLE IN DEVELOPMENT PROCESS

DevNW proposes that the City provide a no-cost land lease and waivers for System Development Charges (SDCs) to facilitate the development of the project. Furthermore, we suggest the City take responsibility for financing and executing the land partition for the initial phase, encompassing approximately 2 acres. We request the City collaborate closely with our design team to ensure the partition line aligns harmoniously with our building and site design objectives, including provisions for desired outdoor space, ample parking, and appropriate building setbacks.

An integral role for the City would involve championing the project and providing steadfast support in engaging with neighbors and community groups. This includes advocating for the project during funding requests and adeptly navigating and potentially expediting City development, land use, and building permit processes.

DevNW has initiated preliminary discussions with Marion County regarding the availability of HOME or Community Development Block Grant (CDBG) funds that could be utilized for this development. Currently, these funds are exclusively allocated for homeownership initiatives by the county. We believe the City could facilitate discussions with the County to explore the possibility of redirecting HOME funds toward rental housing at the Westfield site. Collaboration between the City and County in this regard could unlock additional resources vital for the success of the project.

DEAL STRUCTURE AND FINANCE

OWNERSHIP

The first phase of affordable multi-family rental housing will uphold a distinct ownership structure as per the City's request to retain ownership of the land. To honor this request, we propose establishing a separate entity—a Limited Partnership (LP)—to own the rental housing development. Under this arrangement, the City will engage in a 99-year ground lease with the Limited Partnership. Ownership of the LP will primarily be held by the Limited Partner (Tax Credit Investor) at 99.99%, with a minimal 0.01% ownership held by the General Partner (DevNW).

Additionally, DevNW has initiated discussions with the Marion County Housing Authority regarding potential participation as a Special Limited Partner within the ownership structure. This arrangement would grant them a fractional ownership stake in the project, facilitate negotiation for a portion of the developer fee, and enable the project to benefit from property tax exemption. The Housing Authority has shown interest in similar partnerships with other developers for affordable housing initiatives, indicating a promising opportunity for collaboration at the Westfield site.

Should the remaining 5 acres be developed as Community Land Trust (CLT) homes, DevNW anticipates navigating complexities stemming from the City's retention of land ownership. Typically, in the CLT model operated by DevNW, the CLT owns the land and common areas, while homebuyers acquire the homes and pay a lease for the land. The land lease needs to be a renewable 99-year lease, so that the owner's right to the land is never jeopardized. Collaboration with the City will be essential in determining the optimal ownership structure for this segment of the development.

The CLT model being used is innovative in ensuring permanent affordability of these homes in perpetuity. This model incorporates permanent income restrictions and imposes resale price limits, safeguarding long-term affordability. Upon resale, the new sales price is determined by a formula encompassing the homeowner's base price, any "qualified capital improvements" stipulated in the ground lease, and the homeowner's 25% share of the change in appraised value since their purchase.

DevNW employs this model to maintain affordability of CLT homes for subsequent generations of buyers while affording each homeowner to benefit from a portion of the appreciated value. The goal is to ensure these homes remain accessible to families who would otherwise be priced out of the market.

DEAL STRUCTURE AND FINANCE

SITE INFRASTRUCTURE

DevNW proposes to pay for site infrastructure (the extension of Davenport Ln and utilities to service the first phase of rental housing) through the combined sources listed in the proforma (9% LIHTC, OHCS GHAP grant funds, and a perm loan).

Another possibility is to apply for CDBG funding just for the Davenport Ln road extension. CDBG triggers prevailing wage rates so we would need to determine if prevailing wage rates would apply to just the road extension costs or if it would apply to the entire housing development. Marion County staff indicated that they typically fund up to \$350,000-\$500,000 in CDBG funds per project.

If the City has access to other funding that can be used for the road extension, DevNW is open to exploring the viability of other sources.



PREVAILING WAGES

The deal structure presented in our proforma will not require BOLI prevailing wage rates for this development.

If CDBG or other federal funding is used, federal Davis-Bacon wage rates would apply. This could increase the projected construction costs by roughly 10%.



DEAL STRUCTURE AND FINANCE

LIKELIHOOD OF FINANCING

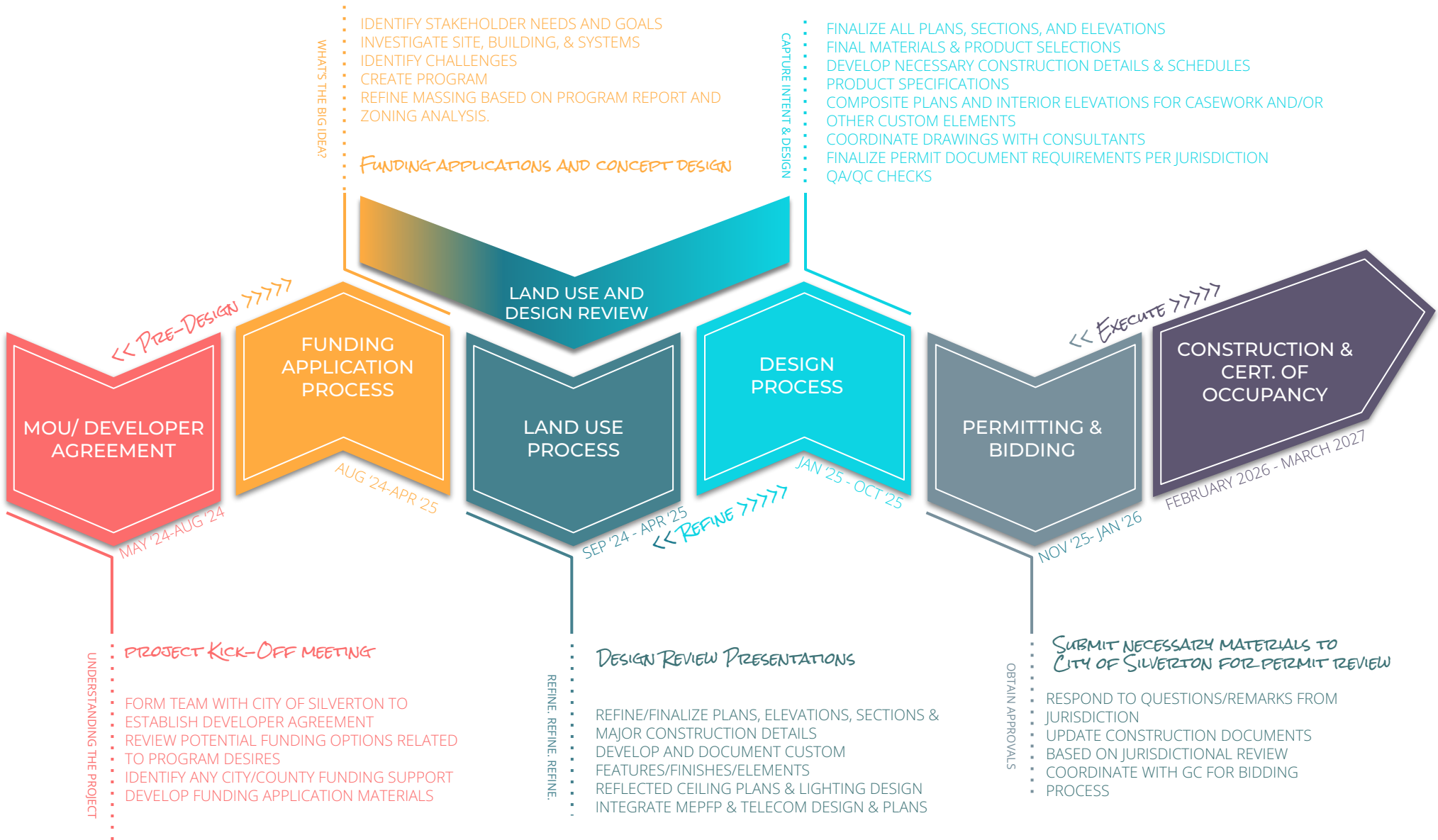
OHCS is introducing a new funding application process in 2024, moving away from the traditional NOFA (Notice of Funding Availability) format confined to a specific time of the year. This innovative approach will involve multiple steps and technical assistance from OHCS staff as we navigate through the development process. The aim is to ensure the financial structure and assumptions are robust, and there is greater amount of surety, as we progress through the stages of development.

Unlike the conventional method of submitting an application and waiting for a year if unsuccessful, this new process offers flexibility. It will be an open-ended procedure, allowing for preliminary funding commitments early on. We can then collaborate with OHCS as we move through our development process and milestones until we secure a final commitment and close on the financing.

Although 9% LIHTC is unavailable in 2024, it is slated to return in 2025. While the scoring criteria will differ in this new application process, we believe, based on the criteria from the 2023 application for 9% LIHTC and our understanding of this new process, that this funding would align well with our project. The main unknown lies in the criteria related to local funding commitments, which OHCS anticipates, particularly from HOME Participating Jurisdictions. This requirement applies to all projects in Marion County, given its allocation of HOME and CDBG funds. We will collaborate with the City, County, and OHCS to ensure the appropriate level and type of funding is secured.

Another potential funding avenue from OHCS could involve utilizing LIFT Rental funding. However, with no 4% LIHTC and Private Activity Bonds currently available to complement LIFT funds, this option appears unlikely. DevNW's financial model projected a significant gap exceeding \$1.5 million when considering LIFT funds from OHCS alone, owing to existing assumptions regarding allowable LIFT subsidies per unit. Should these assumptions or other factors change, the extensive LIFT resources available at OHCS could present a viable funding avenue.

SCHEDULE AND TIMING



PUBLIC OUTREACH/ENGAGEMENT PROCESS

OUR GENERAL APPROACH

Public outreach, engagement, and education are crucial components of any affordable housing development. Here are some general concepts that would guide your approach:

1. Transparent Communication: Ensure transparency throughout all stages of the project, from planning to implementation. This includes providing clear information about the goals, timelines, and decision-making processes involved in the development. Maintain open and honest communication with the community, providing regular updates on the progress of the project and addressing any concerns or questions that arise.

2. Community Engagement: Actively engage with community members, stakeholders, and local organizations throughout the project, seeking input and feedback at various stages. This could involve holding community meetings, small stakeholder meetings, or establishing advisory committees to ensure that community voices are heard and considered in decision-making. DevNW recognizes the diversity within the community and will tailor outreach strategies to reach different demographics effectively. We will utilize various communication channels, such as social media, local newspapers, and community newsletters, to ensure broad engagement.

3. Education: Provide opportunities for education about affordable housing, including the benefits it brings to the community, while addressing common misconceptions and dispelling myths. DevNW would offer information sessions at community meetings to help residents understand the importance of affordable housing and how they can get involved.

4. Inclusivity and Equity: Prioritize inclusivity and equity in all outreach efforts, ensuring that marginalized voices and underrepresented communities are heard and valued. Create opportunities for meaningful participation and engagement for all residents, regardless of socioeconomic status.

5. Collaboration and Partnership: Forge partnerships with local stakeholders, including government agencies, nonprofit organizations, faith-based groups, and educational institutions, to leverage resources, expertise, and community networks. By working together, we can address the complex challenges of affordable housing development. DevNW has already engaged with several government agencies and community organizations to inform our development proposal thus far. We look forward to continuing to build those relationships and collaborating to ensure that this development meets the needs of the community.

6. Long-Term Success: DevNW is dedicated to maintaining meaningful relationships with the community and neighbors throughout the lifespan of the project, fostering trust, and nurturing a sense of shared responsibility for the community's well-being. Being a good neighbor as a developer of affordable housing involves actively engaging with the community, maintaining open communication, collaborating with local organizations, empowering residents, promoting social integration, and sharing resources. This long-term approach ensures the continued success and sustainability of the affordable housing project.

PUBLIC OUTREACH/ENGAGEMENT PROCESS

DEVNW AND CITY PARTNERSHIP

DevNW envisions a collaborative approach to outreach, where city officials and staff work alongside our team to engage with residents and stakeholders in meaningful dialogue about the project.

Prior to Formal Development Agreement:

1. Initial Discussions: Seek feedback from city staff and representatives to understand their priorities and concerns regarding our proposal and assumptions of financial commitment. Engage with city planning, permitting, and public works staff to identify development challenges, city processes and timelines, and opportunities for collaboration, especially regarding the Davenport road extension design and construction.

2. Community Meetings: Collaborate with the city to organize community meetings or workshops aimed at informing residents about the proposed development. Address questions and concerns raised by community members and gather input to refine the project plan.

3. Stakeholder Engagement: Work closely with city staff to identify key stakeholders, including neighborhood associations, business groups, and advocacy organizations. Access city's communication channels, such as newsletters, social media platforms, and community calendars, to promote community meetings and events related to this project. Establish regular communication channels and opportunities for dialogue to ensure diverse perspectives are considered in the planning process.

4. Feedback Incorporation: Continuously incorporate feedback received from the city and community into the project design and development plans. Demonstrate flexibility and a willingness to adjust the proposal based on input from stakeholders.

After Formal Development Agreement:

1. Public Meetings: Participate in public meetings if required by the formal development agreement process. Present updates on the project's progress, address any concerns raised by city officials or residents, and provide transparency about next steps.

2. Regular Progress Updates: Maintain regular communication with city representatives through progress updates, reports, and meetings. Share milestones achieved, challenges encountered, and strategies for addressing them to keep all parties informed and engaged.

3. Community Events and Engagements: Continue to engage with the community through various events and initiatives, such as neighborhood meetings, informational sessions, or volunteer opportunities. Foster a sense of ownership and pride in the project among residents by involving them in its implementation.

4. Mitigation and Issue Resolution: Collaborate with the city to address any issues or concerns that arise during the development process, such as zoning challenges, infrastructure needs, or community opposition. Work together to identify solutions and mitigate potential impacts on the project's timeline or budget.

5. Celebration and Recognition: Celebrate project milestones and achievements with the city and the community to acknowledge progress and foster positive relationships. Recognize the contributions of city officials, staff, and community members who have supported the project's success.

Working together with the city is critical for the success and acceptance of this affordable housing development.

OTHER ISSUES: TOP 3 CONCERNS

1. SITE CONDITIONS

The site's conditions present significant uncertainties at this stage. If awarded this project, our immediate priority will be to conduct a comprehensive environmental assessment and a thorough geotechnical study. These assessments are vital as they will reveal any hidden conditions that may necessitate mitigation measures. Without a complete understanding of the site's environmental factors, we cannot confidently proceed with development plans.

Furthermore, without the completion of a geotechnical study, our ability to finalize site development costs is constrained. We are cognizant of the prevalence of Columbia River Basalt under Silverton, a factor that has the potential to significantly impact site costs. This emphasizes the critical importance of conducting a thorough geotechnical analysis to accurately estimate project expenses.

Additionally, the absence of a site survey raises concerns about potential unidentified elements such as easements and topographic constraints. Without this essential information, we acknowledge the possibility of encountering unforeseen obstacles during the development process.

2. SITE INFRASTRUCTURE

Connectivity to public and franchise utilities will require creativity and cooperation between DevNW and the City. We recognize the necessity of establishing a Lift Station and forced main sanitary sewer installation to meet the recommended sewer tap connection requirements to existing infrastructure at Main/Davenport. Plans entail extending electrical service and franchise utilities to Davenport Dr to cater to Phase 1 requirements. Additionally, the management of treated Stormwater will involve routing it through the land earmarked for Phase 2 development, linking it with the current stormwater infrastructure on Main St. Thoughtful consideration for the future volume of Stormwater generated during Phase 2 development must be factored into the Phase 1 installation to facilitate straightforward future connections to the installed stormwater conveyance system.

Ensuring vehicular and emergency vehicle access demands close cooperation between DevNW and Traffic Control/Local Fire Department. The Fire Department turnaround has been incorporated into the parking area in the Phase 1 conceptual design. However, provision for a secondary emergency access may be warranted, potentially connecting to Main St at the southeastern corner of the

property designated for Phase 2 development. The location of this access point, if not constrained to a specific spot, could significantly impact later phases of development. Thus, careful consideration is necessary to ensure seamless integration with the overall development plan.

Building upon the precedent established by the partial extension to Davenport Dr, DevNW proposes to continue the half-street improvement of Davenport, extending it to the northwest corner of the development. If the City requires a full street improvement, we would work with the City to see if additional local funding would be available to help with that increase in infrastructure costs.

3. POTENTIAL WETLANDS

We are concerned about potential costs linked to wetland mitigation if DSL approval is not received. Our design adjustments were made assuming a positive review from DSL, indicating no wetlands on site. If the DSL review isn't favorable, it's likely site density would decrease, or we would need to incur extra expenses for wetland mitigation, provided suitable off-site wetlands are available for credits.



The **quality of relationships** we build with the people we serve is fundamental to the quality of design we provide.

Restoring **equity** and broadening **affordability** in the housing system is our key mission and focus, and we're working to challenge the conventions that prevent the fundamental changes our communities need.

We've designed our practice around this goal, tailoring everything we do to improve **cost efficiency**, enrich **design quality**, and maximize **health, joy and livability** for the individuals and families who call our projects home.

We don't just talk collaboration, we **actively empower** residents, citizens, policy makers, owners, contractors, students, and advocates to help us make design better, **restoring community and the planet** we share.

We love the challenge of affordable housing, and the opportunity it gives us to **stretch creativity** discovering better solutions with **bigger impact**.

CITY OF SILVERTON
RFP – WESTFIELD SITE

April 9, 2024

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DESIGN



DESIGN NARRATIVE



COMMUNITY INFORMED DESIGN APPROACH

Our proposal aims to be a reflection of the community's desires for a beautiful, creative, and ADA-accessible building design that blends seamlessly with the City's aesthetic, while preserving the natural ecology that gives Silverton its unique identity. Inspiration of the design style draws from the Victorian vernacular that is emblematic of Silverton residences. Simplified articulation of ornamentation, utilizing narrow forms, steep pitched roofs, arched windows, and covered porches is a fresh take on a traditional residential style.

By additionally incorporating Universal Design principles into our placemaking strategies, we have created gathering spaces, informal indoor and outdoor meeting areas, a community room with a kitchen, and outdoor seating areas that are welcoming to all individuals. Our design process fosters a sense of community and inclusivity, empowering residents to participate in the design and to build a communal life.

SUSTAINABLE FEATURES

Our commitment to sustainability is evident in the building's features, which include energy-efficient appliances, 100% electric building systems, solar panels and lighting, passive solar design, trees for natural cooling, mini-split heating/cooling, and EV hookups on site. By prioritizing these features, we have ensured the building's longevity and efficiency for years to come.

Sustainable design approaches include:

- **Sustainable and passive house strategies** will improve health and wellness and reduce the energy and carbon footprint. Durable materials will be considered for maintenance and the overall live-cycle costs.
- **Energy, air, and water conservation** through implementation of strategies around envelope design, energy and water conservation and improved indoor air quality. The team will utilize early phase energy modeling to evaluate options and understand life-cycle costs.
- **Renewable energy strategies** to integrate a roof-top solar array and EV-ready parking. Various incentives and grants will be pursued to support these initiatives. We have a track record for successful intergration where others have found this as a funding burden.
- **Proposed systems and appliances will be all electric**, eliminating the need for natural gas in the project.
- **Maximizing repetition and building types** to generate an economy of scale and efficient use of materials to minimize waste. Prefabrication will be considered where possible to reduce labor costs and improve construction schedules.

Refer to page 14 for Environmental and Sustainable goals.

LANDSCAPE NARRATIVE

OUTDOOR ENVIRONMENT

Silverton is a community that values access to rich natural resources and public amenities. Our team understands that the new community should be a reflection of this value. We aim to provide beautiful and sensible site design through partnership with local landscape architect, Laurus Designs. Our proposal connects people of all abilities to nature and provides safe and healthy spaces for kids to play, learn, discover, and sets a scene for educational opportunities in the outdoors.

A centralized community garden celebrates the ecology of the region while providing an educational opportunity for residents of all ages. Meandering leisure trails connect the community, stitching nodes of smaller community pockets to one another. The development is surrounded by varying and amenity-rich spaces for placemaking and includes covered and uncovered outdoor seating, and a centralized community garden, and more intimate settings created through pavilions. While our proposal expresses the intent of placemaking concepts, the authors of the final design will be the community through focus groups.

DEFENSIBLE SPACE & FIRE RESISTANT DESIGN

Over the last several years the risk of wildfire across our region has increased, in particular for communities at the edges of the wildland-urban interface. The Westfield site is at a higher risk than some other areas of Silverton due to the proximity to the creek and associated vegetation.

Our proposed approach to the projects design includes Class A roof covering, metal roof valleys, metal gutters and downspouts, protected roof eaves, 1-hour exterior walls with non-combustible fiber cement siding and trim, no crawl spaces, non-combustible windows and doors. The residential structures and community building will include fire sprinkler systems.

A fire buffer around each building will be provided and landscaping will be native, drought resistant, and thoughtful in fire resistant design. Additionally, fire resistant landscaping will be addressed with ongoing maintenance of the landscape, keeping trees trimmed and free of deadwood, landscape free of leaves and needles.

ENGAGEMENT PLAN FOR OUTDOOR SPACES

For community engagement sessions focusing on design input of outdoor spaces we plan to implement the following principles:

Engage with the community. No one knows a place’s problems, weaknesses, and strengths better than the community itself. Identity and vision become the products of community engagement. Engagement will create a sense of belonging and pride, further promoting collaboration and collective thinking.

Establish a shared vision. It’s important to establish a shared vision with the community for the place that must be based on its real identity. Our team will align this vision with place identity and ensure its support by all stakeholders.

Think beyond structures. Structures can be understood as the immobile aspects of a place, its buildings, its architecture, and its landscape. We believe a place is much more than that. People bring unique experiences and cultural perspectives and activities give life to the place. This in turn creates the identity. A good place doesn’t need new products, just a good program of activities or the promotion of existing cultural characteristics.

Read more about our comprehensive community engagement plan on page 27.



PHASE 1 SITE PLAN



SITE DESIGN. The site is organized around a circulation axis, linking the housing and outdoor spaces from east to west with sidewalks and vehicular circulation running north to south in the development. The proposed north/south circulation will connect in a loop in phase 2 of the project. The east/west trail is flanked by the residential buildings and several open spaces, each with unique character. Amenities include pavilions for community gathering, play spaces, open green, community garden, and generous seating

INGRESS/EGRESS. The project provides vehicular ingress egress from Davenport Lane. For pedestrians, differentiating surface materials provides visual interest while creating easy wayfinding for pedestrian specific paths. We minimized the distance residents must travel when parking by segmenting the site into thirds.

PARKING. Parking is located along Davenport Lane and along the interior streets for a total of 61 stalls. This move allows for greater density of units on site while providing much needed parking for residents. Parking stall to unit ratio is 1.6:1

PERSPECTIVE OF OPEN AREA



VARIETY OF PLACEMAKING. A variety of private and reflective spaces are scattered around the site and in between buildings. They are organized as focal points in front of communal porches stitched together through meandering paths. These play, gathering, and reflective spaces will provide private and safe areas for residents to get to know one another.

PERSPECTIVE OF COMMUNITY BUILDING



CENTRALIZED COMMUNITY BUILDING. At the center of the development we have proposed a community building. The community building will serve as the heart of the development with adjacent open space all linked along a central trail connecting the development east and west. Within the community building residents will have access to a management office, resident services office, central laundry, and a community room with kitchen and gathering space. The outdoor area adjacent to the community room will include barbecues, a community garden, and picnic seating.

BUILDING ELEVATIONS AND BUILDING TYPES



^ COMMUNITY BUILDING

The East to West pedestrian trail converges at the centrally located community building. Above is a concept rendering of the community building taken from a view from south east corner. There is an attached duplex with stacked flat 2-bedroom units on west side of building. A wrap-around porch provides covered community gathering space at the lower level of the community building that's adjacent to open area and community garden to the east side. The small footprint that is created by adjoining the community building and the duplex reconciles the existing grade more efficiently.

∨ RESIDENTIAL BUILDINGS

The approach taken for designing the residential buildings is to complement the scale of the varying Victorian style homes within Silverton. We are utilizing seven different building types to provide a diversity of floorplans, elevations, and character to the community. All ground level unit, over 75% of the total units, will be accessible or adaptable to people with disabilities to meet the community needs. The following pages illustrate the concept elevations of the buildings types and unit mixes proposed.



Type 1 Duplex Elevation. 1-bedroom + 2-bedroom: Side by side units with covered front porch at grade for accessibility.



Type 2 Duplex Elevation. 2-bedroom units: Ground floor unit with second floor unit access from interior stair at side of unit.

BUILDING ELEVATIONS AND BUILDING TYPES



Type 1 Triplex Elevation. Two 1-bedroom units + 2-bedroom unit: 1-bedroom and 2-bedroom ground floor unit flank a central entry that provides access to an interior stair for the second floor 2-bedroom unit.



Type 1 Fourplex Elevation. Three 1-bedroom units + 3-bedroom unit: 1-bedroom ground floor units flank a central entry porch that provides access to an interior stair for the second floor 1-bedroom and 3-bedroom units.



Type 2 Fourplex Elevation. Two 2-bedroom units + two 3-bedroom units: 2-bedroom ground floor units flank a central entry that provides access to an interior stair for the second floor 3-bedroom units.

PHASE 2 PROPOSAL

CONCEPT SUMMARY

Our proposal envisions the development of phase 2 as a continuation of clustered groupings of residences around pockets of greenspaces with plentiful meandering trails. The hiking trails make use of the undevelopable wetland buffer that consumes and restricts much of the remaining 5 acres of the Westfield site. Roads and crossing are allowed to be built over wetlands with considerable cost implications that we would like to review with the city when the time comes.

The vision for phase 2 provides an additional 24 units though 9 additional buildings as a mix of duplexes and triplexes organized along the northeast of the Westfield site. To the southeast, 9 single family homes with attached carports are proposed. The scale of residences in phase 1 and phase 2 intentionally provide a cohesive and complementary scale for these single-family homes to provide a diversity of building types and homeownership. A total of 66 additional parking spaces, not including private carports are proposed for phase 2. The parking to unit ratio for would be 2.5:1. As a project total, the parking to unit ratio is 1.9:1 for phase 1 and 2 combined.

By accessing W. Main St we can provide fire access to the south side of the site with limited environmental impacts and a lower carbon footprint by using significantly less construction materials such as concrete. Access to W. Main Street is proposed while the RFP states access to W. Main St. is challenging. We think it is a worthwhile discussion to have about access versus environment. As an alternative approach, looped vehicle access connecting the north and south roads would be required if access to W. Main Street could not be achieved.

Connecting trails from the skate park could be a potential collaborative effort with the City, effectively connecting the recreation facilities in the northeast to the wetlands as a public park though private and public ownership.

“Our development team consists of BIPOC-owned businesses, leveraging expertise through local consultants including 7Oaks Engineering and Laurus Designs based in Silverton”

SITE UTILITY SUMMARY

For phase 1 and 2 we have partnered with 7Oaks Engineering, a Civil Engineering firm based in Silverton. They have provided the following site utility summary for the phase 2 proposal:

WATER. We have assumed that the City will require the line in W. Main Street to be extended at least to the project boundary, we understand the city may further require it along the full frontage. The City may also require the line to be extended down Davenport Lane and looped through the site in a public easement and back up to W Main Street in Phase 2.

SEWER. With the location of the property, sloping away from both W Main Street and Davenport Lane a sewer lift station has been assumed.

STORMWATER. Based on area soil conditions, we have assumed on-site infiltration is not feasible. Stormwater is proposed to discharge to the creek provided we don't increase the runoff from Pre to Post Development. Alternatively, on-site stormwater basins at the south & west edge of the property can be accommodated by either require additional site area or a reduction to some combination of program, open space, parking or building area.

PHASE 2 UNIT TYPE AND QUANTITIES

TYPE	1 BR	2 BR	3 BR	TOTAL
Rental Units	12	14	0	26
Single Family Dwelling		9		9
TOTAL FAMILY-SIZED UNITS				23
TOTAL UNITS				35

PHASE 2 COMMUNITY AMENITIES

AMENITY	SQFT/QUANTITY
Developed Buildings	33,664 SQFT
Open Space	175,185 SQFT
Parking Stalls	66

MASTER PLAN - PHASE 1 & 2



DESIGN INTENT AND GOAL. Our masterplan envisions the development of phase 2 as a complementary extension of the scale of building types, amenities, and circulation of phase 1. Unique to phase 2 is the inclusion of single-family dwelling units to provide a diversity of home inventory in the City and an opportunity for homeownership. Rental units are clustered to the north to maintain a cottage style community feeling.

LIMITATIONS OF PHASE 2 SITE DESIGN. The developable area of phase 2, based on the wetland information, is fairly limited. The wetland report provided by the City contends that the stream on the site is interment and non-fish bearing. For this reason, we have based the design of phase 2 maintaining a 50-foot buffer zone along each bank conforming to state requirements of non-fish bearing streams. As you can see, this undevelopable buffer consumes much of the site. We believe, however, that an encroachment into the buffer to provide vehicle crossing of the stream is worthwhile and allows a connection of the buildable zone to the south. A park, with hiking trails make use of the wetland buffer zone which can be open to the greater community to enjoy.

PROGRAM



PROGRAM SUMMARY



HOUSING UNIT MIX AND AFFORDABILITY

Our proposal will offer apartments that will be affordable to households earning 60% and below the Area Median Income (AMI). The project proposes 37 total units, with 9 one-bedroom, 22 two-bedrooms, 5 three-bedroom units including an on-site managers unit through a mix of duplexes, triplexes, and fourplexes. State funding sources require that rent be restricted to individuals or families making 60% AMI. 27 (72%) of the apartments will be 2- & 3-bedroom units to assist the goal of providing family sized affordable homes that are multigenerational, multicultural and catering to a variety of income levels.

Our expertise and passion is serving a mix of individuals and families experiencing financial needs. Additionally, our proposal shows our commitment to accessible development with over 75% of the total units being ADA accessible or adaptable for persons with disabilities. We hope to partner with the Marion County Housing Authority to coordinate access for additional rental assistance programs and needs for permanent supportive housing, given the opportunity. See unit mix and affordability matrix to below for more information.

PHASE 1 UNIT TYPE AND QUANTITIES

TYPE	1 BR	2 BR	3 BR	TOTAL
60% Units	9	23	5	36
TOTAL FAMILY-SIZED UNITS				28
TOTAL UNITS				37

PHASE 1 COMMUNITY AMENITIES

AMENITY	SQFT/QUANTITY
Developed Buildings	32,786 SQFT
Open Space	43,063 SQFT
Community Room	1,7180 SQFT
Parking Stalls	61

RESIDENTIAL AMENITIES

The approach to resident amenities is to provide shared amenities as great as possible to maximize units and promote community gathering. Employing Universal Design Principles in these common areas will ensure access to supportive services. Universal Design Principles include providing wide pathways, generous maneuvering space, increased access, and a comprehensive, clear wayfinding system. Additionally, public restrooms will be gender neutral to respect all identities.

Central to the site will be a community room which will host supportive functions including a waiting lobby, an office for the property manager and resident service coordinator. The community room itself will be outfitted with a public kitchen to host life-enriching and supportive workshops. Its close adjacency to the outdoor community garden provides a great opportunity for cooking demonstrations and other health and wellness focused activities.

Additional building amenities and features include:

- **Flexible indoor and outdoor common spaces** with shared uses to maximize opportunities for changing needs. This includes outdoor pavilions, walking trails, and covered and uncovered bike parking
- **On-site Laundry facilities** to maximize efficiency and ease for residents
- **WiFi in common spaces** to connect residents to the web so they can pay bills, help children with schoolwork, or just to have access for recreational browsing.
- **On-site Parking** with a ratio of 1.6:1.
- **Community event space** with food prep kitchen
- **Resident Service Offices** for 1:1 meetings.
- **Communal porches** for building specific residents.
- **Bike Parking** that is covered and uncovered.
- **Centralized trash** for convenient management

BUILDING NARRATIVE

OVERALL DESIGN APPROACH SUMMARY

The project pursues a human-centered approach that considers both universal and accessible design principles through an outcome-based design process for both the site and building. The result is 13 buildings that will provide 37 new affordable units that respond to the context of the Silverton community.

The buildings will be oriented around a central community building. This is done to anchor the site and provide spacial wayfinding to establish a pedestrian presence and scale. We are proposing to divide the site into three components separated by two roads oriented north to south. This layout maximizes parking opportunities and distributes parking more evenly for resident's convenience. To further improve the pedestrian circulation and experience we are including pedestrian trails connecting the site east to west.

SITE DESIGN AND AMENITIES

The site is intentionally laid out to maximize development opportunity and to provide a balance of adequate parking, but additionally, to provide ample landscaping and open spaces. Our primary strategy for designing the site is to provide a wide variety of open and accessible spaces for gathering, including covered and open seating, a community garden with raised beds, native plant landscaping, nature-based accessible playgrounds, pavilions, picnic structures, pedestrian trails, and a thoughtful consideration to fire resistant landscape design. The result is sculpted residential spaces and outdoor amenity areas that balance public and private experiences.

ART APPROACH AND GOALS

Our art approach begins with the understanding that the built environment represents an opportunity to cultivate community and identity. Art will play a pivotal role in achieving these objectives by infusing spaces with vibrancy, color, culture, and social interaction. Our art goals are to integrate art seamlessly into the fabric of the development, reflecting the unique character of Silverton while promoting inclusivity and creativity. This will be done by a combination of murals, paintings, or sculptures to create focal points for social interaction.

Additionally, we will involve the community in the art selection process when feasible to create ownership and pride among residents. We will solicit talent from the local community to express the cultural heritage of Silverton through artwork that reflects its history, traditions, and values.

ENVIRONMENTAL SUSTAINABILITY GOALS

Our proposal consists of the following sustainability goals and features:

SITE DESIGN. Designed with Pedestrian Circulation prioritized linking residents east/west and to Phase 2 will encourage walking throughout the site and to the broader community.

LANDSCAPE. Adaptive and Native plants will be used throughout the project. Turf will be used in limited areas for resident use all year. The landscape will be irrigated with water efficient systems.

SOLAR ORIENTATION. The majority of buildings are oriented for southern roof exposure to integrate solar PV systems. The units generally integrate large windows for ample daylight within the buildings.

HIGH PERFORMANCE BUILDING ENVELOPE. The building envelope will be designed for high insulation values and air tight design to conserve energy. High efficiency windows and doors will also be included.

HIGH EFFICIENCY APPLIANCES & LIGHTING. All appliances will be Energy Star rated and all lighting will be high efficiency LED fixtures. Lighting color temperature will be designed for residential feel rather than cooler commercial lighting.

ALL ELECTRIC. The development will be proposed as all electric without the use of carbon based fuels. High efficiency electric water heaters will be proposed within each unit.

AIR QUALITY. All units will be equipped with filtered fresh air using heat recovery ventilation systems. The project will also include air conditioning accommodations to allow residents to cool their units even during poor air quality events such as wildfires.

DURABILITY. Interior and exterior materials will be selected for their durability and ability to maintain a high-quality project.

THIRD-PARTY VERIFICATION. A consultant separate from the design and construction teams will provide third-party verification the sustainable design strategies were implemented as intended.

EARTH ADVANTAGE CERTIFICATION of Gold or greater.

SOLAR PANELS. Our project aims provide 100% renewable energy production to fully cover energy demand, not just in common areas. This directly benefits the resident by allowing the developer to cover utility resident bills.



SERVICES NARRATIVE

Hacienda CDC is a unique organization as we are both a developer and service provider which means we have direct access and ability to execute needs identified by residents. As a culturally specific organization, a central piece of Hacienda's mission is to advance equity in access and outcomes to provide services that go beyond housing to support economic and educational mobility for all residents in all ages, cultural backgrounds, languages, and stages of life. The project will include several programs which will allow for enhanced resident services at the property to support and empower a resilient community. Additionally, our financial and digital literacy programs, small business coaching, and housing assistance programs are not exclusive to residents, but open to the larger community.

RESIDENT SERVICES

Hacienda delivers a suite of programs to build on the strengths of our residents and help them achieve their dreams. The Resident Services Coordinators are key to connecting residents to Hacienda's programs. As we get to know the families and their needs, we can provide warm introductions to program staff and help residents enroll. Hacienda will have 1.0 FTE Resident Services Coordinator on site.

Over the years, Hacienda has developed a suite of programs to build on the strengths of our residents and help them achieve their dreams. These programs will be accessible to this community and may include:

PATH TO HOME PROGRAM. Financial coaching and home ownership preparation by Hacienda's HUD-certified housing counselors.

SOWING SEEDS PROGRAM. Hacienda's early childhood education program brings certified parent educators into the homes of families with children age 0-5. Our Early Childhood Educators empower parents to learn about their child's development, help parents meet the needs of their child as they grow and prepare to enter school.

EXPRESSIONS PROGRAM. Hacienda offers out-of-school programming for youth in grades K-8. Students receive academic tutoring, access to enrichment opportunities, parent engagement, and resource identification

ABC'S OF SMALL BUSINESS. Workshops with one-on-one business advisors for financial coaching, access to legal clinics, and access to concept-to-consumer support to foster entrepreneurship and economic development in the city from the ground up.

PROFORMA



CONCEPTUAL FINANCIAL ANALYSIS

SOURCES AND USES SUMMARY

Sources	Total	Per Unit	Site A
LIHTC Equity	6,732,000	100,478	6,732,000
Federal Energy Credits	80,100	1,196	80,100
Permanent Loan	3,126,147	46,659	3,126,147
ORMEP	200,000	2,985	200,000
Energy Trust of Oregon	20,000	299	20,000
OHCS LIFT	7,200,000	107,463	7,200,000
Deferred Developer Fee	1,000,000	14,925	1,000,000
CDBG Funds	1,154,294	17,228	1,154,294
SDC Waiver	903,231	13,481	903,231
TOTAL SOURCES	20,415,772	304,713	20,415,772

Uses	Total	Per Unit	Site A
Acquisition	1	0	1
Construction	13,250,000	197,761	13,250,000
Soft Costs	2,699,091	40,285	2,699,091
Financing Costs	1,233,362	18,408	1,233,362
Reserves	233,318	3,482	233,318
Developer Fee	3,000,000	44,776	3,000,000
TOTAL USES	20,415,772	304,713	20,415,772

Surplus /(gap):		(0)	(0)
	Construction loan amount	8,100,000	
	Bond amount	8,090,000	

PROJECT PROFORMA

PLEASE SEE DIGITAL ATTACHMENT FOR PROFORMA WORKBOOK

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DEAL STRUCTURE AND FINANCE



DEAL STRUCTURE AND FINANCE

PRIMARY FUND SOURCE PURSUED

Affordable housing is prevalently funded with Low-Income Housing Tax Credit (LIHTC) Bonds, which are allocated by the federal government annually to the states. In Oregon, Oregon Housing and Community Services (OHCS) administers and awards these funds, among other federal and state funding sources. These LIHTC funds are separated in two different categories; 9% LIHTC, which are more competitive due to the high subsidy benefit, but limited award candidates; and 4% LIHTC, which has a larger pool to draw from, but with a smaller subsidy benefit. These LIHTC credits require affordable housing to serve individuals and families making 60% Annual Median Income (AMI) and below. Affordable Housing relies on these sources of equity, because without them there would not be enough income generated at the properties to support the project debt on the property or to attract private market investors.

For 2024, there are no 9% or 4% tax credits available for disbursement. However, we expect that there will be tax credits available in 2025 and 2026. The timing for this project, however, aligns well with the funding sources. Predevelopment activities, including architectural drawings, bidding, permitting, land use review, environmental review, etc., would position this project for a 2025 or 2026 tax credit allocation. However, there are 2024 allocations of predevelopment grants and capacity building grants that Hacienda, as a non-profit culturally specific developer, would be able to apply for and rank competitively high as compared to non- culturally specific developers.

This year, OHCS is reconfiguring the Notice of Funding Applications for tax credits. While this new process, known as the Oregon Centralized Application (ORCA), aims to streamline the application process for all available funding streams, it will certainly present some unknowns for funding distribution. However, ORCA will allow developers to get preliminary approval from OHCS for projects prior to pursuing financing, this in turn reduces the numerous rounds of financial paperwork and wait times for funding to be received. We are excited to see OHCS shifting to a more collaborative approach to affordable housing development.

PROPOSED FUNDING STRUCTURE

For this project, we have are proposed a funding structure that utilizes 4% LIHTC. For funding contingency, we are also considering a 9% LHTC structure, as we do not yet know what the tax credit allocations and changing rules at OHCS will hold in 2025 and beyond.

Our 4% LIHTC deal combines the Local Innovation and Fast Track (LIFT) housing funds from OHCS and a permanent loan, with 37 units of 1-, 2-, and 3-bedrooms at 60% AMI. The permanent loan would be secured from a partner lender. This capital stack is simple and effective and designed for 4% LIHTC and LIFT to harmoniously work together. We will also pursue grants as pertinent to the project such as Oregon Multifamily Energy Program (ORMEP), Energy Trust of Oregon (ETO), and other philanthropic granting opportunities. While its not fair to say for certain that we will be awarded funds from these sources, we can with confidence say that we have a high track record for success. By nature, because Hacienda is a non-profit and culturally specific organization and a community development corporation, we meet many of the funding sources requirements for developer qualifications. Additionally, our MWESB participation percentages of professional firms, contractors, and subcontractors contracted, has historically exceeded project goals. MWESB participation percentages are a requirement and metric measured by the state funding agencies. We believe Hacienda, Salazar, and Colas' high track record gives us an advantage in positioning for fund allocations.

Advantages of our proposed funding structure:

- 4% tax credits are plentiful and available most years.
- The only restriction for potential residents is an income restriction, which verifies financially burdened families receive access to housing.
- There is no occupational restriction unlike under funding sources.
- Funding requirements least complex as compared to other funding sources.
- LIFT funding designed to pair easily with 4% tax credits.
- Availability of credits may lead to a shorter predevelopment timeline.

CONTINGENT/ALTERNATE FUNDING STRUCTURE

As a contingent funding source, we see that 9% LIHTC is a suitable alternative financial structure. While 9% LIHTC has traditionally been competitive, the new OHCS ORCA process, may allow this fund to become more accessible. The benefit of a 9% LIHTC structure grants a deeper subsidy to the property finances, eliminating the need for a secondary, large funding source, keeping the capital stack as simple as possible.

Increased simplicity equates to less burden of applications, compliance, reporting and a potential for a streamlined project financing schedule. Fewer funding sources pursued also leads to less financial risk for the project.

For 9% LIHTC projects, Hacienda typically signs multiyear memorandum of understanding with the land-owning entity to accommodate additional funding cycles to compete for credit allocations from OHCS. Hacienda is however uniquely suited to score well for 9% tax credits as there are separate set aside allocations for Rural and for Culturally Specific organizations. In essence, we would qualify for two different pools of these 9% LIHTC funds, doubling our chances of success.

OWNING ENTITIES

We believe generational wealth is derived from the equity of appreciable assets. In real estate, homes are considered a depreciable asset, while the land they sit on appreciates in value. For this reason, we don't believe a community land-trust model is an appropriate tool for the Westfield site. Instead, Hacienda prefers LIHTC deals which allow for the appreciable assets to remain accessible with community.

The typical entity structure for LIHTC deals involve a formation of a limited liability partnership which gives investors 99.99% ownership of the project and gives the remaining .01% ownership to the non-profit partner, namely Hacienda, for 15 years. At the end of 15 years a financial exit takes place in which the investor exits the partnership and transfers their share of ownership to the non-profit. Some may think this poses an opportunity for non-profits to flip the property for market rate development, but in fact, OHCS requires that deeds maintain a 60-year affordable housing use clause for projects funded. Hacienda's current business model is to hold properties in perpetuity - we want to be a permanent resource for the community!

PROJECT ASSUMPTIONS AT AT GLANCE

For both finance structures, the following financial assumptions were used for our proforma. Please note that these are estimates based on research and Hacienda historical data:

- LIHTC equity pricing at .86 and .89 for energy credits, from consulting with multiple tax credit investors on projected appetite for area and macroeconomic conditions
- Construction loan with 6.25% rate, based on recent property funding.
- Permanent loan with 5.8% rate and 40 year amortization and 1.15 minimum year 1 Debt Service Coverage Ratio, based on recent property funding
- LIFT allocation within OHCS 2023 Rural guideless for maximums per unit size
- Developer fee under maximum 18% of total development costs per OHCS standard for property size
- SDC and waiver estimated by Salazar Architects
- Construction costs estimated by Colas Construction
- Solar costs estimated by size and cost of prior solar installations.
- Other professional and financial service fees based off of current actual development costs, resized for project scope when necessary.
- Rents and incomes based off HUD 2023 schedule for Marion County
- Rents are purposely not reduced by a Utility Allowance, as Hacienda will cover WSG and electric usage over what is produced by Solar Array (no gas)
- Operating costs based on Hacienda current portfolio performance and recent financial analysis of similar rural development in Oregon of \$6,005 per unit per year plus \$450 replacement reserves per unit per year. Operating cost assumes city currently has in place or is able and willing to adopt ORS 307.540 or similar state tax exemption measure for a full property tax exemption.
- Operating reserve sized on 6 months expenses plus debt service per OHCS and investor guidelines.
- Replacement reserve based on \$450/unit; note that this is more than OHCS guideline.
- Inflation for Income and Expenses and Vacancy Rates are in compliance with AHIC underwriting requirements used by tax credit investors and lenders.

ROLE OF THE CITY

The City of Silverton can support the development efforts through a variety of ways. The first is through permitting a full SDC waiver which helps us minimize project costs. SDC fees are typically higher than market rate costs due to additional levels of oversight and due diligence required by state and federal sources.

The second provision would be city council adoption of a 10-year minimum property tax exemption for affordable housing; taxes are our single largest line item in annual operational expenses. As incomes cannot be increased, the only way affordable housing developers can increase property net operating income is by decreasing expenses – however, it is hard to decrease expenses too far without compromising effective programming and property upkeep and quality. Tax exemptions allow us to decrease expenses without decreasing quality. With the decreased expenses, our net operating income increases, which is then leveraged at a 1:15 coverage ratio to increase permanent loan capacity, reducing funding gaps that would otherwise be insurmountable to a minimal or nonexistent level and allowing project financial feasibility.

Lastly, the City can support this development by offering multiple Land Use Review pre-application or working sessions with the jurisdiction having authority prior to the final application at no or low cost. This also contributes to the assurance that the project is truly developed jointly with the desires and concerns of the community. We typically see a need for 1 or 2 pre-application sessions.

Finally, per the RFP, we would ask the city to work with us to apply for CDBG funding for qualified public improvements, as it is our understanding Silverton is not an entitlement community with HUD and would need to compete in the twice-yearly State funding for CDBG.

ASSUMPTIONS ON PRIMARY SITE INFRASTRUCTURE

For assumptions on primary site infrastructure, we are carrying a ¾ Right of Way improvement on Davenport Lane. With the grading of the site showing that it is sloping away from both W Main Street and Davenport Lane a sewer lift station has been assumed. For water utilities we have assumed that the line will need to be extended down Davenport Lane. We anticipate site infrastructure and right of way improvements are an appropriate and eligible expense to utilize community development block grant funds.

For more site infrastructure assumptions refer to page 10.

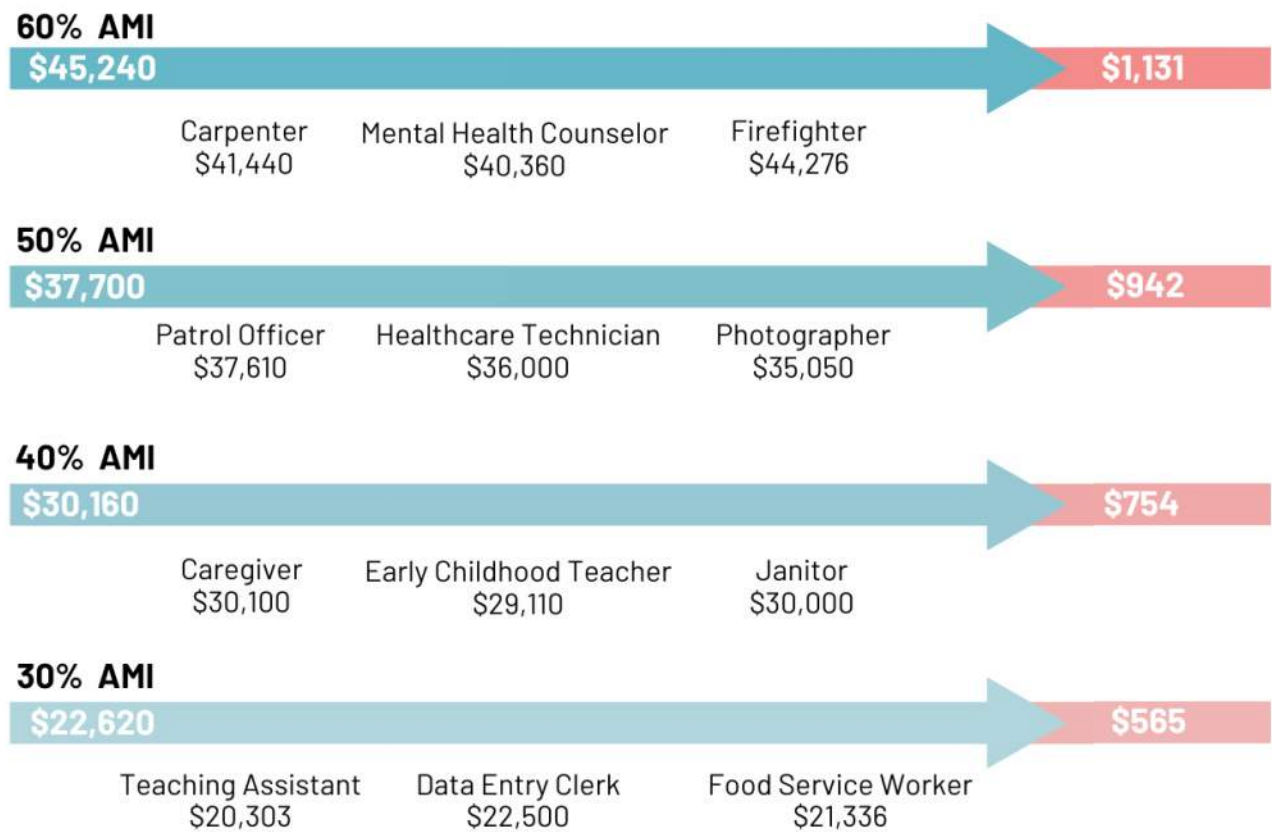
PREVAILING WAGE ASSUMPTIONS

At this time we are not anticipating prevailing wage rates. If BOLI/Davis-Bacon commercial wages are triggered we can expect to add 10% to the total project budget.

ANNUAL MEDIAN INCOME AND RENT AFFORDABILITY

The chart below illustrates examples of the household income levels at 60% AMI and less to convey the affordability and access to housing provided by affordable housing projects utilizing LIHTC funds.

IF A FAMILY OF (4) EARNS THEN THAT FAMILY MAY AFFORD*



*2023 OHCS income and rent limits - Income Limits for LIHTC & Tax-exempt Bonds

TIMING AND ANTICIPATED PROJECT SCHEDULE



ANTICIPATED PROJECT SCHEDULE

Anticipated project schedule assumes an executed award agreement in July 2024.

<u>Pre-Development</u>	
City/Developer Agreements executed	July 2024
Community Engagement Kickoff	August 2024
Design Phase Begins	August 2024
Site Acquisition	September 2024
Site Analysis	September 2024
Design Review (Type I or Type II)	December 2024
Building Permits & Fees Submitted	April 2025
Design Phase Ends/ Plans Completed	May 2025
Building Permit Completed	August 2025
Final Bids	September 2025
<u>Financing Construction Loan</u>	
CDBG Application	January 2025
Proposal	April 2025
Firm Commitment	September 2025
Syndication/Partnership Agreement (LIHTC)	October 2025
Partnership Agreement (LIFT)	October 2025
Closing/Funding of Loan	October 2025
<u>Development / Construction</u>	
Contractor Selected	April 2024
Construction Begins	October 2025
Certificate of Substantial Completion	January 2027
Construction Completed	February 2027
Construction Duration	16 months
Community Engagement Completed	January 2027
<u>Financing Permanent Loan</u>	
Proposal	January 2027
Firm Commitment	October 2027
Closing/Funding of Loan	November 2027
<u>Unit Availability</u>	
Lease Up Begins	January 2027
Lease Up Completed	June 2027
Unit Absorption	8 units per month

OUTREACH AND ENGAGEMENT PROCESS





COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT MODEL

Hacienda and Salazar has been deeply involved in the design and execution of extensive community engagement around affordable housing for many years. Our proven model folds environmental equity, social justice, and policy advocacy into the heart of the process to build people-first, resilient, and lasting communities. Our people-first approach describes community engagement that can be distilled down to “listen and execute”. Our goal is to deepen collaboration between the City, community, and future residents to shape the exterior and interior design of our buildings.

Our engagement strategy will include convening two separate focus groups during each phase of design (SD, DD, CD, CA) so community members and prospective residents can learn more about the proposed design. In fact, because Hacienda will also be the Resident Service Provider, this will lay the groundwork for us to understand the specific needs of future residents, which will be carried not only into the final design, but beyond.

THE CITY’S ROLE IN ENGAGEMENT

The City can have a significant role in this process by identifying and connecting us with community leaders, synchronize press release news and announcements to further broadcast our reach of community engagement events, and hosting neighborhood meeting spaces at public city facilities. The goal of engagement is to arrive at a design that honors the design principles of the City while bringing new perspectives and richness to Silverton.

Hacienda will engage community members around final design elements and amenities as well as future programming on site.

“We believe that a diverse use of methods of community engagement captures a diversity of experience.”

ONGOING ENGAGEMENT

As a way to provide ongoing engagement, we will create a project website so that all who are interested in the project can stay informed. See an example of this by visiting one of our current project’s engagement web page: EngageWithLakeGrove.com

All Hacienda community engagement includes the following main principles that we believe reduce barriers and allow for authentic engagement:

COMPENSATION. Hacienda compensates all community members who participate in community engagement activities as if they were consultants.

LANGUAGE NEEDS AND MULTILINGUAL RESOURCES. We assess interpretation and translation needs before engagement activities. We are committed to hosting both virtual and in-person engagement sessions in multiple languages and providing multilingual resources ensure that non-English speaking individuals can access our services.

MEETING FORMAT AND VIRTUAL OPTIONS. Included in our community engagement effort we plan to provide virtual programming to serve people who may not be able to attend in-person events. Although our projects have successfully instituted virtual community engagement sessions, Hacienda acknowledges that meeting in person is the best way to build relationships and community.

PARTNERSHIP WITH OTHER ORGANIZATIONS. Paramount to the success of our engagement is partnerships with local organizations. Hacienda will first reach out to other local resources and partners to amplify voices, focus reach, and serve specific communities that we otherwise could not.

TOP CONCERNS AND OTHER CONSIDERATIONS

Work about
y Preparedness:
- Outages
how events
ing people from
ng
edia Earthquake
ge of emergency
es

Communication
with neighbors
~~then~~ during
construction
process; Not using
street for ~~off~~ construction trucks

Add
your
thoughts

Designating EV spaces
if residents don't
have EV vehicles
only reduces the
number of spaces
available. Please
think about how to
make these fully
useable

Can families in these
units become
child care providers?
Co-locate child care

ADDITIONAL CONSIDERATIONS

The City has truly identified an auspicious opportunity for affordable housing in the City of Silverton, which is emphasized by its unique access to transportation and close proximity to places of leisure and play. We are enthusiastic about the possibilities and we have assembled a some additional thoughts for the development of this community for the City's consideration.

TOP CONCERNS

RECONFIGURATION OF STATE FUNDING PROCESSES

It's worth noting that Oregon's Housing and Community Services (OHCS) funding programs are undergoing restructuring. While this should streamline the delivery of affordable housing units in Oregon, we think that there will be an inherent disruption to the predictability of funding opportunities. We have additionally heard that there will not be 4% or 9% Low Income Housing Tax Credits allocations for the 2024 fiscal year.

While we can not say for certain that we will be awarded funds for the 2025 fiscal year, we realize that our organization has some advantages over other firms through the new project evaluation standards that will be implemented with the reconfiguration of the OHCS funding process. Project Evaluation Standards require that all projects must meet two of the following: culturally specific organization ownership, BIPOC ownership, plans for BIPOC business utilization, culturally specific resident services, racially equitable tenant population, tenant outcomes by race and ethnicity. Hacienda is proud to say, as a culturally specific houser and service provider, that we meet these requirements!

Our team is committed to navigating the ever-changing funding landscape and we look forward to collaborating and sharing resources with the City through this development.

WETLAND MITIGATION

The wetland report contends the stream is interment and non-fish bearing, until the state accepts these finding there is risk the majority of the Phase 2 property is undevelopable. Typically a minimum 200 foot buffer is required on each bank of a perennial or fish bearing stream, some of which can be intermittent. We have proposed a design based on a 50-foot buffer zone along each bank based on state requirements of non-fish bearing streams. Encroachments into the buffer and crossing the stream will require mitigation which is costly so we have suggested limiting impacts and crossings. The permitting time line for wetland impacts can be long through the state so this is another risk that will need to be monitored as designs are refined, in particular in Phase 2 where crossing the creek is proposed.

STORMWATER

Until a geotechnical report is completed with site specific infiltration testing we can only make assumptions based on past experience in Silverton. We assume infiltration on-site is unlikely so two options would likely be explored. Either a stormwater basin(s) on the west/south side of the site or discharge to the creek (provided we don't increase the runoff from Pre to Post Development). Including on-site stormwater basins may either require additional site area or a reduction in some combination of program - open space, parking, building area.

INDUSTRY WIDE PROCUREMENT DELAYS

The largest concern that would affect the timely delivery of affordable housing units is the procurement period for building products and equipment. Global factors have far reaching effects that disrupt material delivery. While we can't be certain that conditions will stabilize, we can employ several risk management strategies to absorb equipment delays as best as possible.

- Proactive Risk assesment and contingency planning - By developing contingency plans and alternative sourcing strategies, we minimize the impact of potential delays and maintain project momentum.
- Early on-boarding of subcontractors - By involving subcontractors during the initial planning and design phases, we gain valuable insights into project requirements and potential challenges
- Frequent communitcation with vendors - Essential for building trust, we maintain open lines of communication throughout the construction process, and with procurement, subcontractors are provided with timely updates on project timelines, specifications, and any changes or adjustments.

ADDITIONAL CONSIDERATIONS FOR THE CITY

COMPLETION OF DAVENPORT LANE

Our team has budgeted for 3/4 road right of way (ROW) improvement of Davenport Lane in our proforma. While this scope exceeds typical (ROW) responsibility for a developer, there is still a significant stretch of Davenport Lane should be improved. The existing street condition in front of the dog park which provides connectivity to the Westfield site is currently gravel. We'd like to put forward that the City considers improving the gravel road to an asphalt surface. Collaboration with the contractors construction schedule for ROW improvements would certainly lead to a successful and complete street connection.

LOW INCOME HOUSING TAX CREDIT 4% VS. 9%

Our proposal is based on the anticipation of 4% Low Income House Tax Credit (LIHTC) equity award. This tax credit is not competitive which provides a degree of certainty for funding assumptions for the project. This approach allows us to maximize the unit density of the site while also maintaining parking ratio goals of 1.6:1.

Alternatively, our team had also found that a 9% LIHTC approach for financing the project would be feasible. 9% LIHTC tends to generate around 70% of a development's equity while a 4% tax credit generates around 30% of a development's equity. If the project were to pursue a 9% LIHTC proforma this would result in less funding sources required for the project which would in turn provide greater predictability for the fund sources used the caveat is there is greater risk associated with this approach as 9% tax credits are very competitive.

9% tax credits have regional set asides as well as set asides for culturally specific nonprofit developers such as Hacienda, giving a 9% application a unique edge for this competitive credit were we to pursue it. Additionally, the uncertainty of Local Innovation and Fast Track funds available for 2025, which we are holding as an assumption in our current proforma, would position the 9% LIHTC approach as a considerable alternative.

PROJECT PHASING AND PHASE 2 CIRCULATION

The developable area of Phase 2, based on the wetland information, is fairly limited. For long term cost efficiency and to minimize disruption to Phase I residents the utilities for both phases should be master planned and constructed to at least a stub out for Phase 2. This is a costly burden for the Phase 1 project.

Access to W. Main Street is proposed while the RFP states access to W. Main St. is challenging. We think it is a worthwhile discussion to have about access versus environment. By accessing W. Main St we can provide fire access to the south side of the site with limited environmental impacts and a lower carbon footprint by using significantly less construction materials such as concrete.



Davenport Village

Proposal for a New Vibrant Affordable Housing Community
in the City of Silverton, Oregon's Garden City



WESTFIELD SITE
DEVELOPER'S PROPOSAL

SUBMITTED BY:

HOME FIRST + GREEN LIGHT
DEVELOPMENT

04-09-2024

Cover Letter

SUBMITTED TO:

City of Silverton
Attn: Mr. Jason Gottgetreu
Community Development Director
JGottgetreu@silverton.or.us
(503) 874-2212

SUBMITTED BY:

Home First Development
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(503) 860-8983

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Dear Mr. Gottgetreu, and the City of Silverton,

We are pleased to submit our proposal to bring 44 units of affordable housing to the City of Silverton.

A natural inclination in development is to maximize a site’s density. With this opportunity, we’ve taken the opposite approach. We sought to balance the benefits of economies of scale against the City’s vision to create a diverse, welcoming community that will fit seamlessly into the neighborhood and the city. While 80 units could fit on the site, we think 44 works better and is consistent with your vision.

Our design team has meticulously crafted a site plan and layout that deviates from the norm of 3-story buildings and long rows of concrete parking lots. Instead, we’ve opted for 2-story buildings nestled amidst organic amenities and discreet parking courts. This design choice creates a welcoming atmosphere for residents and pays homage to the architectural styles found throughout Silverton and our future neighbor, the Senior Center.

Our financing team has created a plan to develop the project that fully leverages the City’s contributions into an actionable path forward utilizing OHCS LIFT funds without needing competitive and oversubscribed low-income housing tax credits.

With five “LIFT-Only” projects ranging from 24-48 units under our belt, we are ideally suited to partner with the City in delivering this project. We welcome the opportunity to discuss our vision and qualifications further and thank you for your time and consideration.

Best,

Ben Pray



Mark Desbrow

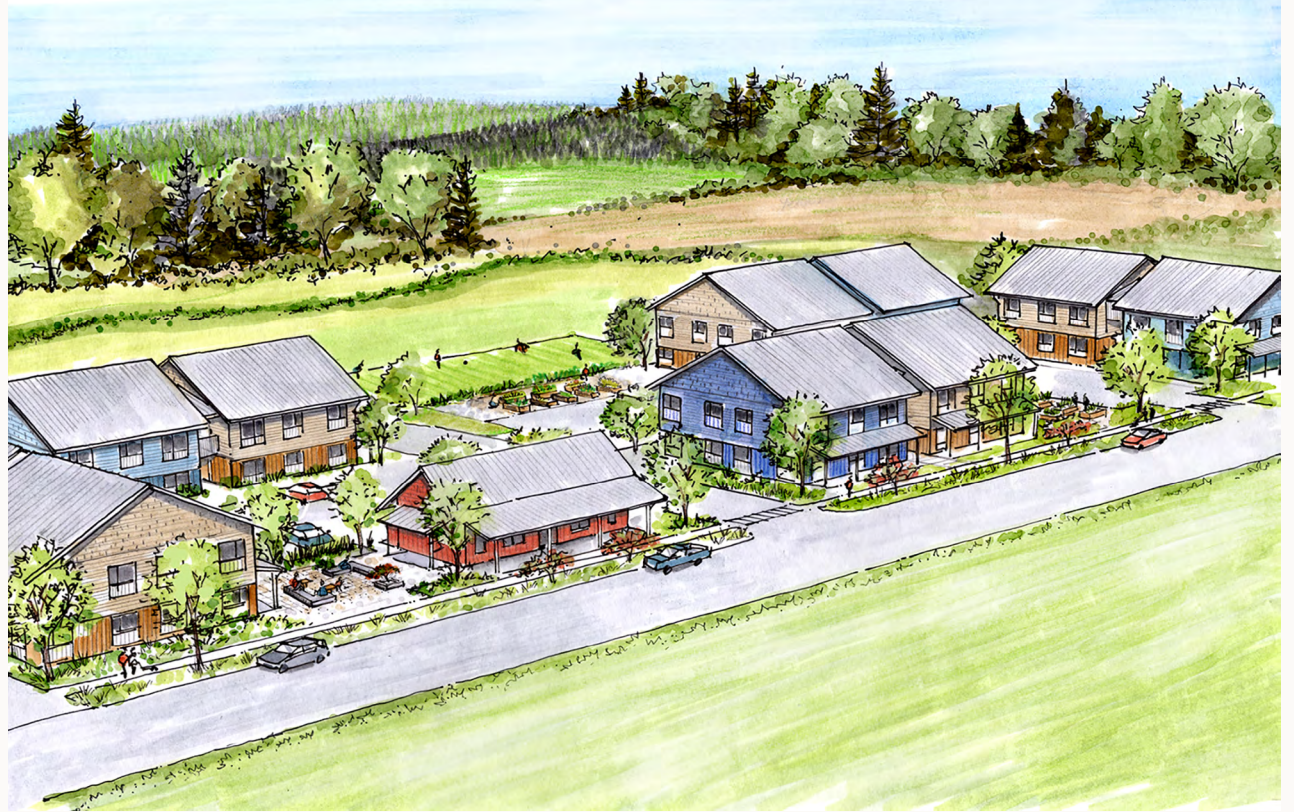


Designed for the City of Silverton

Silverton is one of the truly great towns in Oregon, with deep roots, a vibrant center, and a strong sense of community. It’s a place where people love to live, and more choose to call home each year.

Our approach to create more attainable housing is to build a village or “checkerboard” of appropriately-scaled residences that blends beautifully with the town’s fabric and presents an open and inviting face to Davenport Street. We feel it’s the right fit for this property, and offers a clear path for growth in the years ahead.

Design Expression — First and foremost, we want to create a village feel, with a genuine sense of invitation and accessibility. Instead of a dense and continuous wall of housing, our “checkerboard” concept has an appropriate sense of scale and openness. We’ve positioned our commons building and adjacent landscapes as a “front porch” to create enhanced engagement with Robert Frost Elementary and Silverton Senior Center.



Inspired by Community



Experience and Engagement

An additional advantage of the “checkerboard” concept is the placement of varied common areas along Davenport St. These allow more buildings to “see” the street while providing more views through Phase 1 into Phase 2 and the landscaped areas beyond.

Community Masterplan



Our proposal features a “checkerboard” layout of buildings and open spaces, offering an integrated concept with a blend of gardens, parking courts, and residences.

With fully accessible units on the ground level and a majority of 2 and 3-bedroom options, the design and unit mix are tailored to accommodate the needs of working families, seniors, and multi-generational households.

PHASE 1 ELEMENTS

- 2.05 acres
- 44 units — 1BR: 8 units
2BR: 6 units
3BR: 30 units
- 72 parking spaces
- 1,250 SF Community Building

PHASE 2 ELEMENTS

- ~3.75 acres (buildable area)
- 40 units — 8 cottages
32 townhomes (2 & 3BR)
- 56 parking spaces

Design Concept

Our vision is to embody the scale, character, and sense of community integral to Silverton’s identity

This project is not an oversized development or building typology; rather, Davenport Village will seamlessly blend into the city: fine-grained, walkable, neighborly, and connected to nature. Rather than creating large, unbroken areas of asphalt, we positioned homes next to ‘pocket parks’ without necessitating the crossing of traffic, and situating parking courts of smaller scale adjacent to them. Our proposal addresses the shortfall in affordable and workforce housing, providing a range of options for families to grow in place. It offers a new model for building strong communities, even at the city’s edges.

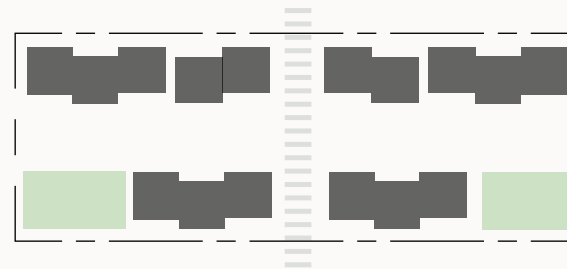
Phase 1 can function as a self-sufficient, stand-alone project for many years, fostering connections with the Senior Center and Robert Frost Elementary through the strategic placement of public open spaces and community amenities. It reaches out to the city, rather than turning inward.

Phase 2 fosters greater connection and community diversity, introducing a variety of housing options at medium density to enhance the village concept. From the south, it will serve as an inviting gateway and transition from the surrounding fields, farms, and wetlands.



**OUR CONCEPT
"CHECKERBOARD"**

Lower density, "village" feel, added green space & less paving



TYPICAL ORGANIZATION

Higher density "barracks" feel, central large parking lot



Building Design Inspiration



Silverton's DNA

Our primary inspirations for Davenport Village are the buildings and spaces, both old and new, that constitute the essential fabric of your community.



Villages & Agricultural Towns

We aim to cultivate close ties between neighbors and landscapes, drawing inspiration from rural regions of Europe and early U.S. towns across the PNW.



Building on Experience

Our team is diligently refining our designs, materials, and systems to create inviting, right-sized, and enduring places to live.

Design Framework

1

Form and Materials:

Phase 1 will primarily feature a two-story walk-up model with a traditional gable roof and porches facing the street and common spaces. With standing-seam metal roofing, a variety of cladding options (including board-and-batten, lap siding, and shingle), and an integrated window trim and climate control package, this model offers an adaptive, affordable, attractive, and low-maintenance approach.

2

Sustainable Design:

To support community resilience, our concept includes sustainable features such as fire-resistant exterior finishes, operable windows, passive shading strategies, and internally, high-efficiency HVAC, lighting, and plumbing fixtures. Our concept will meet Green Building standards comparable to Earth Advantage Gold certification and Net-zero ready, with a roof structure capable of supporting arrays of solar panels for on-site power generation. We will also provide opportunities for residents to grow vegetable gardens and harvest rainwater on site.

3

Building and Site Integration

We have collaborated closely with Laurus Landscape Design and KPFF Civil Engineering to support the housing concept with effective and responsive site planning. The use of porous paving, smaller and buffered areas of asphalt, shade trees, and ground plantings helps reduce runoff and mitigate the “heat island” effect commonly associated with large surface parking areas. Our target density and community plan ensure sufficient storm water capacity for Phases 1 + 2, as well as compliance with all fire, life safety, and accessibility regulations and project goals.

Design Precedents



Elements: Painted siding and cladding pattern variations, porches, and overhangs for shading, integrated window trim, porous and solid paving.



Scalable Site and Energy Strategies: Develop a community resilience model that can be self-supportive and thrive at all phases. For example, Waverly Commons developed by Green Light Development in Portland, OR.



Covered Porches, Native Plantings: Respect the climate, community, and landscape of the Willamette Valley by creating shared spaces in nature.



Simple Massing: Inspired by modestly-scaled Oregon homes that blend seamlessly within the landscape.

Landscape + Civil Masterplan



The “checkerboard” massing allows for more intimately scaled and diversified landscapes, providing a balance of gardens, parking courts, play areas, and gathering spaces. The design also offers engaging and walkable streetscapes, robust protection for the wetlands’ edge, and connections to the surrounding landscape.

- PHASE 1 ELEMENTS**
- Street-adjacent community plaza
 - Raised garden beds
 - Picnic areas, play spaces
 - Storm-water basin
 - Civil infrastructure tie-ins

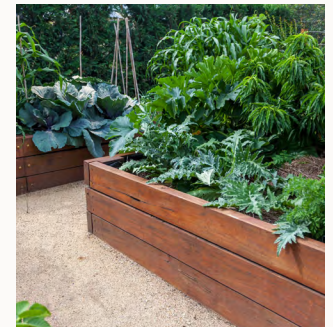
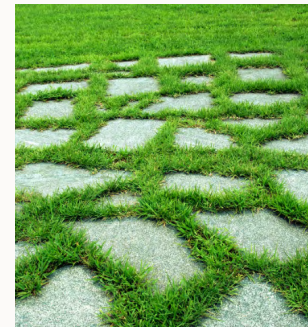
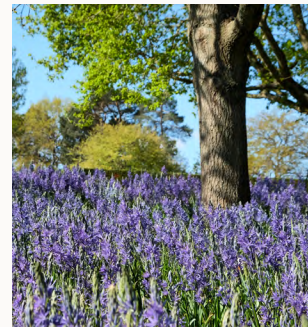
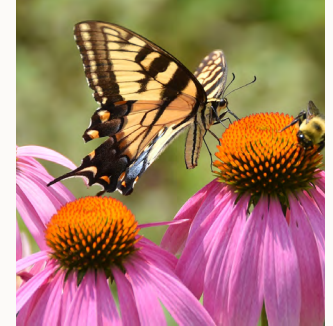
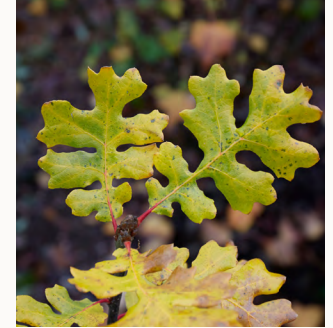
- PHASE 2 ELEMENTS**
- Cottage cluster commons
 - Pedestrian promenade
 - Recreational ‘pocket parks’
 - Boardwalk & wetlands protection

Site Design Principles

For both Phase 1 and Phase 2, our team is striving to move away from the large-scale and institutional feel often associated with affordable housing communities, which can sometimes make them feel disconnected from the cities and communities they serve. Much of this effort involves the positioning of buildings and parking, as well as a lack of sensitivity to the specific features and character of the site.

To reinforce the village concept and overall integration with the neighborhood, we plan to implement the following approaches:

- Create a sense of intimacy and adjacency between buildings and landscapes for various uses.
- Emphasize in-between areas such as porches, thresholds, and buffers between parking areas and residences.
- Break down the scale of the development and create spaces for a range of uses.
- Utilize native species and hardy, low-maintenance plantings that will grow and adapt to changing seasons.



Landscape Design Inspiration



Centers and Edges

Davenport Village serves as a new gateway to Silverton, directly engaging with agricultural lands while also providing safe spaces for residents to gather, grow, relax, and recreate.



Scale and Porosity

The site concept promotes diversity and access by avoiding large expanses of parking or unsheltered green spaces, while enhancing the variety of textures and uses.



Streets and Paths

Our concept enhances the character and vitality of Davenport Street, creating a strong central spine linking Phases 1 + 2, and offering a variety of smaller connections.

Phase 1 + 2 Summary

As Silverton grows, our vision for Davenport Village is one that honors its unique identity, tailored to fit its distinct texture, culture, and character. It will enhance the connection and value of neighboring civic resources in the immediate vicinity, building a stronger community and better supporting the needs of residents of all ages.

We see our concept as having high value and low impact: seeking the most lasting benefit to residents and neighbors while reducing strain on financial and ecological resources. These are the key principles of our approach:

- Build at an appropriate density.
- Establish a scalable and adaptive pattern for growth.
- Link on-site and off-site community resources.
- Keep forms simple and invest in higher quality and lower maintenance construction.

The design concepts we've put forth in this proposal are not a closed book; they're a point of departure for a development strategy that can be finely-tuned to your needs, both in the near term and in the years ahead.

It would be a pleasure and a privilege to serve as your partner in this important work.



Meet Our Team

The Davenport Village team is well-equipped and deeply passionate about creating a vibrant and inclusive community in Silverton

With financing and technical expertise, and deep community engagement, Home First Development and Green Light Development are strong partners and experts committed to providing efficient and effective solutions for affordable housing. This collaboration between HF + GL ensures that the future of affordable housing is rooted in quality development and connected communities. With a replicable, scalable model emphasizing efficiency, effectiveness, and profound impact, we are building homes; the City is building hope.

We are committed to delivering an enduring project that not only meets the essential needs of Silverton but also sets a new standard for excellence in affordable housing development. Each project, from conception to completion, showcases our team's ability to addressing the housing crisis, providing insights into the depth of our impact and the breadth of our capabilities. Our approach is a blend of expertise and passion, designed to serve, adapt, and transform the vision into a reality.

WAECHTER ARCHITECTURE

Waechter Architecture brings unparalleled creativity and expertise to our team. Their innovative approach to design, coupled with a deep understanding of community-building, ensures that the vision for Davenport Village will be both enduring and responsive to the unique needs of Silverton. Experts at combining design economy with design excellence, they are dedicated to working with the City in elevating design standards, promising architecture that not only serves its purpose but also enriches the fabric of the neighborhood for generations to come.

HF+GL and Waechter are working together to elevate design standards for affordable housing across our portfolio.



KPFF brings invaluable expertise in civil engineering to our team. As a trusted consultant in the development of low-impact residential projects, KPFF excels in providing cost-effective, climate-aware design solutions. Their role in the initial design and construction of the Silverton Senior Center underscores their ability to deliver comprehensive solutions that prioritize functionality, sustainability, and community integration. KPFF's civil engineering services encompass site utilities, stormwater management, entrances, and parking areas, ensuring that the infrastructure of Davenport Village is designed with efficiency and resilience in mind.



Beaudin Construction brings a wealth of experience and a steadfast commitment to excellence in housing projects. With a focus on integrating advanced building technologies and environmental sustainability standards, Beaudin ensures that every aspect of the project aligns with the highest quality standards. Their expertise lies not only in construction but also in fine-tuning stakeholders' visions into effective, efficient, and quality constructed realities. Currently serving as the general contractor for HF+GL's affordable housing portfolio, Beaudin has demonstrated their ability to deliver over 1,000 quality affordable housing units for Oregonians.



Laurus
Designs

Laurus Designs, nestled in the picturesque landscape of Silverton, adds another layer of expertise to our team. Led by Laura Antonson, a registered landscape architect, their experience in affordable housing, senior housing, and wetlands mitigation ensures that the residential and shared community outdoor spaces of Davenport Village will be thoughtfully designed, integrating seamlessly with the surrounding environment while enhancing the quality of life for residents. HF+GL are currently working with Laurus on five affordable housing projects located in Salem, Estacada, Stayton, Molalla, and Mill City, Oregon.

Development Objective

Our team is committed to serving Silverton's wide, diverse population. To understand and align with the mission of the City of Silverton is our team's core principle in transforming the vision of Davenport Village into a reality.

Our development strategy is committed to inclusively serving a broad and diverse population. To achieve this, we will actively collaborate with various local entities, including organizations that specifically support historically underrepresented groups within the Silverton community.

A kickoff community engagement meeting will mark the beginning of our outreach efforts. During this meeting, we will provide a brief overview of the development, encouraging initial feedback from attendees. One month later, at another community engagement meeting, we will present an updated site plan and amenities, incorporating feedback into the building design where practical and feasible.

Two months later, we will convene another community engagement meeting or focus group to discuss unit plans, seeking feedback to improve and refine their design. Three months later, these groups will be asked to provide input on the proposed fixture and finishes package, which will influence final selections based on feedback received.

Three months prior to groundbreaking or the start of construction, focus groups will have the opportunity to provide feedback on proposed information and outreach plans. We hope this input will offer valuable insights to enhance these plans. Six months after construction begins, we will reconvene the group to discuss the application process and property management screening. Feedback gathered will be used to improve our low-barrier screening criteria and inform property rules.

Throughout this process, we are committed to not only listening but also actively integrating the community's insights into the development. Where practical and feasible, the community-driven feedback received during these meetings will guide and enhance the final design of units, on-site amenities, tenant screening policies, and property management rules. The development team is eager to collect and implement ideas aimed at improving the overall livability for future residents.

Housing Program

Phase 1 Overview

Phase 1 of our proposed design for Davenport Village includes 44 units of affordable housing available at 60% AMI, with eight (8) three-bedroom units available at 30% AMI. The unit mix of this development comprises eight (8) one-bedroom units, six (6) two-bedroom units, and 30 three-bedroom units, a mix designed to meet the needs of working families, seniors, and multi-generational households.

One-bedroom units average 545 SF and will rent for \$1,028. Two-bedroom units average 882 SF and will rent for \$1,233. Three-bedroom units average 1,134 SF and will rent for \$1,425 per month. Additionally, eight (8) three-bedroom units will have Project Based Vouchers (PBV) and be offered at \$713 per month. Residents will not be charged for parking, and the site has 72 parking spaces.

All units will remain affordable in accordance with funder requirements (typically 30 years), and the developer intends to keep this development affordable indefinitely.

In-unit amenities include nine-foot ceilings, air conditioning, quartz countertops/sills, ample storage, in-unit washer/dryer, low-flow fixtures, Energy Star appliances including a dishwasher, gooseneck kitchen faucets, and under-mount sinks.

UNIT TYPE	COUNT	SIZE	RENT
1 BR	8	545 SF	\$1,028
2 BR	6	882 SF	\$1,233
3 BR	22	1,134 SF	\$1,425
3 BR (PBV)	8	1,134 SF	\$713
TOTAL UNITS	44		
PARKING	72		

Phase 2 Overview

Phase 2 of our proposed design for Davenport Village includes 40 units, comprising eight cottages and 32 townhomes and 56 parking spaces. This design promotes greater connection and community diversity, adding a variety of housing options at medium density to enhance the village concept. Positioned from the south, it will serve as an inviting gateway and transition from the surrounding fields, farms, and wetlands.

UNIT TYPE	COUNT
COTTAGES	8
TOWNHOMES	32
TOTAL	40
PARKING	56

Shared Spaces

Blending gardens, parking courts, and residences, fostering community cohesion with intimate landscapes and diversified amenities creates an inviting and connected environment.

Residential Amenities

Davenport Village's shared residential amenities include a community garden with raised beds, a large community room, walking trails, abundant green space, pocket parks, picnic areas, play areas, tenant parking, and bike parking. The site is intentionally designed to blend into the surrounding neighborhood and natural landscape.

The "checkerboard" approach to the site allows for more intimately scaled and diversified landscapes, offering a balance of gardens, parking courts, play areas, and gathering spaces. The design also offers engaging and walkable streetscapes, strong protection to the wetlands' edge, and connections to the surrounding landscape.

Community Spaces

Davenport Village will feature a 1,250 SF community building, serving as a central hub for residents. This space is designed to host a wide range of activities, from cultural and holiday celebrations to significant community events, promoting a strong sense of belonging and community. It will also be a flexible space for various resident services, including educational workshops and informational sessions, enhancing the overall living experience at Davenport Village.

Sustainability + Energy Resiliency Features



HF+GL developed projects built to Earth Advantage Gold standards.



EV charging stations, solar panels at Wade Creek Commons in Estacada.



EV charging stations at Fern Ridge Apartments in Stayton and Bear Creek Apartments in Molalla.

The development team, comprised of Home First Development and Green Light Development (HF+GL), is deeply committed to environmental sustainability and energy-efficient design in all of our developments. We are proud to actively advance a variety of social, environmental, and economic goals through our work as developers, owners, and property managers.

The proposed development specifications for Davenport Village will meet Earth Advantage Gold standards. To support community resilience, our concept features fire-resistant exterior finishes, operable windows, passive shading strategies, and internally, Energy Star appliances, high-efficiency HVAC, lighting, and plumbing fixtures.

Our concept will be Net-zero ready, with a roof structure capable of supporting arrays of photovoltaic solar panels for on-site power generation and infrastructure to accommodate EV charging stations.

We will also provide opportunities for residents to grow vegetable gardens and harvest rainwater on site. Additional sustainable features include, but are not limited to, the use of low VOC paint and adhesives, Energy Star rated windows, and Formaldehyde-free insulation and cabinets.

We have worked closely with Laurus Landscape Design and KPFF Civil Engineering to support the housing concept with effective and responsive site planning. The use of porous paving, smaller and buffered areas of asphalt, shade trees, and ground plantings reduces runoff and the "heat island" effect commonly a problem with large surface parking areas.

Our landscaping plan incorporates native, low-maintenance flora that supports local biodiversity. The inclusion of grassy areas and shrubbery creates a peaceful environment for our residents to connect with nature.

Local Artist Collaborations + Community Engagement

Our commitment to utilizing the community room as a center for artistic expression underscores our dedication to nurturing a vibrant cultural hub within Davenport Village

Silverton boasts a strong community focus on arts and culture, with numerous public murals, art galleries and studios, a thriving community theater and music scene, cultural festivals, and a commitment to art education and workshops.

In our predevelopment phase, we plan to engage with Silverton's local art community. This will involve seeking input and creative ideas on how we can thoughtfully incorporate community art into the design of our development. This includes aesthetic considerations for interior and exterior spaces, as well as landscaping elements.

Building upon the connections and referrals from Silverton's art community, we intend to commission local artists to contribute unique artworks for the community room and other public areas within the development. This will not only beautify our spaces but also serve as a platform to showcase local talent.

We are particularly excited about the potential for incorporating community-inspired murals and sculptures. These will not be limited to the community room but will extend to outdoor

spaces and building exteriors, creating an immersive artistic experience throughout the development.

Our engagement process will also explore the possibility of utilizing the community room as a hub for community art. We envision hosting local artist workshops, exhibitions, and even creating a gallery space. This space could serve as a gathering place for artistic expression and learning, fostering interactions between residents and the local art scene.

In response to feedback and the level of interest we receive, we are committed to developing a robust resident art program. This program will be supported by Silverton's art community, ensuring that our residents have continuous access to the thriving art community Silverton has to offer.

From community art contests to educational workshops, our goal is to create opportunities for residents to engage with, learn from, and participate in the vibrant art community that the City of Silverton has fostered.

Pro-forma Overview

Funding Source	Initial Application	Final Application
OHCS Programs		
Other: LIFT	\$11,832,000	
Total OHCS Grants & Equity	\$11,832,000	\$0

NON-OHCS GRANTS (list)		
Manion County - Offsite	\$750,000	
OR-MEP	\$50,000	
Total NON-OHCS Grants	\$800,000	\$0

LOANS (list as applicable)		
Permanent Loan (write bank name)	\$4,503,791	
Total NON-OHCS Loans	\$4,503,791	\$0

APPLICANT CONTRIBUTIONS (list additional as applicable)		
Deferred Development Fee	\$346,766	
Total Applicant Contribution	\$346,766	\$0

TOTAL FUND SOURCES	\$17,482,557	\$0
(initial) Surplus or Gap	\$0	

Project Summary			
Project Name	Silverton - Davenport Village		
	Total	Affordable	Market
Number of Units:	44	44	0
Residential Unit Square Footage:	43,672	43,672	0
Total Residential Square Footage:	43,672	43,672	0
Total Square Footage:	43,672		

figures* based on: Initial Application

Overall Costs	Total Costs	Cost / Unit	Cost / Res Sq Ft	% of Total Costs
Total	\$17,482,557	\$397,330.84	\$400.32	-
Acquisition	\$50,000	\$1,136.36	\$1.14	0.3%
Construction	\$13,218,638	\$300,423.59	\$302.68	75.6%
Development	\$4,213,919	\$95,770.88	\$96.49	24.1%

Development & Construction Cost / Unit Type	tot sq ft	tot units	Dev & Const cost/unit
1 bedroom	4,360	8	\$2,179,069.60
2 bedroom	5,292	6	\$2,905,426.13
3 bedroom	24,948	22	\$792,388.94

Development & Construction Costs \$17,432,557
Dev & Const Cost / Res Sq Ft: \$399

Construction Costs	Total Costs	Cost / Unit	Cost / Res Sq Ft
Total Construction Costs minus GCO/OP	\$11,816,134	\$268,548	\$270.57
Total Builder GCO/OP	\$1,402,504	\$31.875	\$32.11
Builder General Conditions	\$740,964	\$16.840	\$16.97
Builder Profit	\$661,540	\$15.035	\$15.15
Construction Contingency	\$483,707	\$10.993	\$11.08

Development Costs	Total Costs	Cost / Unit	% Construction
Architect's Fee	\$250,000	\$5,682	2%
Total Costs		% of Development	Cost / Unit
Development Contingency	\$86,475	2.1%	\$1,965

Operating Income & Expense:			
Income:	Total	Percent of EGI	\$ / Unit
EGI without OAHTC	\$690,954	--	\$15,704
Expenses:	Total / Unit	Percent of EGI w/o	OAHTC
Total Op Expenses / Unit	\$6,804	1.0%	0.0%
Less resident services / Unit	\$500	0.1%	0.0%
Net Op Exp/Unit	\$6,304	0.9%	0.0%
On Site Mgmt Fee / Unit	\$1,452	0.2%	0.0%
Off Site Mgmt Fee / Unit	\$757	0.1%	0.0%
Total Mgmt Fee / Unit	\$2,209	0.3%	0.0%
Maintenance & Repairs / Unit	\$413	0.1%	0.0%
Replacement Reserve	\$261	0.0%	0.0%
Net Operating Income:	Total	Percent of EGI	\$ / Unit
Net Operating Income without OAHTC	\$391,578	56.7%	\$8,900
Net Operating Income with OAHTC	(\$170,500)	0.0%	-\$3,875
Debt Coverage Ratio:	Total		
Primary DCR without OAHTC	1.20		
Total DCR without OAHTC	1.00		
Cash Flow:	Total	Percent of EGI	\$ / Unit
Primary Cash Flow without OAHTC	\$65,060	9.4%	\$1,479

USES OF FUNDS			
Project Name:	Silverton - Davenport Village		
	Total	Affordable	
Number of Units:	44	44	
Residential Unit Square Footage:	43,672	43,672	
Total Residential Square Footage:	43,672	43,672	
Total Square Footage:	43,672		

COSTS:	Total Costs (comm & res)	RESIDENTIAL				For LIHTC Applicants ONLY	
		Initial costs	Final costs	% Diff (B/A)	Total Estimated Eligible Basis		
Acquisition Costs							
Land	\$0	\$0	\$0	\$0	-	n/a	
Improvements	\$0	\$0	\$0	\$0	-	\$0	
Liens and Other Taxes	\$50,000	\$50,000	\$1,136	\$50,000	-100.0%	\$50,000	
Acquisition Costs Subtotal:	\$50,000	\$50,000	\$1,136	\$50,000	\$0	-100.0%	\$50,000

Construction Costs	Total Costs (comm & res)	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Off-site Work	\$1,535,100	\$1,535,100	\$34,889	\$1,535,100	\$0	-100.0%	\$1,535,100
On-site Work	\$2,233,029	\$2,233,029	\$50,751	\$2,233,029	\$0	-100.0%	\$2,233,029
Residential Building	\$6,417,869	\$6,417,869	\$145,861	\$6,417,869	\$0	-100.0%	\$6,417,869
FF&E (Common Area Furnishings)	\$75,000	\$75,000	\$1,705	\$75,000	\$0	-100.0%	\$75,000
Internet Wiring & Equipment	\$50,000	\$50,000	\$1,136	\$50,000	\$0	-100.0%	\$50,000
Landscaping	\$99,298	\$99,298	\$2,257	\$99,298	\$0	-100.0%	\$99,298
Builder's Risk Insurance	\$63,000	\$63,000	\$1,432	\$63,000	\$0	-100.0%	\$63,000
3rd Party Const. Management	\$100,000	\$100,000	\$2,273	\$100,000	\$0	-100.0%	\$100,000
Contingency	\$483,707	\$483,707	\$10,993	\$483,707	\$0	-100.0%	\$483,707
General Conditions	\$740,964	\$740,964	\$16,840	\$740,964	\$0	-100.0%	\$740,964
Contractor Liability Insurance	\$116,872	\$116,872	\$2,656	\$116,872	\$0	-100.0%	\$116,872
Contractor Profit	\$661,540	\$661,540	\$15,035	\$661,540	\$0	-100.0%	\$661,540
GC Contingency	\$592,682	\$592,682	\$13,470	\$592,682	\$0	-100.0%	\$592,682
CET Tax	\$49,577	\$49,577	\$1,127	\$49,577	\$0	-100.0%	\$49,577
Construction Costs Subtotal:	\$13,218,638	\$13,218,638	\$300,424	\$13,218,638	\$0	-100.0%	\$13,218,638

Development Costs	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Land Use Approvals	\$25,000	\$25,000	\$568	\$25,000	\$0	-100.0%	\$25,000
Building Permits/Fees	\$100,000	\$100,000	\$2,273	\$100,000	\$0	-100.0%	\$100,000
System Development Charges	\$200,000	\$200,000	\$4,545	\$200,000	\$0	-100.0%	\$200,000
Market Study	\$10,000	\$10,000	\$227	\$10,000	\$0	-100.0%	\$10,000
Environmental Report	\$15,000	\$15,000	\$341	\$15,000	\$0	-100.0%	\$15,000
Soils Report (Geotechnical)	\$12,000	\$12,000	\$273	\$12,000	\$0	-100.0%	\$12,000
Survey	\$25,000	\$25,000	\$568	\$25,000	\$0	-100.0%	\$25,000
Marketing/Advertising	\$25,000	\$25,000	\$568	\$25,000	\$0	-100.0%	n/a
Insurance	\$50,000	\$50,000	\$1,136	\$50,000	\$0	-100.0%	\$50,000
Other Consultants	\$50,000	\$50,000	\$1,136	\$50,000	\$0	-100.0%	\$50,000
Development Costs Subtotal:	\$1,965,475	\$1,965,475	\$44,615	\$1,965,475	\$0	-100.0%	\$1,965,475

General Fees	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Architectural	\$250,000	\$250,000	\$5,682	\$250,000	\$0	-100.0%	\$250,000
Engineering	\$100,000	\$100,000	\$2,273	\$100,000	\$0	-100.0%	\$100,000
Legal/Accounting	\$75,000	\$75,000	\$1,705	\$75,000	\$0	-100.0%	\$75,000
Cost Certification	\$10,000	\$10,000	\$227	\$10,000	\$0	-100.0%	\$10,000
Appraisals	\$15,000	\$15,000	\$341	\$15,000	\$0	-100.0%	\$15,000
Special Inspections/Testing	\$75,000	\$75,000	\$1,705	\$75,000	\$0	-100.0%	\$75,000
Developer Fee	\$2,085,000	\$2,085,000	\$47,386	\$2,085,000	\$0	-100.0%	\$2,085,000
General Fees Subtotal:	\$2,655,000	\$2,655,000	\$59,520	\$2,655,000	\$0	-100.0%	\$2,655,000

Construction Loan Costs/Fees	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Lender Inspection Fees	\$25,000	\$25,000	\$568	\$25,000	\$0	-100.0%	\$25,000
Lender Title Insurance	\$50,000	\$50,000	\$1,136	\$50,000	\$0	-100.0%	\$50,000
Lender Legal Fees	\$45,000	\$45,000	\$1,023	\$45,000	\$0	-100.0%	\$45,000
Loan Fees	\$42,800	\$42,800	\$973	\$42,800	\$0	-100.0%	\$42,800
Construction Loan Costs/Fees Subtotal:	\$162,800	\$162,800	\$3,699	\$162,800	\$0	-100.0%	\$162,800

Permanent Loan Fees	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Perm. Loan Fee	\$45,038	\$45,038	\$1,024	\$45,038	\$0	-100.0%	n/a
Perm. Loan Closing Fees	\$1,576	\$1,576	\$36	\$1,576	\$0	-100.0%	n/a
Permanent Loan Fees Subtotal:	\$46,614	\$46,614	\$1,060	\$46,614	\$0	-100.0%	n/a

Tax Credit Fees	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
OHCS 1.5% LIFT Fee	\$177,480	\$177,480	\$4,034	\$177,480	\$0	-100.0%	\$177,480
Application fee	\$7,500	\$7,500	\$170	\$7,500	\$0	-100.0%	\$7,500
Tax Credit Fees Subtotal:	\$184,980	\$184,980	\$4,204	\$184,980	\$0	-100.0%	\$184,980

Interest	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Construction Period	\$44,219	\$44,219	\$1,005	\$44,219	\$0	-100.0%	\$44,219
Construction Bridge Loan	\$253,884	\$253,884	\$5,770	\$253,884	\$0	-100.0%	n/a
Interest Subtotal:	\$298,103	\$298,103	\$6,775	\$298,103	\$0	-100.0%	n/a

Development Contingency	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Development Contingency	\$86,475	\$86,475	\$1,965	\$86,475	\$0	-100.0%	\$86,475
Development Contingency Subtotal:	\$86,475	\$86,475	\$1,965	\$86,475	\$0	-100.0%	\$86,475

Reserves/Cash Accounts	Total Costs	Cost per Unit	RESIDENTIAL			Total Estimated Eligible Basis	
			Initial	Silverton	Final		
Operating Reserve	\$312,947	\$312,947	\$7,112	\$312,947	\$0	-100.0%	n/a
Reserves/Cash Accounts Subtotal:	\$312,947	\$312,947	\$7,112	\$312,947	\$0	-100.0%	n/a

Development Costs Subtotal:	\$4,213,919	\$4,213,919	\$95,771	\$4,213,919	\$0	-100.0%	\$3,575,474
TOTAL PROJECT COST	\$17,482,557	\$17,482,557	\$397,331	\$17,482,557	\$0	-100.0%	\$16,844,112

Pro-forma Overview

HOUSING OPERATING BUDGET - INCOME
Project Name: Silverton - Davenport Village
Date: Pro Forma Type: Initial Application
Income Inflation Rate: 2.00% Assumptions Income tab.

HOUSING OPERATING BUDGET - EXPENSES
Project Name: Silverton - Davenport Village
Date: Pro Forma Type: Initial Application
Expense Inflation Rate: 3.00%

Annual Operating Expenses by site
Insurance
Utilities:(common areas)
Repairs & Maintenance
Landscape Maintenance
Replacement Reserve
Property Management:
Professional Services:
Office & Administration
Advertising/Marketing & Promotion
Unit Turnover
Payroll Taxes
Other: (list below)
Safety & Security

Annual Operating Expenses
Total
Insurance
Utilities:(common areas)
Repairs & Maintenance
Landscape Maintenance
Replacement Reserve
Property Management:
Professional Services:
Office & Administration
Advertising/Marketing & Promotion
Unit Turnover
Payroll Taxes
Other: (list below)
Safety & Security

Less Debt Service:
Permanent loan (no OAHTC)
Amortization
Rate (Years) Loan Amount
Other Loans / Deferred Fee
Deferred Developer Fee
Rate Loan Amount
Outstanding Balance:

Funding

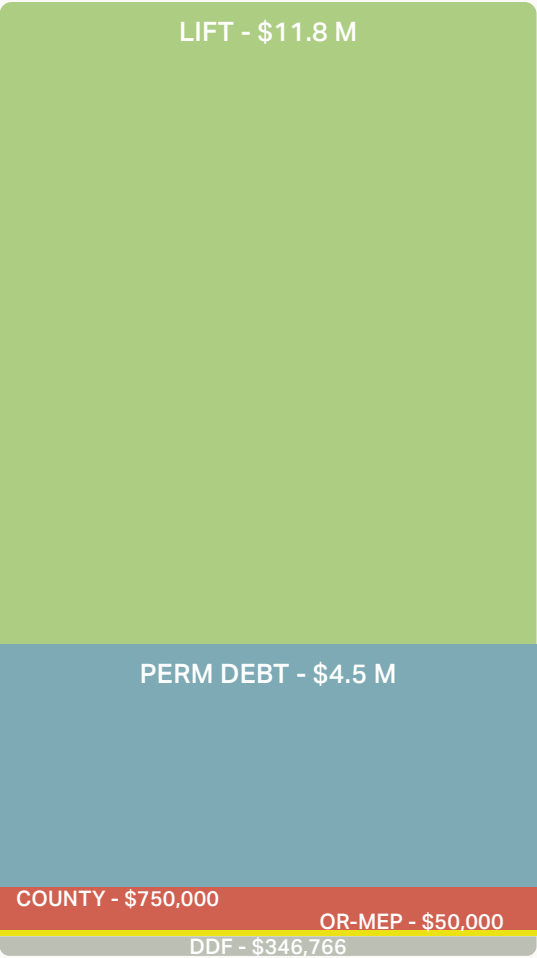
Leveraging LIFT Funds and Marion County Partnerships to secure funding for Davenport Village

HF+GL will apply for funding from Oregon Housing and Community Services (OHCS). We have identified Local Innovation and Fast Track (LIFT) funding as the best source to support this development. OHCS has recently modified LIFT funding to a non-competitive, first-come, first-served application process.

Our proposed funding strategy excludes the use of competitive 4% and 9% Low-Income Housing Tax Credits (LIHTC) to further increase the certainty of funding. We also plan to seek additional funding from Marion County, a longstanding partner in our affordable housing initiatives. The consistent support of the county and our collaborative history on multiple projects with them enhance the prospects for Davenport Village’s successful development.



Recently completed LIFT-funded projects in Marion County, developed by HF+GL in collaboration with the proposed Davenport Village design team.



TOTAL FUNDING ~ \$17.48 M

Davenport VILLAGE

Deal Structure



Proposed Davenport Village Phase 1+2 Masterplan

City Support

To support the development of Davenport Village, the development team will work collaboratively with the City of Silverton to explore opportunities for system development charge (SDC) waivers, expedited permit processing, and favorable long-term land lease terms. The development team's expectations of City efforts are similar to those described in the RFQ.

Site Infrastructure Financing

Primary site infrastructure will be financed and built with Oregon Housing and Community Services LIFT funds, permanent debt, and deferred developer fee.

Ownership Model

The development team of Davenport Village would be the long-term owner and operator of the proposed development. As stated in the RFP, we are amenable to the City retaining ownership of the land and providing a long-term land lease to the developer.

BOLI / Prevailing Wages

The proposed funding sources will not require prevailing wage rates for construction. HF+GL have utilized these funding sources for previous affordable housing developments, and BOLI has determined that prevailing wage rates do not apply. The development team is familiar with prevailing wage rate requirements and the process of completing a BOLI prevailing wage determination letter, which will confirm that this development is exempt from paying prevailing wage rates.

Project Schedule

2024

APRIL 9

Submit RFP

SUMMER

RFP Awarded
Refine Site Design with City
Community Outreach & Engagement
Predevelopment Phase

FALL

Start OHCS LIFT Application Process
Start Construction Document Drawings
Community Outreach & Engagement
Neighborhood Meetings

WINTER

Conditional Use & Land-use Review (2-4 mo)
Permit Submission & Review
Secure Perm Debt Financing

2025

SPRING

Complete Permit Submission & Review
Receive OHCS LIFT Award
Closing
Break Ground
13-mo Construction Schedule

2026

SPRING

Pre-leasing Marketing & Outreach
Receive TCO / Begin Lease-up

SUMMER

Complete Lease-up
Stabilization & Conversion

Working Together with the City

Maintaining transparent communication and responsiveness to the City and community is essential for successful collaboration across both project phases.

Effective collaboration hinges on continuous communication with the City, transparent disclosure of intentions and progress, and responsiveness to both City and community feedback across all project phases.

The development team envisions working collaboratively with the City on outreach for Davenport Village as follows:

COLLABORATIVE PLANNING:

Before formalizing the development agreement, it's crucial to work with City officials to align the project's outreach and engagement strategies with Silverton's guidelines and goals. This ensures that the project addresses both community and City priorities.

STAKEHOLDER IDENTIFICATION:

In partnership with the City, identify key stakeholders, community leaders, and local organizations that should be involved in the outreach process. The City's insight is crucial to understanding the community landscape.

JOINT COMMUNICATION STRATEGY:

Lead joint communication strategy with the City to keep the community informed and engaged. Outline how and when updates will be provided and how community feedback will be collected and addressed.

ADAPTING TO FEEDBACK:

Work with the City to adapt plans based on ongoing community feedback. This may involve revisiting certain aspects of the development in response to community needs or concerns that emerge.

LONG-TERM COMMUNITY RELATIONS:

Establish a long-term strategy for community relations beyond the immediate development phase. This strategy should focus on maintaining positive relationships and ongoing engagement with both the City and the community.

JOINT PUBLIC FORUMS:

Organize joint public forums with City representatives to discuss the proposed development, gather feedback, and address community concerns. This approach demonstrates a united front and commitment to transparency.

SHARED RESOURCES AND EXPERTISE:

Leverage both the developer's and the City's resources and expertise for effective outreach. This could include using City communication channels to disseminate information and gather feedback.

UPDATES AND COMMUNICATION:

Continue to work closely with the City, providing regular updates on the project's progress and consulting on major decisions, especially those that significantly impact the community.

Outreach

Local Partnerships

Our team has engaged with two key local organizations: the Silverton Senior Center and Silverton Area Community Aid, to collaborate on the Davenport Village project. Both entities have expressed strong support for the development of affordable housing in the community and have pledged their commitment to partner with us. Their long-standing community ties and expertise in services will significantly contribute to the project's ability to meet the needs of future residents. These partnerships underscore our commitment to community-centric development and ensure that Davenport Village is well-positioned to become an asset to the Silverton community.

Central to our approach is ensuring that the outreach and engagement processes are inclusive. This involves proactively reaching out to and involving a diverse cross-section of the community, including historically underrepresented groups, to ensure that a wide range of perspectives are heard and valued.

Partnering with local organizations, especially those representing underrepresented communities, serves two purposes: it helps to reach a wider audience and ensures that the outreach strategy is culturally sensitive and tailored to the needs of different community groups.

Transparency + Feedback

Understanding that informed feedback is the most valuable, we will provide educational materials and sessions to help community members understand the specifics of the development process, from planning to construction. This approach is designed to empower community members to provide informed and constructive feedback.

A critical component of our strategy is not just to collect feedback but to actively respond to it and, where feasible, incorporate it into the development plans. This responsiveness demonstrates to the community that their input is valued and has a tangible impact on the project.

All public outreach and engagement activities will be designed to be accessible to everyone. This includes considerations for physical accessibility at events, as well as ensuring materials are available in multiple languages and formats as needed.

Our strategy involves engaging the community at multiple stages of the development process. By holding regular meetings and focus groups, we create

ongoing opportunities for feedback and participation, rather than limiting community input to a single point in time. We are committed to maintaining transparency throughout the development process. This means clear, consistent, and open communication about project goals, progress, changes, and how community feedback is being integrated. Providing regular updates and being responsive to queries and concerns are key aspects of this approach.

Creating an environment for transparent feedback is crucial in our approach. This involves regularly updating the community on how their contributions have been integrated into the project, or providing clear explanations when certain ideas are not feasible. Such a process is vital for fostering trust and clearly showing the community that their input is both respected and valuable.

Finally, our approach is flexible and open to learning. We recognize that communities are dynamic, and our strategies may need to adapt to changing needs and feedback over the course of the project.

Top 3 Discussion Points

1

Wetlands for Phase II:

The presence of wetlands in the Phase II area of the project could pose a significant environmental and regulatory challenge. We need to ensure that our development plans align with environmental conservation goals while still achieving our project objectives. This involves extensive environmental impact assessments, consultations with environmental experts, and possibly redesigning aspects of the project to minimize impacts on the wetlands.

2

Sewer Pump/Lift Station:

The requirement for a sewer pump or lift station is a crucial infrastructure concern. This involves not only technical feasibility and installation but also long-term maintenance and operational considerations. Ensuring that the lift station's capacity aligns with the expected load from the development is critical to prevent future sewage issues.

Additionally, its placement and construction will require coordination with the City's existing infrastructure and adherence to local regulations. The challenge is to design and install a system that is efficient, reliable, and cost-effective over the long term.

3

Community Collaboration:

Ensuring the project's integration into the existing community fabric and gaining acceptance from current residents is vital for this project. The development should enhance the local area without causing significant disruptions to the lives of current residents. This involves addressing potential issues such as increased traffic, integrating new services and amenities, and maintaining the character and aesthetic of the neighborhood.

Engaging with the community through transparent and continuous dialogue, understanding their concerns, and incorporating their feedback into the project planning and execution are crucial steps to ensure the project is well-received and beneficial to all stakeholders.

Additional Questions

The City has presented a comprehensive and carefully planned framework for the Westfield Site development. The RFP covers a wide range of essential information, from land use and zoning to infrastructure requirements.

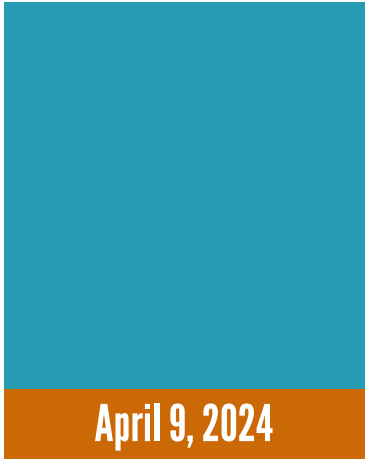
This detailed RFP provides a strong foundation for moving forward with a well-informed and effective development plan.

The development team has identified the following questions regarding land use, infrastructure, and general development aspects to gain further clarity:

- 1. Land Use Review:** Since the site is in a public overlay zone, our understanding is that the development will have to undergo a conditional use review which includes land use, how long will this process take?
- 2. Future City Planning for Davenport Ln:** Does the City have plans to extend Davenport Ln to connect with Westgate Dr in the future?
- 3. Property Division Between Project Phases:** Will Phases 1 + 2 be separated by a distinct property line?
- 4. City's Sanitary Master Plan:** Does the City have a comprehensive sanitary master plan that we can review to ensure our development aligns with the City's long-term infrastructure goals?
- 5. Infrastructure Improvements on Davenport Ln:** What is the anticipated percentage of improvements on Davenport Ln expected within the scope of this development project?
- 6. Detailed Utility Plan:** Is there a more detailed utility plan for the surrounding area, particularly concerning sewer sizing and invert locations along W Main and Westfield St? The current plan indicates a 4-inch sanitary main on W Main St; is this accurate?
- 7. Trenching for Utilities:** Is it permissible to conduct trenching for utilities through Phase 2 of the site during Phase 1?
- 8. Private Force Main Installation:** Would the City consider allowing the installation of a private force main along Davenport Ln to connect to the sanitary sewer in Westfield?
- 9. New Sanitary Lift Station:** Will the City approve the construction of a new public sanitary lift station at the western end of Davenport Ln, with a force main extending up to Westfield?
- 10. Sanitary Main in School Property Easement:** Would the City authorize the construction of a new sanitary main within an easement through the school property to connect with the main sewer line in Westgate Dr?
- 11. Easement through School Property for Sewer Connection:** Our civil engineer suggests that laying a diagonal sanitary main through an easement in the City-owned Robert Frost Elementary School property to connect with Westgate's main sewer line would be simpler and cost-effective than alternative force main options. How feasible does the City find this strategy?



WESTFIELD SITE RFP



April 9, 2024



FHDC
A Home is Just the Beginning

BDA
Architecture & Planning, PC.



April 9, 2024

City of Silverton
306 S. Water Street
Silverton OR 97381
Attn: Jason Gottgetreu

Dear Mr. Gottgetreu,

REACH Community Development Inc. (REACH) and Farmworker Housing Development Corporation (FHDC) have teamed up to serve the community of Silverton. Our nonprofit organizations, collectively, have over 70 years of housing development and community engagement expertise. We are community leaders coming together to provide stable, affordable housing with equity at the center to help reimagine Oregon's historical wealth and housing disparities. We aim to provide housing in a safe and amenity-rich built environment for the Silverton Westfield site. *Please accept this proposal in response to the Request for Proposals for the City of Silverton Westfield site.*

Our development team will consist of REACH as the developer and FHDC as the operator. REACH has a strong history (42 years) of delivering quality housing using a variety of funding mechanisms to serve a full spectrum of populations. REACH has a deep understanding and experience working with government partners through public-private partnership agreements such as exclusive negotiating and disposition and development agreements. FHDC has a long history (34 years) of building and bringing bilingual and bicultural services to the communities they serve. While originally formed to serve the needs of Oregon's farmworker families, they now serve not only farmworkers but also those who make up the broader community including seniors, youth, persons with disabilities, and workforce families. We are united in the belief that housing development should be led with a collaborative spirit and with the community at the center.

We have made two changes to the composition of our development team since submitting our response to the Silverton RFQ: 1) BDA Architecture & Planning, P.C., based in Eugene, Oregon will lead the design efforts with a strong commitment to a people-centered approach instead of the previously designated architect. 2) Community Vision (CV) has been added to our team. CV is a non-profit providing services, education, and advocacy to ensure that people with disabilities direct their own lives and CV will bring this perspective to the design process.

LMC Construction, our General Contractor, will bring the design to life with a cost-efficient and on-time/on-budget mindset. Evolve is a premier Property Management group and will provide for the on-site property needs. FHDC's resident services team will offer tailored services for the future residential population. We are honored by the opportunity to be considered as the development team for this important public-private partnership project. This proposal offers a dynamic community-oriented vision for the site.

Our development team confirms that we have the capacity to deliver an affordable housing project as outlined in this RFP. The primary contact for our development team is Peter Clements, Senior Housing Development Project Manager for REACH. Peter can be reached by phone at (503) 501-5731 and email at pcllements@reachcdc.org.

Sincerely,



Margaret Salazar, CEO | REACH



Maria Elena Guerra, CEO | FHDC



DESIGN



BUILDING DESIGN

The proposed design illustrated on the following pages is for 38 dwelling units in seven residential buildings, with two additional buildings for shared meeting spaces, offices, and other community amenities. The project design assumes a paved connection to the current developed end of Davenport Lane.

The proposed residential buildings are a mix of three-story buildings containing single-level 2 and 3-bedroom units and two-story buildings containing single-level 1-bedroom units. All units are stacked for design and construction efficiency. Upper story units are reached via central exterior stairs. All units are proposed with private rear balconies/patios in accordance with Silverton Municipal Code Title 18 (SMC) 2.2.200.J.3.

Eight of the 14 ground floor units will be fully ADA compliant which is 8x the minimum required by Building Code and 4x the minimum required by federal funding sources, reflecting the growing need being observed in our senior citizen and physically disabled tenant populations. It should be noted that all other ground floor units will be similar in size to the accessible units and will contain many “adaptable” features that allow for easy accommodation of residents needing greater mobility within their unit.

The proposed community buildings are single-story and are anticipated to have the following uses/features:

- ▶ The building labeled “Community Building #1” is intended to have three offices for property management and resident services, a community laundry area, a tool storage room for the community garden, a maintenance shop, and storage. The total building area is anticipated to be approximately 1100-1300 S.F.
- ▶ The building labeled “Community Building #2” is intended to have a larger community gathering space that can be subdivided by a moveable partition into two adjoining meeting spaces of approximately 500-600 S.F. each. This building will also house a community kitchen, public restrooms, and storage rooms.

- ▶ The large outdoor area between the two buildings is envisioned to be a space for ample covered outdoor seating to allow community-building events to extend to the outdoors. A generous covered outdoor space is proposed for the west end of the meeting room building as well.

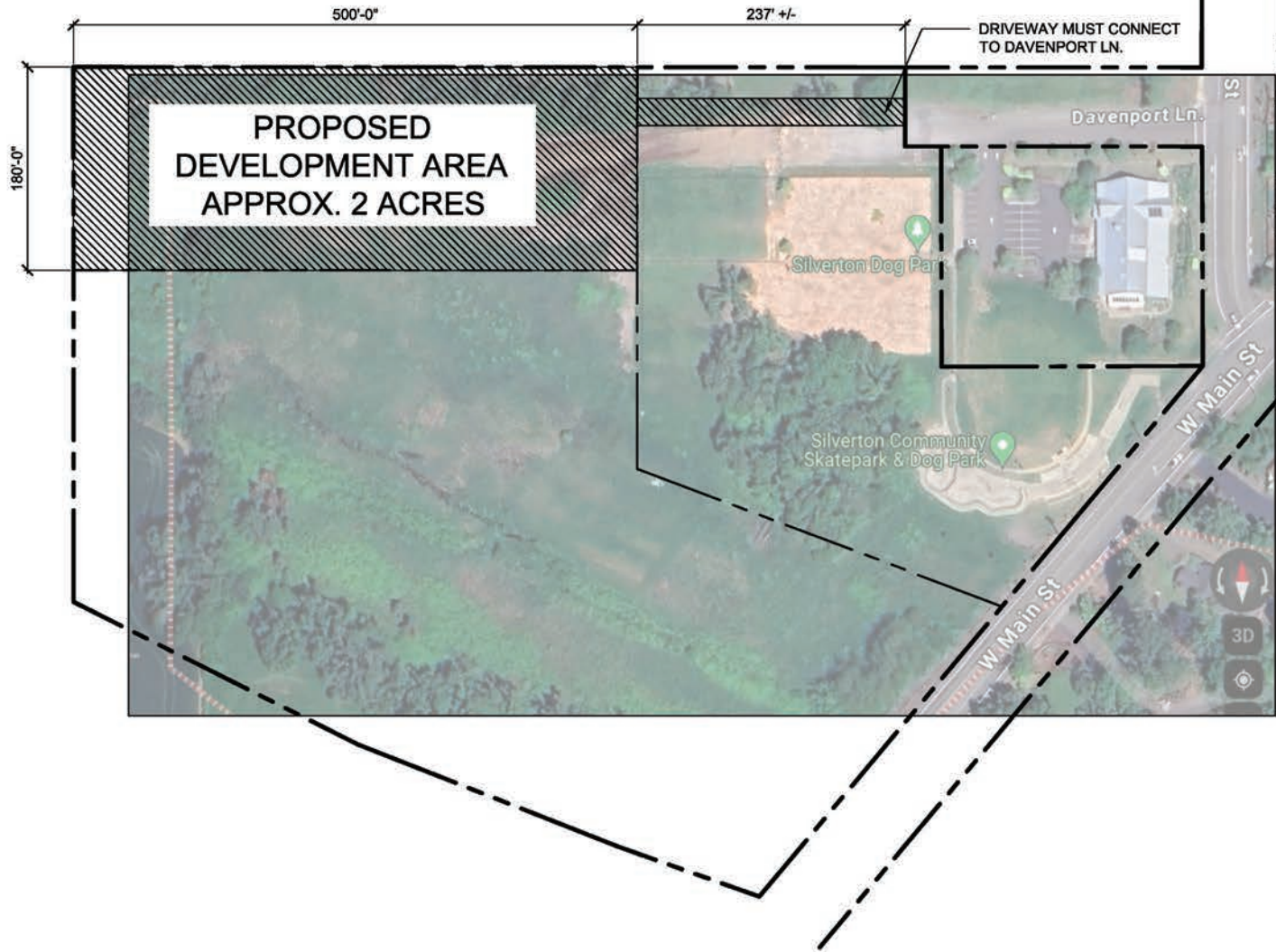
Both community buildings are planned to contain the following resiliency features to support both residents and the broader community in the event of an emergency:

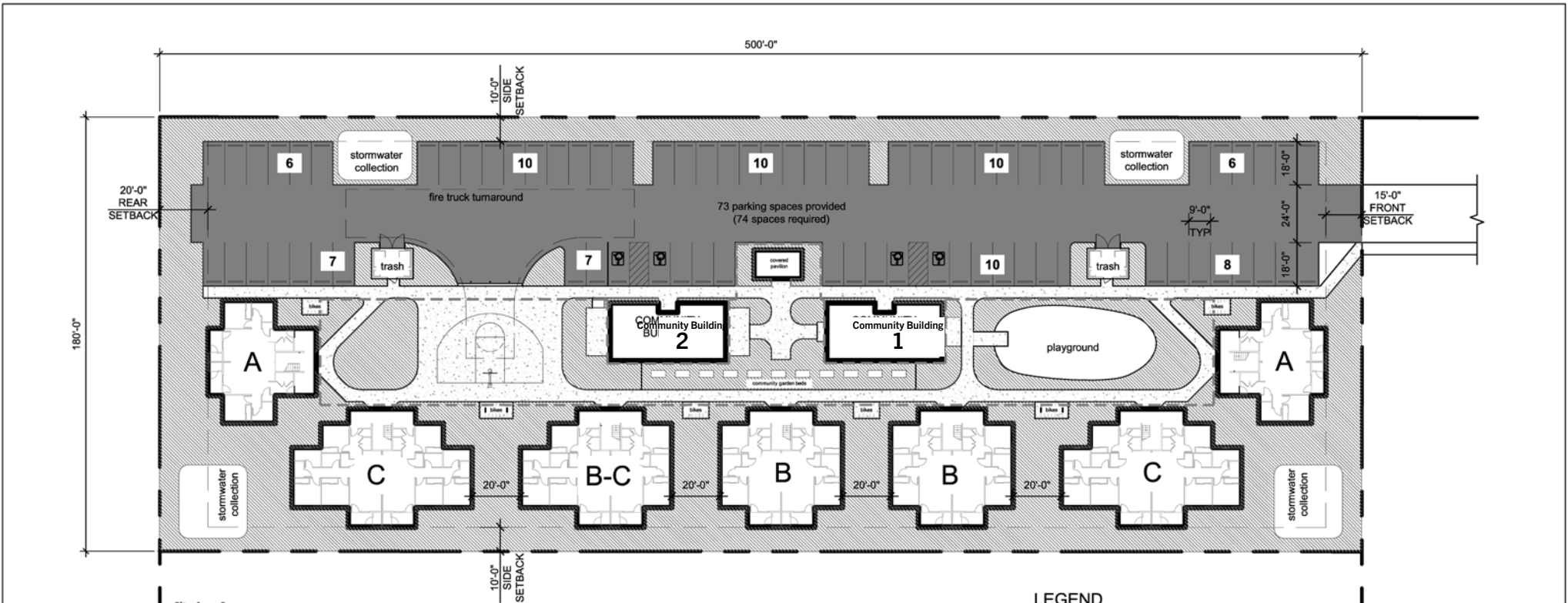
- ▶ Solar photovoltaic array with battery backup to provide ongoing power and building heating/cooling in the event of a power outage
- ▶ Additional outlets and charging areas in the community spaces to allow residents to keep devices charged
- ▶ Storage for emergency supplies
- ▶ Enhanced structural design to provide greater resistance to seismic events
- ▶ Enhanced filtration in the ventilation systems for improved air quality during smoke events

The development will be constructed with high-quality, durable, and cost-efficient materials, including fiber cement exterior siding, asphalt shingle or metal roofing, and balconies with Trex decking and steel railings.

The apartment units are designed to provide plentiful natural lighting and spacious accommodation for households of various sizes. Where possible, bedrooms are placed at corner locations to allow for windows on two sides, providing natural light and cross ventilation. Kitchens are large with pantry spaces and generous closets are provided throughout. High quality, durable interior finishes will include quartz kitchen countertops and LVT resilient flooring. Energy efficient mechanical systems will be incorporated including package terminal heat pump (PTHP) units providing individually controlled heating and cooling to each unit, in-unit electric water heaters, energy recovery ventilator (ERV) units in each apartment, low-flow plumbing fixtures, Energy Star rated appliances, and LED lighting fixtures throughout.

All buildings will be designed and constructed to exceed the requirements for Earth Advantage Certification, providing for greater levels of insulation, energy efficiency, water use efficiency, and indoor air quality than those required by the Building and Energy Codes.





Site Area Summary
 Map/Tax lot: 061W34C000700
 zoning (P) Public / (RM-10) Multifamily residential





Site Dimensions 500 x 180
 Total Site Area 90000 s.f. 2.0661 acres

	total	% of site area	Requirement
building footprint (lot coverage):	18,219 s.f.	20%	65% maximum
building floor area:	46,029 s.f.	51%	
asphalt area:	24,796 s.f.	28%	
sidewalk/hardscape area:	9,155 s.f.	10%	
"common" open space (community garden, picnic area)	15,062 s.f.	17%	15% minimum
approx. landscape area:	31,373 s.f.	35%	

PARKING SUMMARY			
spaces required:	unit	qty	multiplier
1bd	8	1	8
2bd	15	1.5	22.5
3bd	15	2.25	33.75
visitor	38	0.25	9.5
total required			73.75
total provided			74

Project Totals		
18D units		8
28D units		15
38D units		15
Total units:		38
Building A		2
Building B		2
Building C		2
Building B-C		1
total res. buildings		7
total required	38	
non-residential buildings		2
Total building foot print:		18,219 s.f.
Total building floor area:		46,029 s.f.

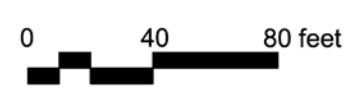
LEGEND

- LANDSCAPED AREAS..... 
- CONCRETE..... 
- ASPHALT..... 
- COMMON OPEN SPACE - - - - - 



WESTFIELD SITE RFP
 SILVERTON, OR

DEVELOPMENT AREA
 SITE PLAN





SITE DESIGN

The arrangement of buildings on the site is intended to provide every unit with comparable access to light, sun and air, as well as equitable access to all common site amenities.

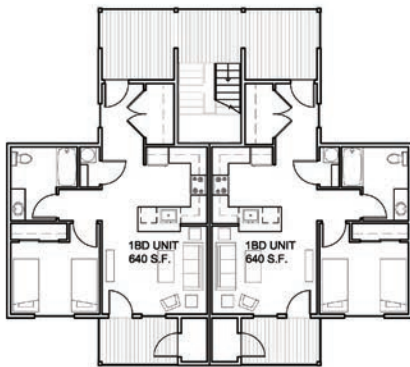
Those features and amenities include:

- ▶ Ample sidewalks for site circulation
- ▶ Hardscape play areas (which double as required fire apparatus turn-around)
- ▶ Community gardens
- ▶ Large rubber-surfaced children's playground area
- ▶ Covered outdoor seating areas adjacent and/or connected to community buildings
- ▶ Open lawn areas and generous landscape plantings throughout
- ▶ Covered bicycle parking dispersed throughout the site and complying with SMC 3.3.400
- ▶ Vehicle parking is proposed to comply with SMC 3.3300
- ▶ A total of 74 parking spaces
- ▶ Four (4) handicapped-accessible parking spaces

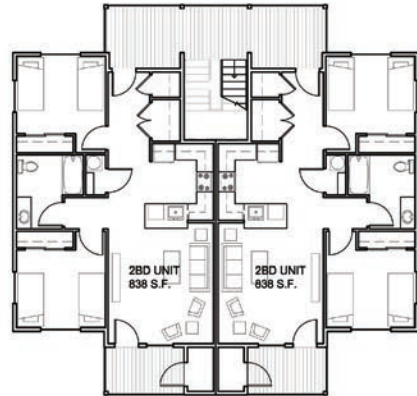
Two (2) trash collection areas are proposed to comply with SMC 2.2.200.J.4.

Stormwater collection areas are anticipated based on past project experience, with size and location to be determined after more rigorous civil engineering analysis, and other required public utility connections.

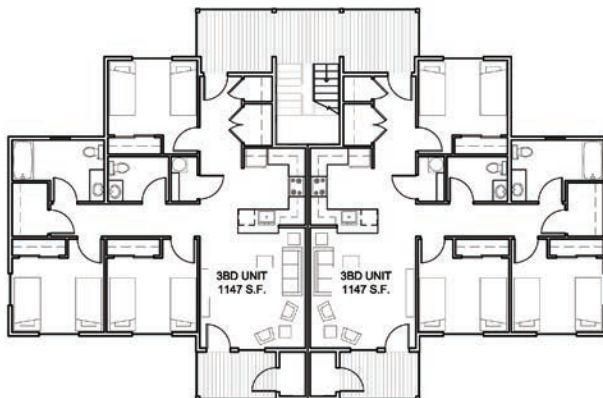
TYPICAL BUILDING FLOOR PLANS



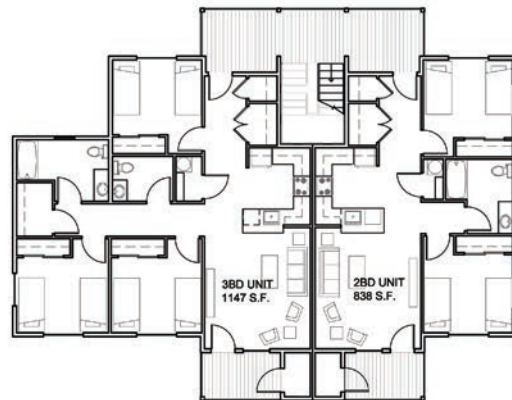
BUILDING A
2 STORIES
4 - 1BD UNITS EA.



BUILDING B
3 STORIES
6 - 2BD UNITS EA.



BUILDING C
3 STORIES
6 - 3BD UNITS EA.



BUILDING B-C
3 STORIES
3 - 2BD UNITS EA.
3 - 3BD UNITS EA.

OPPORTUNITIES AND CONSTRAINTS

The proposed design assumes a 2-acre parcel in the area indicated in the RFP solicitation, which measures 500' x 180'. It is important to clarify a few things about the proposed 2-acre site.

First, the long, narrow proportion of the proposed development site yields a correspondingly “linear” site layout, which may or may not meet the expectations intended by the term “village feel.” The shape of this proposed parcel limits opportunities to group buildings in more non-linear ways.

Second, a geotechnical report (to be commissioned) may demonstrate that certain areas of the overall development area carry greater site construction costs than others, depending on drainage patterns, soil profile, history of use of the site, etc. Once this geotechnical information is understood, this proposed site plan may need to shift.

Third, occupying the entire northern 500' of the overall future development area may limit abilities to accommodate future development plans to the south of the current proposed development area.

Fourth, specific interior and exterior materials and finishes noted in this proposal reflect our team’s intention and best understanding at this time. We are committed to the use of durable, sustainable, and cost-efficient materials. However, this design is preliminary and subject to modification due to factors including cost, inventory, and supply chain availability.

It should also be noted that Oregon Housing and Community Services (OHCS), the state agency that funds most affordable housing projects in Oregon, generally discourages use of private balconies for reasons related to building envelope durability, and many affordable housing operators find them problematic from a tenant safety and property management perspective.

For these reasons, it would seem wise to be prepared to be flexible on initial site development area, density, size, and/or location to the extent that a feasible and financeable affordable housing project is the desired outcome. This proposed development area, by virtue of not being “fixed” by established property lines on all sides at the present time, presents a unique and advantageous opportunity to adapt to project needs in order to achieve project objectives.



BDA
Architecture and Planning, PC

WESTFIELD SITE RFP
SILVERTON, OR

VIEW FROM
NORTHEAST

3



BDA
Architecture and Planning, PC

WESTFIELD SITE RFP
SILVERTON, OR

VIEW FROM
NORTHWEST

4



BDA
Architecture and Planning, PC

WESTFIELD SITE RFP
SILVERTON, OR

VIEW OF
EAST END

5



BDA
Architecture and Planning, PC

WESTFIELD SITE RFP
SILVERTON, OR

VIEW OF
WEST END

6

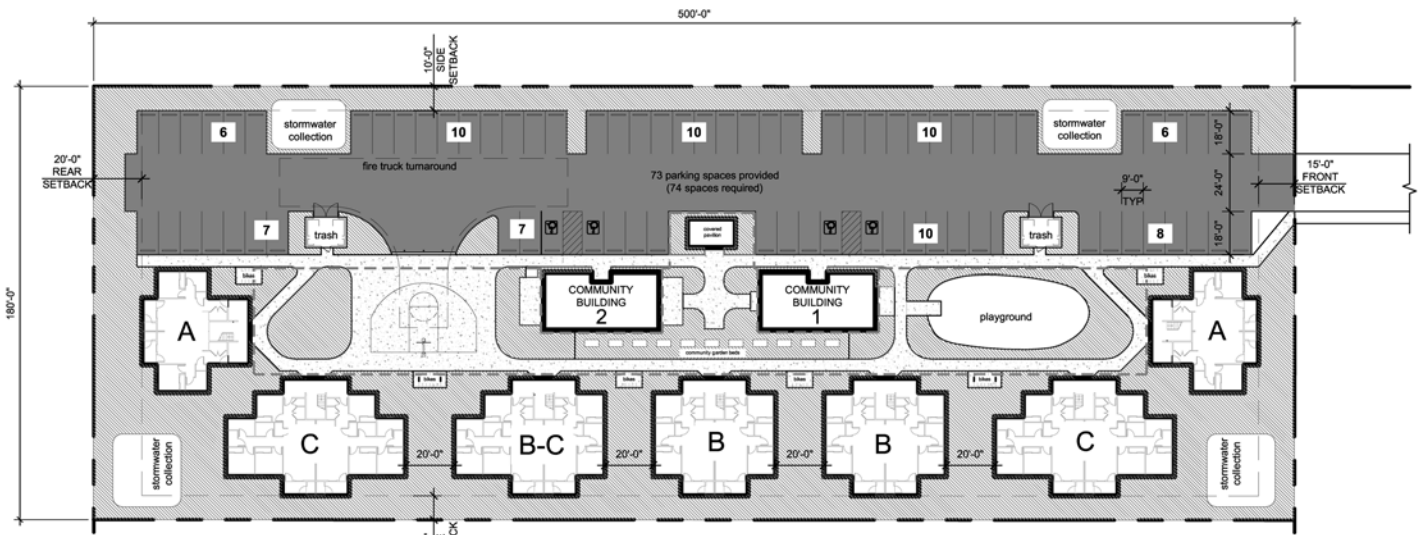
PROGRAM

This plan provides 38 apartments affordable to households earning at or below 60% of median family income. Deeper affordability is possible depending on the amount of funding secured for the project and final costs.

Unit Type	# of Units	Size	Bathrooms	AMI Restrictions	Rent	Utility Allowance	Tenant Paid Rent	Length of Affordability
1 Bedroom	8	640 sf	1	60%	\$863	\$69	\$794	60 years
2 Bedroom	15	838 sf	1	60%	\$1,036	\$94	\$942	60 years
3 Bedroom	15	1147 sf	2	60%	\$1,196	\$119	\$1,077	60 years

We envision a village-like feel to the development with one, two and three-story buildings clustered around outdoor amenities and green spaces. The 38 units are housed within seven buildings and four building types:

- ▶ **Building type A:** Two stories with two one-bedroom units on the first and second floors. Two type A buildings containing a total of eight units.
- ▶ **Building type B:** Three stories with two two-bedroom units on each of the first, second, and third floors. There are two type B buildings containing a total of 12 units.
- ▶ **Building type C:** Three stories with two three-bedroom units on each first, second, and third floor. There are two type C buildings containing a total of 12 units.
- ▶ **Building type B-C:** Three stories with one two-bedroom unit and one three-bedroom unit on each of the first, second, and third floors. One type of B-C building contains a total of six units.



The project design exceeds the number of accessible units required by state and federal regulations, providing 4 one-bedroom units, 2 two-bedroom units, and 2 three-bedroom units, all located on the ground floor with fully accessible entrances and enhanced accessibility features throughout.

In addition to the 38 apartment homes, all residents will have access to two community buildings located at the heart of the development. These buildings are designed for resilience in the event of extreme weather or natural disaster. When need and capacity align, these buildings and their resilience features will also be made available to the broader community.

Community Building #1 will house offices for on-site property management and resident services and a laundry room with sufficient washers and dryers to serve the development, gardening tool storage, a maintenance shop, and toilet facilities.

Community Building #2 will house a large meeting room with a moveable central partition that allows it to be subdivided into two meeting rooms, a kitchenette, tables/chairs for programmed events or private activities, storage spaces, and toilet facilities. The resilience features of the community buildings will include enhanced seismic resistance, solar PV array with battery backup sized to maintain heating or cooling in a power outage, enhanced filtration in the ventilation systems for improved air quality during smoke events, dedicated storage for emergency preparedness supplies, and additional power outlets/charging stations. Other outdoor amenities will include half-court basketball, a playground with children’s play equipment, BBQ grills, picnic tables, outdoor seating, community garden beds, bike storage, trash corrals, covered outdoor spaces, lawn areas, and landscaped areas planted with flowers, shrubs, and ground cover.



Seventy-four (74) parking spaces will be provided in compliance with applicable codes, including four handicapped spaces in close proximity to the Community Buildings. Two double-head EV charging stations will be provided allowing for four electric vehicles to recharge simultaneously. In addition, all remaining parking spaces on the south side of the parking lot (28 additional spaces) will be pre-wired for EV chargers. Installing underground conduit and sufficient capacity at main electrical panel for future chargers can be done much more economically during the original phase of construction. As demand increases, this will allow future EV chargers to be brought online at a fraction of the cost.

HOUSING POPULATION, PROPERTY MANAGEMENT & RESIDENT SERVICES

It is our intention that the development will house a diverse population, including senior citizens and workforce families. Applicants for housing in the proposed development will be screened on the basis of income eligibility and household size per the regulatory requirements of the public funding programs. The lease-up process will adhere strictly to Fair Housing Guidelines. There will be no discrimination on the basis of race, ethnicity, or any other protected class of applicant. To maximize the use of available public funding sources while pursuing the RFP's stated intention to serve a wide, diverse population, we propose that eight units be designated for occupancy by agricultural workers and supported by Agricultural Worker Housing Tax Credits (AWHTCs). In keeping with our goal to serve the existing residents of Silverton, FHDC will work closely with local partners, including Silverton Sheltering Services, Silverton Area Community Aid, and the Silverton Senior Center, to identify local seniors and workforce families who are eligible for available units.

After construction is completed, FHDC will operate the property. FHDC has a long history of providing affordable housing to communities that encompass youth, seniors, families, and individuals in need of housing at or below 60% of the area median income. FHDC's housing strategy starts in the visioning phase and carries through to implementation as families move in and create a home for themselves. We work collaboratively with property management and the many area service providers to bridge cultural, linguistic, and accessibility gaps for our residents. FHDC currently has 2,200+ residents living in 475 units across 11 properties throughout the mid-Willamette Valley, with locations in Woodburn, Salem, Silverton, Stayton, Sublimity, Independence, and Lebanon, Oregon. FHDC provides social services based on the identified needs within the community. On average, we support more than 500 young people a year through after-school programs, summer program recreation, and artistic activities, food service programs that prioritize food access, culturally specific nutrition, social inclusion, leadership, and education.



FHDC programs. Photo: FHDC



FHDC programs. Photo: FHDC

Evolve Property Management and Workforce Development is an independent third-party property management company with a strong mission in training and workforce development, one of the first in Oregon. Evolve is committed to serving low-income families, underserved communities, and culturally diverse individuals in order to provide culturally sensitive management services and facilitate access to better employment opportunities. Evolve features a diverse staff, both at the site level and in its central office. The staff has benefited from its historical tradition of recruiting among low-income and culturally diverse communities, along with an ongoing commitment to training, enabling employees to progress from entry-level positions up to senior supervisory positions within the organization. These employees bring a high level of commitment to their communities, and a compelling understanding of the needs and challenges of the communities they serve.

FHDC's Resident Services programs are designed to meet the expanding needs of every community we build, with an emphasis on housing stability and intergenerational prosperity. We collaborate with community partners to deliver needs-based services throughout the Willamette Valley. FHDC's programs for residents and the larger community empower both youth and families to be engaged, active members in their neighborhoods, at work, in school, and within the community at large. Our programs account for consistently high graduation rates among youth high schoolers, a sense of connection and trust between residents and the organization, and opportunities for families to grow their assets and support their dreams.

MURALS & CULTURAL HERITAGE

When FHDC and REACH develop housing, we design it to be safe and comfortable, instilling a sense of connection and meaning for residents and the surrounding communities. Murals are one way of communicating our shared histories, cultures, and visions for what stable housing can mean to families and neighbors sharing communal space. We aspire to bring this approach to this project.

Across FHDC properties, murals shine bright and serve to reflect collaboration, hope and inspiration. These projects engage youth to help paint/install the murals and allow for a long-term sense of achievement to be imprinted on the site's heritage. The murals represent collective social themes and community-centered values including environmental justice, education, multiculturalism, and social change. FHDC prioritizes murals in our design aesthetic to inspire creativity, awe, and wonder among young residents, and to create a welcoming space for intergenerational families and neighbors interacting within the space. Our murals convey messaging that highlights the natural beauty of a region, the conviction, sacrifice, and hard work achieved by our ancestors and current social fabric, the ability to embrace differences to overcome obstacles, and the message that through communal efforts and care, we can create a peaceful environment for the greater good of the community.



Mural at Colonia Unidad. Photo: FHDC

For example, the mural at Colonia Unidad is based on the celebration of unity and achievement. The two-paneled mural has a symmetrical composition in which two trees create a bigger one. The fields from which the trees are growing represent the origins of the farm labor and workforce families that this community housing project serves. The trees, painted like hands supporting each other, represent the collaborative work done by several organizations and government agencies to come together amidst adverse political rhetoric and policy affecting various groups, particularly immigrants. The mural recognizes exemplary high school graduation rates and educational achievements within the city of Woodburn, and the community's success when working together to improve opportunities for the next generation.

At some properties, exterior murals are not feasible, but interior public spaces provide opportunities to achieve these goals. At REACH's Wy'East Plaza, the residents were invited to help a local artist identify the theme and elements of an interior mural visible from the entrance lobby and located above the mailboxes. The design celebrates the property's name – Wy'East – the indigenous name for Mt. Hood which is visible from the property and depicts a variety of the plants and animals that can be encountered in this natural environment.



Mural at Wy'East Plaza. Photo: REACH

SOURCES AND USES

SOURCES	Terms	Budget	Predevelop	Construction	Conversion
Bank Loan	30 y, 6.2%	\$1,922,646			\$1,922,646
Seller Financing		\$0		\$0	
Sponsor Loan (GHAP/grants)	55 y, 0% cf	\$2,501,152			\$2,501,152
LIFT Loan	55 y, 1% cf	\$7,950,000		\$6,757,500	\$1,192,500
AWHTC	equity	\$1,916,993			\$1,916,993
Income from Operations		\$0			\$0
Energy Grants	grant	\$300,000		\$300,000	
Limited Partner Equity	equity	\$7,669,995		\$2,300,998	\$5,368,996
General Partner Equity	equity	\$10,000		\$10,000	
Deferred Fee		\$0			\$0
Accrued/Deferred Interest		\$0			
Construction Loan		\$11,055,216		\$11,055,216	(\$11,055,216)
Predevelopment Loan		\$1,211,700	\$1,211,700	(\$1,211,700)	
Total Sources		\$22,270,786	\$1,211,700	\$19,212,015	\$1,847,071

USES	Budget	Predevelop	Construction	Conversion
ACQUISITION	Budget			
Land	\$99		\$99	
Existing Improvements	\$0			
Closing Costs	\$5,000		\$5,000	
Carrying Costs	\$0			
Total Acquisition	\$5,099	\$0	\$5,099	\$0
NEW CONSTRUCTION	Budget			
Off-Site Improvements	\$350,000		\$350,000	
Environmental Remediation	\$0			
Site Work	\$963,000		\$963,000	
Structures	\$10,824,036		\$10,824,036	
Furnishings, Fixtures, Equipment	\$95,000		\$95,000	
Estimating Contingency	\$0			
Contractor Insurance/Bond	\$378,855		\$378,855	
Contractor General Conditions	\$1,256,453		\$1,256,453	
Contractor O/H and Profit	\$593,248		\$593,248	
Total Construction Costs	\$14,460,592	\$0	\$14,460,592	\$0
ARCHITECTURE /ENGINEERING				
Design/Supervision	\$1,300,000	\$975,000	\$325,000	
Geotechnical Report	\$35,000	\$35,000		
Materials Testing	\$22,500		\$22,500	
Energy	\$70,000	\$70,000		
Misc Engineering	\$75,000	\$37,500	\$37,500	
ALTA Land Survey	\$40,000	\$20,000	\$20,000	
Total Architecture & Engineering	\$1,542,500	\$1,137,500	\$405,000	\$0
CONTINGENCY COSTS	Budget			
Hard Cost Contingency	5%		\$723,030	
Soft Cost Contingency	5%		\$93,375	
Total Contingency Costs	\$816,405	\$0	\$816,405	\$0
FINANCING EXPENSES				
Construction Loan Interest	\$1,243,712		\$1,119,341	\$124,371
Origination Fees	\$129,779		\$129,779	

PROFORMA

Proforma is confidential. Do not distribute. Please see attached proforma in excel format.

DEAL STRUCTURE & FINANCE

OWNERSHIP STRUCTURE

REACH CDC and Farmworker Housing Development Corporation (FHDC) will be working collaboratively on this project through a joint venture agreement. REACH will be the primary developer and FHDC will be the primary operator of the property. The likely structure will be a Co-GP structure where REACH and FHDC will share ownership of the General Partner within a Limited Partnership. The Limited Partnership will own the improvements. We propose that the City of Silverton will retain ownership of the land and provide a long-term land lease to the Limited Partnership. We propose that the land lease term be 99 years with a capitalized lease payment of \$1.00 per year.

OHCS FUNDING PROCESS/STATUS

The primary funding sources potentially available to finance this development are administered by the Oregon Department of Housing and Community Services (OHCS) Affordable Rental Housing Division. These include 4% Low-Income Housing Tax Credits (4% LIHTCs), 9% Low-Income Housing Tax Credits (9% LIHTCs), the Local Innovation and Fast Track Rental Housing Program (LIFT), the HOME Investment Partnerships Program (HOME), both Grant and Tax Credit programs designated to support the development of Agricultural Worker Housing (AWHTCs) and others. OHCS recently suspended the Notice of Funding Availability (NOFA) process through which they solicited proposals for these funding sources and undertook a comprehensive evaluation and redesign of the process. While this redesign is still in process, OHCS has begun releasing preliminary information about the future process. There will no longer be competitive NOFAs, but rather an Oregon Centralized Application (ORCA) that will begin with an intake process early in the planning stages of a new project and lead to confirmed awards for funding when a project is no more than 6 months away from construction loan closing. OHCS has also indicated that no 4% or 9% LIHTCs will be available to award in 2024, so the next round of awards for those programs will be in 2025. They have indicated that initial project intake will commence in April 2024 and a full launch of the ORCA Application is projected for May 2024.

FUNDING SCENARIO

The development team proposes a financing structure for this project that includes an allocation of 4% LIHTCs paired with Private Activity Bonds, LIFT, AWHTCs, Sponsor Loan, SDC exemptions, a low-cost, long-term land lease (\$1.00 per year) and offsite infrastructure improvements funded by the City. This scenario offers an excellent likelihood of successful public funding following initial applications because: 1) The project team members all have an excellent track record over many years of both securing awards and successful completion of awarded projects, and 2) The proposed program and metrics for this development are very well aligned with funding priorities for these sources. Further, the opportunity to control costs is good because the project has a simple construction type utilizing durable and cost-efficient materials and methods of construction. The team will seek these sources and additional sources, which will help manage any unforeseen issues arising from fluctuation in interest rates and tax credit pricing, as well as impacts of real estate market forces over the next couple of years.

OHCS LIHTC EQUITY AND PRIVATE ACTIVITY BONDS

REACH has several projects in the development pipeline at various stages. This means real-time knowledge of finance options, equity, and debt pricing. This proposal assumes \$0.88 cents for LIHTC equity and a private placement permanent debt structure. The project may receive higher pricing, but most investors should be able to provide \$0.88 per \$1.00 of LIHTC.

LIHTC BASIS BOOST

This project does not currently qualify for the LIHTC basis boost that comes from being in either a Difficult to Develop Area or a Qualified Census Tract.

OHCS AGRICULTURE WORKFORCE HOUSING TAX CREDIT (AWHTC) EQUITY

FHDC brings a wealth of experience working with agricultural workers and the funding sources that help to house this critical population. FHDCs experience will greatly benefit the funding application. The AWHTC can be supplemental to LIHTC funding. The state has currently issued a standalone AWHTC NOFA that is open through September 30, 2024. The proforma assumes a successful application for one year's allocation for 8 units of agricultural workforce housing or approximately 20% of the units. The development team is confident that we can secure AWHTCs for a limited number of the units to help fund this project.

OHCS LIFT

The funding from OHCS LIFT assumes the funding cap per unit for a rural project because the project is outside the Salem Keizer Urban Growth Boundary. This funding source will require an independent application. The fact that LMC has a high level of success subcontracting with MWESB (Minority owned, Women-owned, and Emerging Small Businesses) firms, the project has a high bedroom count, and the development team has recently received LIFT funding will contribute to the chances of securing LIFT funding for the project. The development team has received all points for innovation and team capacity in the recent past. Controlling costs and increasing affordability are options for increasing the competitiveness of the project.

OHCS OREGON MULTIFAMILY ENERGY PROGRAM (OR-MEP)

This funding is dependent on the mechanical, electrical and plumbing systems, both passive and active, that are included in the project. The development team has experience working with the new energy code in Oregon and is confident that our final design will qualify for a high level of incentives from the OR MEP program.

SPONSOR LOAN

Based on the availability of public funding sources and the small number of units in our proposal we foresee that a gap will need to be filled to balance the sources and uses. If a gap remains as the proposed value of sources and uses become more certain, REACH and FHDC commit to applying for a variety of public and private grants that would then be applied to the project as a Sponsor Loan as dictated by LIHTC financing structure.

DEBT

This project financing structure will require two forms of debt – a Construction Loan and a Permanent Mortgage. Current long-term debt is priced in the range of 6.0 to 6.5% and short term debt is discounted by approximately 1%. With markets still volatile, The federal reserve has signaled continuity with possible future decreases while carefully monitoring inflation. Incorporating current information, the model assumes a 5% interest rate for the Construction loan for a term of 36 months and a 6.2% rate on the Permanent loan for a period of 30 years. The construction loan is required as a bridge source for payment of construction costs until the LIHTC equity is available at project completion.

BOLI AND DAVIS BACON

This project will not require payment of prevailed wages, either BOLI or Davis Bacon. The addition of any commercial space or a 5th floor to a project will trigger BOLI wages. As currently proposed we do not plan to receive federal funding that would trigger Davis Bacon Wages.

CITY OF SILVERTON ROLES

The development team appreciates the city's commitment to providing affordable housing. The support of local partners can be critical in securing state and local funding as well as finding a balanced budget. We expect to work collaboratively as the details of the project come into focus. The most feasible path towards success includes city support through SDC waivers, a low-cost long term land lease and funding for offsite infrastructure. The specific needs of the project will be defined after the results of funding applications and policy requests are known. Details of the drivers behind the need for city support as well as the potential request can be found below.

SDC Waivers

The development team understands that the city must balance various priorities and System Development Charges are used to improve the community. Our initial analysis requires a full SDC exemption to make the project feasible, this need could be partially offset as the amounts of other gap funding sources are determined.

Low-Cost Land Lease

The city support for the project, through a 99 year lease with a capitalized lease payment of \$1.00 per year, is proposed. This path is compatible with the legal structure that comes with tax credit financing and allows the limited revenues from rents to be spent on resident services and upkeep. The team is committed to developing the site to its maximum potential delivering a full scope of community amenities. The low-cost land will serve as a long-term investment in affordable housing and community spaces that will exist for many years.

Offsite Infrastructure

The two-acre parcel located within the larger city-owned tax lot is not directly served by water, sewer or storm drainage. Our proposal includes this project paying the cost of extending Davenport Lane, including on-street parking and sidewalks, from its current location to connect to the development site. We request that the City of Silverton provide funding for all other required infrastructure from its current locations to the perimeter of the development site. If acceptable, the development team proposes to collaborate with and support the City in applying for Community Development Block Grant funds to support this work. Please note that these funding sources include federal funds and will trigger Davis Bacon wage rates. The proposed approach whereby the City is the applicant for these funds will limit the applicability of these wage rates to the offsite work and thereby allow construction labor savings for the housing development.

ZONING

The design team believes there is a pathway to entitlement through the current zoning.

SILVERTON PARTNERSHIP STRUCTURE

An exclusive negotiating agreement (ENA) or development and disposition agreement (DDA) are two good options for structuring the partnership with the City of Silverton. Some funding applications give extra points to projects that have "secured" local funding. To the extent possible it will be helpful to have a commitment from the City of Silverton to provide contributions in the form of land and SDC exemptions. This can be discussed further as the team prepares for funding applications.

TIMING

- ▶ **Project Kick Off** – Once the team is notified that we are selected we will engage the City in developing an MOU Agreement summarizing the terms of the development deal. Concurrently we will create a Project Advisory Committee (PAC) made up of local stakeholders and individuals representative of future tenants. City participation is very welcome here to set the groundwork for early design. We anticipate community engagement efforts would begin.
- ▶ **Funding Applications** – Rolling –The development team will submit an OHCS ORCA intake form immediately upon award. Demonstrated support by the city of Silverton will increase the competitiveness of these applications.
- ▶ **+0 months – Start of Schematic Design**
 - › The team will work through due diligence and preliminary entitlement discussions with the city and create a design narrative including everything from major mechanical systems to finishes and programming. Several PAC meetings will be held during this period.
- ▶ **+3 months – Start of Land Use and Entitlement**
 - › Upon completion of schematic design, the team will submit its land use application.
 - › Work is closely coordinated with city staff for approval of full entitlement while achieving the goals and vision of the project.
 - › Initial pricing exercise with contractor.
- ▶ **+5 months – Start of Design Development**
 - › This work can overlap with the land use process. Solidify design concepts, detail major mechanical systems and work with the contractor to confirm pricing and constructability.
 - › Revisit the design with the PAC post land use approval
 - › 4% pre-application to OHCS
- ▶ **+8 months – Start of Construction Documents Development**
 - › The design team will finalize the detailing and code compliance along with value engineering efforts while preparing design documents for a full pricing exercise.
 - › A PAC meeting may be held if value engineering is required.
 - › RFP to equity investors and lenders released
- ▶ **+12 months**
 - › Start of permitting with 50% Construction Documents
 - › Equity and Lender LOIs received, and deal structure confirmed
 - › Underwriting can begin
- ▶ **+15 months**
 - › Permitting complete
 - › Final legal document negotiations and underwriting
- ▶ **+16 months – Construction closing and Notice to Proceed - Groundbreaking**
- ▶ **+28 months – Pre-leasing begins**
- ▶ **+31 months – Construction completion, Certificate of Occupancy and full leasing begins**

- ▶ +33 months – Leasing is complete - Project is fully occupied
- ▶ +36 months – Stabilization period is complete
- ▶ +40 months – Project is fully converted to permanent financing and project is complete

DEVELOPMENT SCHEDULE

Activity	Estimated Schedule
Project Kick Off (MOU Phase)	July 2024
Start of Schematic Design	July 2024
Start of Land Use and Entitlement	October 2024
Start of Design Development	December 2024
Start of Construction Documents Development	March 2025
Start of Permitting and 50% Construction Documents	July 2025
Permitting Complete	October 2025
Construction Loan Closing / Start of Construction	November 2025
Pre-Leasing Begins	November 2026
Construction Completion / C of O / Full Leasing Begins	February 2027
Leasing is Complete	April 2027
Stabilization Period is Complete	July 2027
Project converts to Permanent Financing / Project is Complete	November 2027

OUTREACH

REACH and FHDC leverage collective impact strategies for inclusive public outreach and engagement. We build personal relationships with target populations and partner with local service organizations to prioritize prosperity for individuals and families. This partnership is equity-centered and focused on diversity and inclusion efforts in the community, housing, and program development. We are excited by the opportunity to engage with a community that is supported by a strong network of service-oriented and mission-aligned organizations, including Silverton Sheltering Services, Silverton Area Community Aid, the Silverton Senior Center, and the Service Integration Team. The table below highlights our tactical approach to public outreach and engagement to deploy direct, digital, and printed connective points to the community during the design and leasing process.

HOUSING DEVELOPMENT OUTREACH & COMMUNITY ENGAGEMENT STRATEGIES

	Outreach Plan #1	Outreach Plan #2	Outreach Plan #3
In-Person Outreach	MULTI-PRONGED METHODS: <ul style="list-style-type: none"> Door-to-door or canvassing/visits. To home and businesses within 25 miles radius Open Drop-in hours at the local leasing office 	HIGH IMPACT METHODS: <ul style="list-style-type: none"> Focus Groups with community organizations around the area Visits to churches, food pantries, workplaces, and school district 	MULTI-PRONGED METHODS: <ul style="list-style-type: none"> Regular Meetings with local churches and service providers Drop-in hours at a local venue/ open to the public
Digital Outreach	MULTI-PRONGED METHODS: <ul style="list-style-type: none"> Basic Project webpage with applications and project information in English and Spanish Project Hotline Drop-in hours promoted Coordinated events and early outreach for design input and review 	MULTI-PRONGED METHODS: <ul style="list-style-type: none"> Emails to the distribution list Emails to potential applicants 	HIGH IMPACT METHODS: <ul style="list-style-type: none"> Social Media promoting drop-in hours/website and services Radio and newspaper advertisements
Printed Outreach	HIGH IMPACT METHOD: <ul style="list-style-type: none"> Door-to-door or flier to promote the project, project webpage, drop-in hours, and project hotline 	HIGH IMPACT METHODS: <ul style="list-style-type: none"> 10 to 15 posters in neighborhoods, churches, and laundry rooms to promote the project Direct mail 	HIGH IMPACT METHOD: <ul style="list-style-type: none"> Door-to-door or fact sheet (delivery to homes within 25 miles)

To increase accessibility, FHDC’s bilingual, multicultural staff will connect with local school districts, churches, community resource centers, food banks, energy assistance programs, and any other organizations that serve the population with which we are trying to connect and build reciprocal relationships. We share our mission for our organization and listen to the goals and hopes of individuals and groups. We then work with the different organizations to compile data about the area and the needs of the community, the demographics for the area, and the area’s history.

Our collaborative and community-informed development plans will be expressed and shared with organizations to ensure community needs are met, and unique voices are considered and prioritized. This allows us to maintain a presence and relationship with the community. We prioritize applicable project needs and input from these underrepresented communities to ensure an equitable project. FHDC will do this by organizing community

events, including public open houses, where we present and converse about our plans and receive input from the public. At these events, we offer free food, drinks, and a welcoming environment to ensure safe and comfortable participation from the community.

We envision working with the City's Affordable Housing Task Force to develop a liaison to assist in identifying the local area needs and assist our team in identifying local community partners and community leaders including representatives of the organizations noted in the first paragraph above. We propose to pursue early engagement with the City Council, possibly leveraging public meeting space within the city to host community events. Together, we will strategize ways in which to educate neighboring communities that may have concerns about the development of an affordable housing community in the area.

We anticipate the City of Silverton welcoming us as part of their community as we work with stakeholders to provide affordable, stable housing and supportive programs to help families meet their basic needs and build reserves for unforeseen expenses. Our collaboration will ensure an equitable mix of housing sizes to accommodate the many different households while creating access to identified services such as transportation, childcare, health, and retail opportunities to increase the residents' quality of life.

OTHER ISSUES

ASSUMPTIONS

Design

If notified that our team has been selected as developer for this project, among our first actions in the Due Diligence phase will be to commission a Phase I Environmental Site Assessment of the property and a Geotechnical Analysis of the soils. The project design and costs assume there are no hazardous materials related to past uses. However, if the Phase I study identifies any Recognized Environmental Conditions, mitigation may need to be incorporated. Additionally, the project design assumes the soil conditions support a mat slab foundation for the various buildings. Should a geotechnical report show conditions that require a different foundation system or locations of buildings, the design will need to be revised to incorporate this existing condition.

Offsite Improvements

The costs, funding sources, and timeframes for the construction of offsite public utility infrastructure are currently proposed to be carried out by the City. We have proposed a conceptual strategy whereby the City would be responsible for funding this work, and our team would support the City in securing funds to pay for the work. The development team is willing to work with the City to include these costs in the project, but the details of that scope of work, cost, schedule, and funding sources would need to be evaluated in greater detail.

OHCS Funding

This project proposes the use of four core funding programs from Oregon Housing and Community Services (OHCS) – 4% Low-Income Housing Tax Credits, Private Activity Bonds, Local Innovation and Fast Track program funds, and Agricultural Workforce Tax Credit. OHCS had launched an ambitious redesign of its entire funding program. The new Oregon Centralized Application (ORCA) process is intended to reduce funding competition and risk, which we think is incredibly beneficial for this project. However, this new process is just beginning in April 2024 and, therefore, has not been fully road-tested and refined by actual project applicants. Our assumptions about the funding timeline and availability of future resources are based on current programs and processes. If there are future revisions to this new process, this proposal may be revised as well.

Density

Based on the information provided by the RFP and review of public meeting discussions by members of the City government, we have proposed a 38-unit project. However, given this “moment in time” opportunity, we encourage the City to imagine a slightly larger proposal at this site. Both REACH and FHDC agree that this project is financially and operationally sustainable, and we also think the addition of up to 10 more units will positively support future growth and need in the City and surrounding region. Moreover, a larger unit count produces minimal cost increases, given the ability to leverage cost efficiencies in design and operations, allowing fixed costs to be spread across the increased unit count.

CONCLUSION

We believe it is prudent to identify and articulate these assumptions and acknowledge that they are all within the typical range of uncertainties for a project of this scale and at this stage of development. We embrace the opportunity to partner with the City of Silverton in tackling these challenges and any others that may arise in the process of creating a new development of safe, secure and attractive affordable housing that will fill an unmet need in Silverton for years to come.

1 **CITY OF SILVERTON**
 2 **AFFORDABLE HOUSING TASK FORCE MINUTES**

3 **421 South Water Street and Zoom Web Conference Platform**

4
 5 **April 16, 6:30 p.m.**
 6

7 **I. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

8 Chairman Freilinger called the meeting to order at 6:30 p.m. The task force members and staff were
 9 present both in person and through the virtual meeting platform Zoom, consistent with House Bill 2560.

Present	Excused	
X		Jason Freilinger {Chairman}
X		Dana Smith
	X	Karyssa Dow
X		Laurie Chadwick
X		Sarah White
X		Gene Oster
X		Barbara Rivoli
X		Hilary Dumitrescu
X		Rebecca Delmar
	X	Ray Teasley
X		Clay Flowers {Planning Commission Rep.}

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 25
 26 **STAFF PRESENT:**

27 Community Development Director, Jason Gottgetreu.

28
 29 **II. APPROVAL OF MINUTES:**

30 Member Flowers moved to approve the minutes of the March 19, 2024, meeting, Member
 31 seconded the motion and it passed unanimously.

32
 33 **III. PUBLIC COMMENT:** There were no comments.

34
 35 **IV. DISCUSSION/ACTION:**

36
 37 **4.1 Affordable Housing Development – Proposals Review**

38 **a.** REACH Community Development Inc. (REACH) and Farmworker Housing Development
 39 Corporation (FHDC).

40
 41 **b.** DevNW and Ink Built.

42
 43 **c.** Hacienda Community Development Corp.

44
 45 **d.** Home First Development and Green Light Development.

46
 47 **A. REACH Community Development Inc. (REACH) and Farmworker Housing Development**
 48 **Corporation (FHDC).**
 49

1 Director Gottgetreu provided a summary of the process the affordable housing development has
2 progressed from. Once the proposals were reviewed, and approved by the Task Force their
3 recommendation would be presented to the City Council. Director Gottgetreu then relayed the overview
4 for process of ranking the proposals.
5

6 Director Gottgetreu began their presentation with the proposal from REACH Community Development
7 Inc. and Farmworker Housing Development Corporation [FHDC]. They displayed the conceptual plan
8 submitted by REACH and FHDC providing details of the potential development and iterating the
9 development would not extend to the entirety of the West Field site. The conceptual plan included thirty-
10 eight apartments and two community buildings. One of the community buildings would be an
11 administrative office with laundry facilities; the other would have a community gathering space with
12 kitchen, public restrooms, and storage. The development would target households earning at or below
13 sixty percent median family income. REACH-FHDC had relayed there was a potential for additional
14 affordability housing *if* substantial funding was secured. The overall project costs were estimated at
15 twenty-two million dollars. Director Gottgetreu displayed Reach-FHDC's allocated funding sources with
16 a combination of thirteen provisions along with a detailed projected cost breakdown.

17 Director Gottgetreu went forth to elucidate on the Oregon Department of Housing and Community
18 Services [OHCS] Affordable Rental Housing Divisions, current and upcoming process for funding
19 assistance. REACH-FHDCs' exemptions and or requests from the City were then relayed along with
20 proposed off-site infrastructure needs. Potential funding assistance for necessary infrastructure
21 development was stated. Director Gottgetreu displayed Reach-FHDCs' development schedule.
22

23 Director Gottgetreu opened the floor for discussion.
24

25 Member Delmar inquired about the performance/ development side of the proposal; asking if the proposal
26 offered information regarding the operation [of the development].
27

28 Director Gottgetreu stated they wanted to remain confidential as listed in the RFP. It has been stated that
29 either the developer or a partner would head operations.
30

31 Member Delmar referred to property tax and stated if there was a 99-year ground lease would property
32 tax be assessed; they inquired about the process for such.
33

34 Director Gottgetreu clarified the City of Silverton has the option of waiving property tax for affordable
35 housing, there is a time restriction on the waiver. Within the proposals there were requests for tax
36 exemption.
37

38 Member Flowers inquired about the tax exemption process and due diligence the City would adhere to
39 with taxing jurisdictions.
40

41 Director Gottgetreu was unaware of the specifics for the tax exemption program.
42

43 Member White asked if REACH/FHDC had indicated they would work with a local entity to fulfill the
44 leases for the property; example Marion County [Housing Authority]. Was there any indication there
45 would be preference for the local community.
46

47 The Committee held open discussion on lease options for the development and the potential for creating
48 preference for local community members.
49

1 Member Smith commented they were excited about the dedication to energy efficiency, durable finishes,
2 and earth advantage certifications being exceeded. Member Smith added they were disappointed with the
3 site plan; it did not have connectivity for future expansion.
4

5 Chairman Freilinger eluded they were under the impression the RFP stated there was an expectation for
6 the proposals to anticipate future expansion. The location of the property requires multiple roadways
7 therefore the development must anticipate that. Chairman Freilinger relayed concern for REACH/FHDC
8 not adhering to the RFP requirements in reference to future expansion and roadways within their
9 submittal.
10

11 The Committee collectively discussed the proposal submittal and expressed their concerns with three
12 story buildings and lack of efficiency in meeting the RFP requirements. The price point for the submittal
13 was then discussed along with the parking requirements.
14

15 Member Oster asked the committee their preference on making the price point for the development a
16 priority for proposal consideration. Member Oster stated they are concerned about what the proposals are
17 asking from the City; example waiving SDCs'; and if the requests are expenses the City can manage.
18

19 Member Rivoli referred to Member Oster's comment and asked Director Gottgetreu for clarification on
20 the land lease for 99 years.
21

22 Director Gottgetreu elucidated the lease agreement and offered examples of alternate agreements the City
23 possesses.
24

25 There was discussion on cost of the project and return on productivity with future operation of the
26 development. Potential credits for the developers were then considered.
27

28 Member Flowers relayed the development mirrors that of Habitat for Humanity except for home rental
29 versus home ownership; the City Council in the past has approved SDC waivers for that of Habitat for
30 Humanity. With this, Member Flowers relayed to achieve the goal of affordable housing provision, the
31 City must treat the project as they have others in the past anticipating offering a credit somewhere.
32

33 **B. DevNW and Ink Built.** 34

35 Director Gottgetreu introduced the proposal from DevNW and Ink Built stating the conceptual plan
36 included forty-eight units comprised of twenty-two- three-bedroom units, fourteen-two-bedroom units,
37 and twelve-one-bedroom units. Director Gottgetreu stated there were eighty-three parking spaces
38 proposed along with the expansion of Davenport Lane with parallel parking. Director Gottgetreu then
39 provided the housing details and proposed AMI requirements. The proposal included an additional
40 community space with restrooms and offices. The estimated project cost was the sum of seventeen-
41 million dollars and Director Gottgetreu presented the organization's utilization of grant funding. The
42 proposal included the request for SDC exemption with a no cost land lease. The proposal timeline was
43 displayed for the Committee with the potential of construction completion in spring of 2027.
44

45 Chairman Freilinger referred to the REACH/FHDC proposal and asked for clarification on their projected
46 occupancy timeline.
47

48 REACH/FHDC timeline for completion was projected in February of 2027.
49

50 Director Gottgetreu opened the floor for discussion.
51

1 Member Flowers referred to the housing details and asked if the proposal stated it would remain at 60%
2 AMI or was there willingness to accept lower AMI.

3
4 Brief Discussion was had on the organization's potential for lower AMI provision if specific parameters
5 were met.

6
7 Member Smith relayed they were pleased the submittal honored the desire for connectivity and
8 expansion. They added the organizations had preemptively reached out to local organizations and they
9 were willing to provide housing to 30% AMI if able to partner with Marion County Housing Authority.
10 Member Smith went on to express the importance of adhering to a tight building envelope such as the
11 submittal included.

12
13 Member Oster spoke about utility provisions and the process for payments when utility cost exceeds the
14 standard monetary allotment. With this, Member Oster stated the developer would be inclined to construct
15 energy efficient buildings.

16
17 Member Rivoli inquired about government programs that offer lower fixed rates for utilities and rent, and
18 asked if the property owner is liable for the cost differential.

19
20 The Committee discussed the process and due diligence for utility subsidies.

21
22 Member White commented that DevNW and Ink Built have a good reputation and they have helped many
23 low income and poverty level persons. It was Member Whites impression the organization had resident
24 coordinators to assist with the process for subsidy [utilities].

25
26 Member Delmar iterated the proposal stated the City would be responsible to finance and execute the land
27 partition.

28
29 Director Gottgetreu elucidated the trajectory for partitioning land.

30
31 Member Dumitrescu referred to the proposals concern for the potential wetlands on the property.

32
33 Director Gottgetreu and the Committee discussed the potential wetlands and general topography of the
34 site.

35 36 **C. Hacienda Community Development Corp.**

37
38 Director Gottgetreu presented the proposal from Hacienda Community Development Corp. The submittal
39 included the extension of Davenport Lane with continuing head in parking. Phase one of the proposal
40 portrayed thirty-seven units with nine one-bedroom units, twenty-three two-bedroom units, and five
41 three-bedroom units with sixty-one parking units. Director Gottgetreu displayed the proposed building
42 models and relayed there were three facility buildings on the site as well. The organization had expressed
43 their expertise and passion for working with a mix of individuals and families. Director Gottgetreu
44 reiterated the organization is not specific to one group or another, they serve a diverse population. The
45 proposal stated seventy-five percent of the units would be ADA accessible or adaptable. The project cost
46 was estimated at twenty million dollars and Director Gottgetreu relayed the organization's plan for fund
47 obtainment. Project completion was projected for February 2027.

48
49 Director Gottgetreu opened the floor for discussion.

1 Chairman Freilinger asked if the organization was accepting the land lease concept. They asked for
2 clarification on the proposed land ownership.

3
4 There was discussion on the proposed land ownership within the submittal, it was suggested the
5 organization was requesting ownership.

6
7 Member Flowers inquired with Member Oster about the statement for onsite laundry facilities. They
8 asked if there was a cost differential between constructing onsite laundry facilities versus facilities within
9 the dwelling units.

10
11 Member Oster relayed their experience with dwelling construction.

12
13 Member Flowers asked if the City had the ability to require in unit laundry facilities.

14
15 The Committee spoke about potential requirements for laundry facility hook-ups. Conversation led to the
16 proposal including Solar array for energy use and the exterior aesthetic complimenting the Committees
17 preference.

18
19 Member Rivoli added the attention to resources was impressive.

20
21 Member White stated the design from the submission was their favorite and they believe the design is
22 pertinent to the development as it will have an impact on the community. Member White added if the
23 community sees the development honoring the community aesthetic [it would be likely accepted].
24 Member White commented on the porch features for the units and how creates an integrated community
25 along with the pedestrian oriented spaces. The support services on site were impressive, however there
26 was confusion regarding the language of generational wealth and if the proposal was indicating creating
27 home ownership.

28
29 The Committee agreed for home ownership being a facet of phase two of the project, not phase one. They
30 requested clarity on the concept.

31
32 **D. Home First Development and Green Light Development.**

33
34 Director Gottgetreu presented the proposal from Home First Development and Green Light Development.
35 The submittal included provisions for forty-four units; eight one-bedroom units, six two-bedroom units,
36 and thirty-three- three-bedroom units. The site would provide seventy-two parking spaces and a 1,250
37 square foot community building. Residential amenities would include a community garden, large
38 community room, walking trails and pocket picnic and play areas. The site plan had a checkerboard
39 approach in lieu of a linear design. Estimated project cost was seventeen million dollars with the main
40 funding source being the LIFT funding. The organization requested the city waive SDCs', expedited
41 permit processing, and a long-term land lease. The primary site infrastructure would be built with the said
42 funding source and deferred SDCs'-Permit fees. Project completion was estimated for Spring of 2026.

43
44 The floor was open for discussion.

45
46 The Committee discussed their preference for Solar array and the proposal lacking such. Conversation led
47 to the layout of the development and that of the parking areas.

48
49 Chairman Freilinger opened discussion for proposal preferences.
50

1 Member Flowers stated the submittal from Hacienda met their aesthetic preference and would be rated
2 their first choice. REACH/FHDC was their least favorite for aesthetic they would be rated fourth.
3 DevNW and Home First were congruent however, Member Flowers stated Home First would be second,
4 with DevNW being third.
5
6 Member Delmar relayed their first choice would be DevNW. Hacienda and Home First were congruent,
7 however with the provision of additional units, Member Delmar preferred Home First proposal.
8
9 Member Rivoli stated they rated Hacienda's design first. The decision between Home First and DevNW
10 came to affordability with Home First being second.
11
12 Member Dumitrescu iterated they rated DevNW first and Hacienda second.
13
14 Member Chadwick relayed Hacienda was number one and DevNW was their second choice.
15
16 Chairman Freilinger relayed their vote was DevNW as number one and Hacienda as second.
17
18 Member Smith stated DevNW was their first choice. They liked Hacienda but they did not want to lose
19 ownership of the land. If Hacienda did not waiver on preferring land ownership, then Member Smith
20 would recommend Home First proposal.
21
22 Member Oster stated DevNW was their first choice, and Hacienda as their second choice contingent on
23 land ownership preference being clarified.
24
25 Member White iterated DevNW was their first choice, with Hacienda second with the contingency
26 regarding land ownership being clarified.
27
28 Chairman Freilinger stated their seemed to be congruency between the Committees preferences with the
29 caveat of land ownership with Hacienda.
30
31 Director Gottgetreu went over the next steps of the RFP process.
32
33 The Committee spoke about the upcoming processes, and the potential preferences on the submittals.
34 There was consideration for requiring additional amenities such as Solar array. The Committee
35 considered the Hacienda proposal and the significance of the land ownership being elucidated.
36
37 The Committee and Director Gottgetreu discussed the proposal recommendations to City Council and
38 suitable ways to navigate their receipt.
39
40 **ADJOURNMENT:**
41 The meeting adjourned at **8:12 pm**
42 /s/ Cleone Cantu, Planning and Permit Assistant.

1 **CITY OF SILVERTON**
2 **TOURISM PROMOTION COMMITTEE MEETING MINUTES**

3 **6:00 P.M.** **April 22, 2024**

4
5 The City of Silverton Tourism Promotion Committee met on April 22, 2024, at 6:00 p.m. with Chair Marie
6 Traeger presiding.

7
8 **I. Roll Call**

Present	Absent	
<u> X </u>	<u> </u>	Chair Marie Traeger
<u> X </u>	<u> </u>	Cindy Jones
<u> X </u>	<u> </u>	Becky Ludden
<u> X </u>	<u> </u>	Taryn Desmarteau
<u> X </u>	<u> </u>	Lynn Schlater-Williams
<u> X </u>	<u> </u>	Norm English
<u> X </u>	<u> </u>	Sarah Walling
<u> X </u>	<u> </u>	Stacy Shaw

10
11 **Staff Present:**

12 City Manager Cory Misley, Community Development Director, Jason Gottgetreu.

13 **II. APPROVAL OF MINUTES:**

14 Member English moved to approve the minutes from the November 13, 2023, meeting. Member
15 seconded the motion and it passed unanimously.

16 **III. PUBLIC COMMENT:** There were no comments.

17 **IV. DISCUSSION/ACTION:**

18
19 **4.1 Exit Report – Oregon Garden Resort - Christmas Market**

20
21 **This Exit Report was submitted to the City January 31, 2022, and it was recently discovered that*
22 *it was not provided to the TPC for review.*

23 **4.2 Grant Request– Silverton Arts Association**

24
25 **4.3 Grant Request– Silverton Sidewalk Shindig**

26
27 **4.4 Grant Request– North Marion Tourism Collaborative - Oktoberfest Shuttle Project**

28
29
30 **4.1 Exit Report – Oregon Garden Resort - Christmas Market**

31 There was brief discussion regarding the status of fund release to the Oregon Garden Resort.

32
33 Member moved to approve the exit report for the Christmas Market for the Oregon Garden Resort. Member
34 seconded the motion and it passed unanimously.

35
36 **4.2 Grant Request– Silverton Arts Association**

37 Chair Traeger opened the floor for discussion and review of the grant request from the Silverton Arts As-
38 sociation.

1 Representative and President of the board for the Silverton Art Association stated the grant request of
2 \$7,500 is to supplement salary for an Executive Director. The association has been staffed with volunteers
3 for some time, this has created a struggle to ensure continuity and administrative procedures. Historically
4 the Arts Association had an Executive Director to maintain continuity and oversee programs the association
5 facilitates.

6
7 Member inquired if the Arts Association would apply for a grant each cycle to assist with funding the new
8 position.

9
10 Representative stated there are alternate grants the association can utilize to support the operations. It is the
11 association's intent to build a nest egg to fund the position moving towards 2025. In 2023 the association's
12 building required repairs and they were unable to receive support from the City at that time.

13
14 Member referred to verbiage within the grant application, specifically stated the association did not have
15 the metrics to measure how many people stay the night in Silverton. Member inquired if there was a formula
16 that could be created to obtain the information, Member felt the metrics were pertinent.

17
18 Representative relayed the complexity for an accurate algorithm, they stated historically how the associa-
19 tion had estimated overnight stays.

20
21 Member English iterated most non-profits that come forth before the Committee have had a similar struggle.
22 Member English identified the complexity of accurately recording tourist attendees for a specific event.

23
24 Representative relayed the art association has annual attendance from persons, attendance is not subject to
25 specific events; additionally, the association offers classes and workshops to the public.

26
27 Member asked if there was potential for the Silverton Art Fair to merge with that of the Davenport Days
28 annual festival.

29
30 Representative stated there is open discussion regarding the events merging, a decision has not been made.
31 The association put their event on pause for 2024 due to lack of staffing. Representative added as of nearly
32 five years ago there is no longer a Silverton Arts Association Committee to rely on for assistance, the event
33 has since been run by themselves and 2-3 volunteers which is not sustainable. The Arts Association is
34 attempting to rebuild their capacity and gain a new committee. The association will be assisting with ad-
35 ministrative duties for Homer Davenport Days festival.

36
37 Member commented on the creative approach the association relayed within their application. They added
38 the request to supplement salary was unusual however they applauded the thought.

39
40 There was an inquiry into how the position had been funded in the past. The Representative for the Arts
41 Association was unsure but relayed how alternative positions had been funded along with the allocation of
42 funds received from the festival they run. Additionally, the Representative of the Arts Association iterated
43 historical funding sources and said that they had ceased to be obtained.

44
45 Member English requested clarification on the Executive Director position being part time.

46
47 The Representative informed the Committee of their plan for the new position and added they would still
48 be involved along with volunteers.

49
50 Member Walling commented the current application and rubric scale for grading is by one criteria, they
51 stated they supported the Art Associations vision, however according to the parameters from the rubric

1 scale they felt they would be denying the application although they supported it. They asked how to navigate
2 the grading scale.
3
4 The Representative asked the Committee to consider that in the past the Committee had given funds to
5 other groups in town that do not offer an event, but they enrich the town culturally. They stated how they
6 believed the application could be scored.
7
8 The Committee discussed the current rubric for scoring and its application for grant approval. They relayed
9 their appreciation and support for the idea.
10
11 City Manager Cory Misley suggested the Committee continue scoring the applications with the current
12 rubric. Generally, the funds for the grants are not for ongoing operations. The intent of the funds are for
13 start up and Capitol funding to assist with momentum, inertia and success; and potential staffing cost. City
14 Manager Cory Misley reiterated their recommendation and added clarification is needed for the rubric
15 scoring and added their opinion on ways to update it.
16
17 Member moved to approve five thousand dollars for the grant application as it is new this year and it would
18 be a good start [for the Art Association], Member seconded the motion.
19
20 Member inquired about the reduction in the grant funds.
21
22 Motioning Member stated their reasoning for adjusting the grant amount was due to it being the first year
23 for the position and the [Art Association] is not hosting a festival for 2024. They wanted to be conservative
24 with the grant funds.
25
26 Member Desmarteau inferred the town is growing and the [Art Association] is adding multiple programs
27 for families and kids; families are bringing grandparents to the programs to visit; and with this Member
28 Desmarteau believed there was tourism money coming in from the Arts Association.
29
30 Member Walling asked how much funding was available for the Spring cycle distribution.
31
32 The information was not available at the time. There was open conversation on the status of the grant funds
33 and avenues for distribution.
34
35 City Manager Cory Misley interjected the funds were currently set for the Tourism Promotion Committee.
36 They added elucidation on previous fiscal years and the allocated funds that were released.
37
38 Member English and City Manager Cory Misley discussed budgeting the funds for the grant program and
39 potential future differential in processes.
40
41 Chair Traeger iterated they have reservations releasing funds for salary. Chair Traeger called for a vote,
42 those in favor: 4, those opposed: 4.
43
44 The Committee discussed how to proceed with the grant approval due to the 4:4 vote. There was open
45 discussion on the unique dynamic of the grant application.
46
47 Representative of the Arts Association added there was not a guarantee their festival will be revived in
48 2025.
49
50 Chair Traeger moved to deny the grant application and a Member seconded the motion. Chair Traeger
51 called for a vote in favor: 5, opposed: 3. The grant application was denied.

1 **4.3 Grant Request– Silverton Sidewalk Shindig**

2
3 The grant request was for the sum of \$7,000 to assist in funding the annual event. Chair Traeger opened the
4 floor for discussion.

5
6 Member Walling stated they have witnessed the organization submit several applications and they were
7 curious how many times they have received funding.

8
9 The Representative for the Silverton Sidewalk Shindig was unaware of the number of times they have
10 received funding; they added their grant request process mirrors that of the Christmas Market.

11
12 Member stated the Sidewalk Shindig was one of their favorite annual events. It brings a lot of tourism, its
13 lively and the music is pleasant. Member added the event has improved each year with organization and
14 they applauded the applicant.

15
16 The Representative stated they increased their grant request due to adding additional funds for musicians.
17 The organization would prefer to not need to apply for grant funds but due [to the economy] they needed
18 to. The Representative added they are fundraising for an alternate event, Music Mondays, and having
19 trouble securing funds.

20
21 Chair Traeger inquired about the line item within the application for gathering donations for a scholarship.
22 They asked how the donations will be organized.

23
24 The Representative relayed they will have a PayPal link and there was a suggestion from a former board
25 member Colby Jackson if some of the bands would donate a portion of their tips. Alternatively, there was
26 potential for media members or tourist to donate.

27
28 There was discussion about utilizing a portion of the grant money to fund the scholarship. The
29 Representative iterated the grant funds were better suited to assist with the event.

30
31 Chair Traeger asked if there had been thought to making the event sustainable without grant funding. Chair
32 Traeger recognized the event is tangible, it brings tourism etc.

33
34 The Representative relayed they experience challenges due to the community being rural and lacking
35 corporate entities to assist in larger donations. However, the organization is appreciative of the support they
36 receive from local businesses. They added the organization does have a bit of start up this year due to the
37 dynamic from the past festivals.

38
39 Member suggested that at the Music Monday’s musicians speak about donating to the Shindig.

40
41 Member moved to approve the grant application for the full amount of \$7,000 for the sidewalk Shindig.
42 Member seconded the motion.

43
44 Member Walling interjected that since 2021 the Sidewalk Shindig has requested \$6,500 each grant cycle
45 and it has been approved.

46
47 Chair Traeger called for a vote on the motion, and it passed unanimously. The grant application was
48 approved.

49
50 Chair Traeger reiterated to the Representative to consider creating sustainability.

1 **4.4 Grant Request– North Marion Tourism Collaborative - Oktoberfest Shuttle Project**

2
3 The Chair of the North Marion Tourism Collaborative wanted to interject if before the floor was opened
4 for questions. They stated that a lot of times when people reflect on tourism they think of heads and beds.
5 They iterated that that focus takes away from the impact of the local dollar. They added that though persons
6 may not stay the night for a gathering they are still contributing to the local economy.
7

8 Chair Traeger iterated the grant application was for \$5,000 to assist with the Oktoberfest Shuttle Project.
9 They opened the floor for questions.

10
11 Member asked about pending grants from Power Oregon.

12
13 There was discussion on alternate funding the organization may obtain. Discussion led to the structure the
14 Shuttle will be offering service; the Committee was informed there will be additional vehicles for the 2024
15 event.
16

17 The Representative relayed data they had gathered regarding the demographic of persons who utilized the
18 service. They added brochures will be given out to attendees to assist in informing them about the
19 communities.
20

21 The Committee and the Representative discussed expanding the tourism from Mt. Angel to Silverton.
22

23 Chair Traeger inquired about the shuttle schedule.
24

25 Member moved to approve the grant amount as presented, Member seconded the motion, and it passed
26 unanimously.
27

28 The Committee held open discussion with City Manager Cory Miskey regarding the repercussion for the
29 Silverton Art Association. There was conversation about the upcoming budget and its effect on the
30 committee. The City Council will be reviewing current Committees and Task Forces and their necessity.
31 Restructuring the framework of the grant scale was considered.
32

33 **Adjournment:**


34 The meeting was adjourned at **7:18 pm**

35
36 Cleone Cantu

37 /s/

38 Planning and Permit Assistant.
39
40
41
42

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	2.2	Discuss potential updates to the City’s Annexation Review Criteria
	Agenda Type:	
	Discussion	
Meeting Date:		
May 6, 2024		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Cory Misley	Cory Misley

Recommendation:

Discuss potential updates to the City’s Annexation Review Criteria and provide direction.

Background:

The City approved Ordinance 05-28 in November 2005 that placed more stringent requirements on those seeking to annex property into the City of Silverton. Previously, annexation applications underwent a staff-level review, followed by Council action. The annexation criteria then were tied mostly to comprehensive plan policies and were somewhat limited in scope. Ordinance 05-28 required a public hearing before both the Planning Commission and City Council, where previously the Planning Commission played no role in annexations. If the Planning Commission and City Council found the application to meet the annexation requirements, the final step in the process was to submit an application to a vote among the Silverton electorate where a simple majority was required to expand the City’s corporate boundary.

In 2016 the Legislature passed SB 1573 which requires all cities to decide annexation questions without referring them to the voters. At the time of adoption there was a question if the State acted within its authority when creating the provision and a legal challenge followed. The City then adopted a Resolution 16-29 that put a hold on considering annexations until the legal challenge was adjudicated. Near the same time, the City updated its annexation review criteria to include additional provisions, including one that considers the amount of developable land within the existing City Limits where it is considered timely to annex land if there is less than a 5 year supply of building lands within the City Limits and not considered timely if there is more than an 8 year supply of land within the City Limits, with a case by case review if there is between a 5 year and 8 year supply. The hold on annexations elapsed around 2019 and now all annexations are reviewed by the Planning Commission and City Council based on the updated annexation review criteria.

Attached is the most current lot inventory map. The exhibit shows 83 shovel ready lots and 14 developable lots that represent a potential 468 lots for an overall inventory of 551 lots. The HNA indicates a need of 1,158 new dwelling units over the 20 year planning period.

Annexation Criterion M looks out in a 5 year and 8 year increment. The intent is that if there is not enough land within the existing City Limits to accommodate the 5 year need, then annexation of additional land is timely. If there is between a 5 and 8 year supply of land within the City Limits the Council can consider additional factors to determine if the public good would be served by the

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

annexation. If there is more than an 8 year supply of land in the existing City Limits, then adding more land to the City is not considered timely.

The 20 year need of dwellings is 1,158, the five year need is a quarter of that, which is 290. The 8 year need is 40% of that, which is 463. The current amount of dwelling capacity is 551 dwellings, which is above the 8 year need. Dividing the existing supply by the annual need $551/57.9$ gives you how many years supply we currently have in the City, which is 9.5 years.

The City could consider updating the annexation criteria to add criteria that aim to address items as the Council sees fit. For instance, the Council could exempt annexations from Criterion M if they provide other items the City is in need of, such as affordable housing, open space, a mixture of housing types, etc.

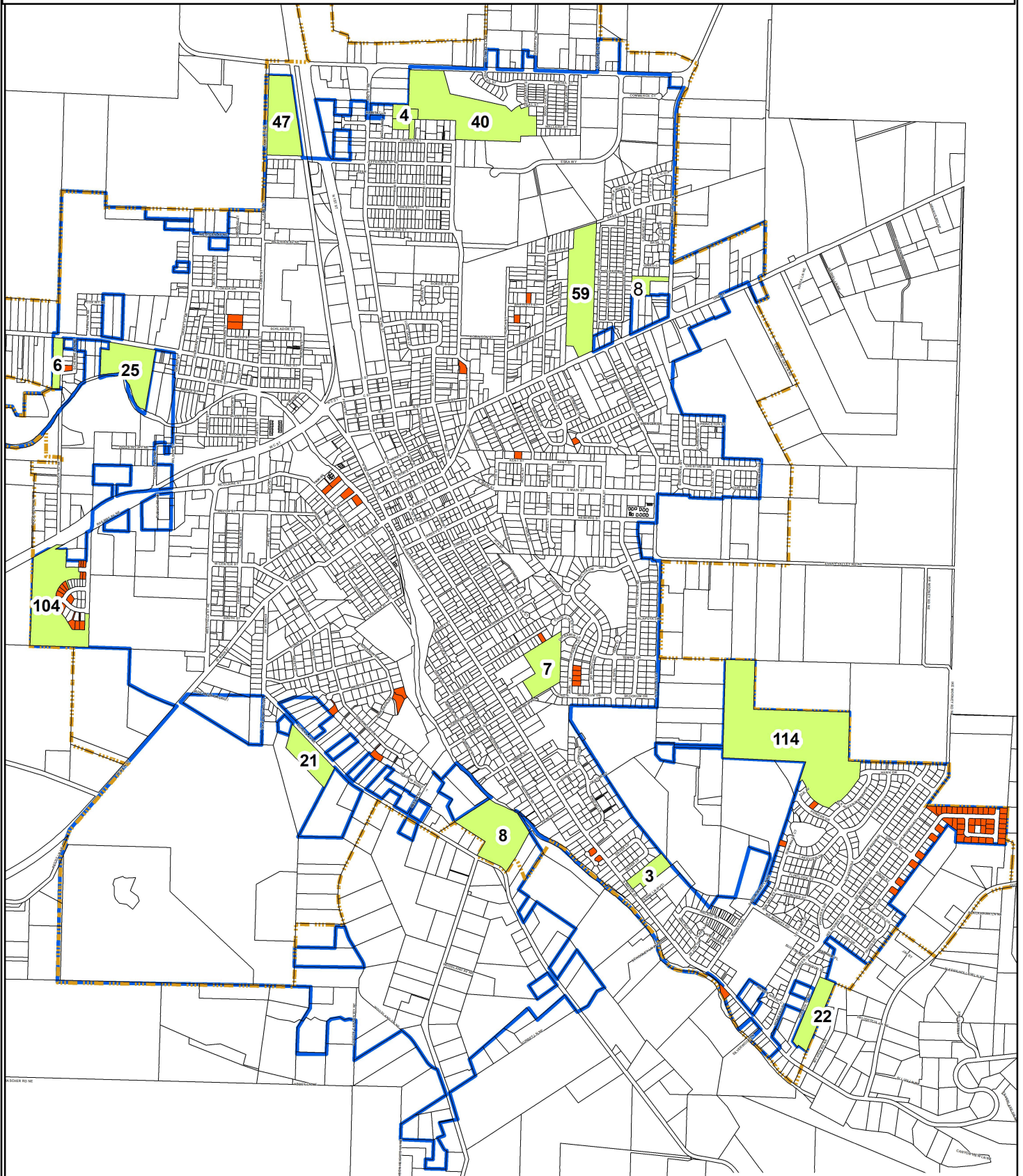
The intent of the discussion is to gauge the extent to which the Council is interested in revisiting the annexation criteria, and what changes, if any, the Council would like to provide direction on. The Planning Commission would typically take lead of crafting updated development code language based on policy objectives defined by City Council.

Budget Impact	Fiscal Year	Funding Source
N/A	2023-2024	N/A

Attachments:

1. Buildable Lands Map as of 12-15-23.

City of Silverton - Buildable Lots/Developable Lands - 12-15-2023




Legend - 551 Total

- Developable - 468 Potential Lots
- Shovel Ready - 83 Lots
- Urban Growth Boundary
- Silverton City Limits

Disclaimer:
This map was published by the City of Silverton Community Development Department as a general planning tool. Due to the differing quality of source data, the Department cannot accept responsibility for errors or omissions, and therefore, there are no warranties which accompany this material.

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	2.3	General Elections Update 2024
	Agenda Type:	
	Discussion	
Meeting Date:		
May 6, 2024		
Prepared by:	Reviewed by:	Approved by:
Cory Misley	Tammy Shaver	Cory Misley

Recommendation:
None.

Background:

The General Election will be held Tuesday, November 5, 2024. The Mayor and three (3) City Council positions will be on the ballot.

On June 5, 2024, Candidate packets will be available to the public from the City Elections Officer in the City Manager’s Office, and it is the first day individuals can file for office.

Members of the public can file one of two ways:

1. Pay the required \$50 filing fee: or
2. File by petition by collecting no less than 20 qualified elector signatures.

The deadline to submit completed signature sheets to the City Elections Officer is August 27, 2024. The City Elections Officer will then submit the signature sheets to the Marion County Clerk’s Office for verification. This deadline will allow enough time for the verification process and will allow the City Elections Officer to notify the candidate before September 5, 2024, the last day to file.


Anyone interested in filing for candidacy is encouraged to meet with the City Elections Officer to review the packet materials and timeline. Information regarding the General Election will also be included on the City website on June 5, 2024.




Listed below are the open positions for the November 5, 2024, election.





Position	Current Office Holder	Term	Term Ends
Mayor	Jason Freilinger	2 years	January, 2025
Councilor	Elvi Cuellar-Sutton	4 years	January, 2025
Councilor	Jess Miller	4 years	January, 2025
Councilor	Matt Gaitan	4 years	January, 2025

Attachments:


1. 2024 Local Elections Calendar

 Conduct of Elections	March 12	May 21	August 27	November 5
Last day to mail ballots to military/overseas voters	January 27	April 6	July 13	September 21
First day to mail ballots to out of state voters	February 12	April 22	July 29	October 7
Last day to register to vote	February 20	April 30	August 6	October 15
First day to mail ballots	February 21	May 1	August 7	October 16
Last day to mail ballots to voters without daily mail service	February 23	May 3	August 9	October 18
Last day to mail ballots	February 27	May 7	August 13	October 22
Last day required to mail absentee/replacement ballots	March 7	May 16	August 22	October 31

 Candidates	March 12	May 21	August 27	November 5
Last Day for County Elections Official to Publish				
→ notice of district board election (ORS 255.075)	December 2	February 1	May 18	July 18
Last Day for a County, City or District <u>Candidate</u> to file with Local Elections Official				
→ a declaration of candidacy and required filing fee	January 11	March 12	June 27	August 27
or				
→ a verified nominating petition containing 100% of the required number of signatures				
→ a statement for inclusion in county voters' pamphlet if the candidate is a candidate for county office	January 16	March 14	July 1	August 29
→ a statement for inclusion in county voters' pamphlet if the candidate is a candidate for city or district office	January 16	March 25	July 1	September 9
Last Day for <u>Local Governing Body</u> to File with County Elections Official				
→ Statements of Offices and Candidate Filings	January 11	March 21	June 27	September 5
 County and City Candidates: Candidates for county and city offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.				
 District Candidates: The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. The March and August deadlines included above, are only applicable if the election is a district's first election to elect board member (ORS 255.235(2)(a)). They are not included in the daily calendar.				

 Measures	March 12	May 21	August 27	November 5
Last Day for County, City or District Governing Body to File with Local Elections Official				
→ ballot title for publication of notice	Dec 22, 2023	March 1	June 7	August 16
or				
→ referral text for drafting of ballot title				
Last Day for Local Governing Body to File with County Elections Official				
→ Form SEL 801 Notice of Measure Election - County	January 11	March 21	June 27	September 5
 Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 802 Notice of Measure Election - City	January 11	March 21	June 27	September 5
 Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 803 Notice of Measure Election – District	January 11	March 21	June 27	September 5
 Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.				
Last Day to File with County Elections Official				
→ arguments for inclusion in county voters' pamphlet	January 16	March 25	July 1	September 9

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	4.1	Authorize the City Manager to sign Change Order for the Water Plant Valve Project
	Agenda Type:	
	Consent	
Meeting Date:		
May 6 2024		
Prepared by:	Reviewed by:	Approved by:
Brad Jensen	Travis Sperle	Cory Misley

Recommendation:

Authorize the City Manager to sign Change Order #1 for the Water Treatment Valve Project in the amount of \$55,548.16. Contingency for this project was included on Purchase Order #2130 for this project.

Background:

Contract awarded to RL Reimers in September of 2023 for replacement of the valves and actuators in Plant 2 of the Water Treatment Plant. The contract amount was \$348,750.00. Change Order #1 includes changes to the programming and electrical design, including wire schedule and Programable Logic Controller (PLC) work.

Budget Impact	Fiscal Year	Funding Source
None.	2023/2024	340-340-81103

Attachments:

1. City Change Order Form
2. Change Order Request
3. Quotes for Change Order



CHANGE ORDER

MUST SUBMIT THIS FORM TO FINANCE DEPARTMENT FOR PURCHASE ORDER INCREASE APPROVAL

Project No. 21-1046	Purchase Order No. 2130
Contract Change No. 1	Account No. 340-340-81103

Contract Name: WTP PLANT 2 VALVE REPLACEMENT	Orig. Contract Amount \$348,750.00	Days 6/28
Owner: City of Silverton	Prev. Appvd. Changes 0	Days
Contractor: R.L REIMERS	Amount This Change \$55,548.16	Days NA
Project Manager: BRAD JENSEN	Revised Contract Amt. \$404,298.16	Days NA

This Change Order covers changes to the subject contract as described herein. The Contractor shall construct, furnish equipment and materials, and perform all work as necessary or required to complete the Change Order Items for the unit prices identified in the contract documents. Contract time shown above is for substantial completion.

Description of Changes	Increase in Contract Amount (\$)	(Decrease) in Contract Amount (\$)	Contract Time Extension (days)
Changes to the programming and electrical including design of wire schedule. Includes power and control to the exterior below grade vault from the new filter building PLC	\$55,548.16		N/A
Totals	\$55,548.16		
Net Change in Contract Amount:			

The amount of the contract will be increased by the sum of \$ 55,548.16 and the contract time shall be extended by _____ calendar days. The undersigned Contractor approves the foregoing Change Order as to the changes, if any, in the contract price specified for each item including any and all supervision costs and other miscellaneous costs relating to the change in work, and as to the extension of time allowed, if any, for completion of the entire work on account of said Change Order. The Contractor agrees to furnish all labor and materials and perform all other necessary work, inclusive of that directly or indirectly related to the approved time extension, required to complete the Change Order items. This document will become a supplement of the contract and all provisions will apply hereto. It is understood that the Change Order shall be effective when approved by the Owner.

Accepted: _____ /Contractor Date: _____

Recommended by: Brad Jensen 14/11/2024

Approved: _____ /City Manager Date: _____



R.L. REIMERS COMPANY GENERAL CONTRACTORS

To	Brad Jensen	NOTIFICATION LETTER NO:	1
Company	City of Silverton	Date	4/10/2024
Address:	400 Schemmel Lane	Job No:	
	Silverton, OR 97381	Job Name:	Silverton WTP Valve Replacement
Phone:		Regarding:	Programming & Electrical
Email:	bjensen@silverton.or.us		
Notification of:		Request for Additional Time	X
		Cost Proposal	
Description			
Changes to the programming & electrical including design of wire schedule. Includes power and control to the exterior below grade vault from the new filter building PLC.			
Date of Installation:		TBD	
Labor Cost:			
	Rate	Hours	Workers
Total			Total
Markup			Total
Laborer Group 2	\$71.28	16	1
Millwright/Ironworker	\$100.98		
Pipefitter	\$115.67		
Operator Group 4	\$88.95	16	1
Carpenter	\$86.64		
Project Superintendent	\$110.00	8	1
Labor Total:			\$3,960.23
Materials:			
		Quantity	Cost
			Markup
			Total
		0	\$ -
			15%
Materials Total:			\$0.00
Equipment:			
	Rate	Hours	Total
			Markup
			Total
Mini Excavator	\$ 50.00	16	\$ 800.00
Service Truck	\$ 32.50	16	\$ 520.00
Equipment Total:			\$ 920.00
Subcontractor:			
			Total
			Markup
			Total
Pure Energy Group		1	\$ 16,500.00
TAG		1	\$ 29,708.00
Subcontractor Total:			\$ 48,518.40
Sub-Total:			
			\$ 53,398.63
Project Management Cost		3	hrs
Bond Rate Increase			\$125.00
Insurance			1.55%
			\$ 833.49
			1.75%
			\$ 941.04
Total:			\$ 55,548.16
Upon acceptance of the noted cost impact, R.L. Reimers Company request that a change order			
be issued to,		X	Increase Contract Amount by:
			\$55,548.16
R.L. Reimers request that our contract amount be extended by:		N/A	Working Days
Copy To		By	Ross Meyer
			Project Manager
Attachments		Email	ross@rlreimers.com



The Automation Group, Inc.
www.tag-inc.us
CCB #172838
Phone: 541/359-3755

QUOTE

Quote #20240404S
April 4, 2024

RL Reimers
Brandon Hageman

RE: Add Valve Feedback Control Enclosure

Project Scope:

Due to the obsolescence of the SLC 500 platform, TAG is providing a quote for the following:

Materials:

- (To install in the existing panel):
 - 1) 1746-OW16 Digital Output Module
 - 16) relays + bases
- Provide and install a Valve Feedback Control Enclosure (including but not limited to: enclosure, back panel PLC, PLC cards, power supply, ethernet switch, duct, din rail, terminal blocks, etc.)

Tasks:

- Add interposing relay wiring to existing PLC.
- Build, Design & Engineer Valve Feedback Control Enclosure
- Mount & install the new Valve Feedback Control Enclosure
- Additional programming needed to communicate between the two PLCs – no charge, this task item will be captured under the original scope.
- All field terminations by others

Clarification/Exclusions:

- TAG's Labor Pricing is not affected by the National Supply Chain Shortages, but due to Vendors rapidly increasing material prices, we may need to reprice some materials at time of order.
- Lead Times for specific materials are very unpredictable at this time and cannot be verified until orders are placed. We are also seeing some items slipping from the predicted delivery dates after order by a few weeks and also seeing some items showing up early. TAG will track progress on orders and provide updates.
- Payments with Credit Cards will have additional charges added to the price below based on the current % rate of the processor.

Price.....\$29,708.00

Sarah Larkin
(541) 729-5447
slarkin@tag-inc.us



CONTRACT CHANGE ORDER

TO: R.L. REIMERS COMPANY

CHANGE ORDER #: 1

Customer Contract or PO#: 223153-002

DATE: 4/4/2024

PROJECT: City of Silverton WTP Valve Replacement

CHANGE ORDER NAME: CO-01 - Add Valve Feedback Control Enclosure

ORIGINAL CONTRACT AMOUNT:	\$87,096.00
TOTAL PREVIOUS CHANGE ORDERS:	\$0.00
TOTAL BEFORE THIS CHANGE ORDER:	\$87,096.00
AMOUNT OF THIS CHANGE ORDER:	\$29,708.00
REVISED CONTRACT AMOUNT:	\$116,804.00

THE ORIGINAL CONTRACT AMOUNT WILL BE AMENDED BY THE FOLLOWING DEVIATIONS FROM ORIGINAL AND PLANS AND SPECIFICATIONS:

CHANGE ORDER DETAIL INFORMATION:

Please see attached for scope reference.

CHANGE ORDER TOTAL \$: \$29,708.00

CHANGE ORDER START DATE: 4/4/2024

CHANGE ORDER END DATE: TBD

ONCE THIS CHANGE ORDER IS EXECUTED IT WILL INCREASE THE PREVIOUS CONTRACT AMOUNT BY: \$29,708.00

PAYABLE WITH THE PAYMENTS DUE UNDER THE ORIGINAL CONTRACT AGREEMENT. ALL OTHER PROVISIONS OF THE ORIGINAL CONTRACT AND AGREEMENT SHALL REMAIN UNCHANGED.

The Automation Group

SIGNED: Sarah Larkin

DATE: 4-4-24

TITLE: Project Manager

R.L. REIMERS REP

SIGNED: _____

DATE: _____

TITLE: _____

CHANGE ORDER



Project Silverton WTP Valve Replacement Project

4/10/2024

Customer Brandon Hageman

P# 21-599

R.L. Reimers

ID# 247

brandon@rlreimer.com

CO#

Proposal Modifications to valve / system design

Project Description

Brandon,

Our proposal includes all conduit, wire and labor to accommodate changes per new TAG valve/actuator spreadsheet

Please call with any questions

Thanks

Travis Sheffield


TOTAL CHANGE ORDER PROPOSAL \$ 16,500.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Labor Payments will be paid monthly based on completion of project. Material payments will be paid at 50% upon signing of this proposal and 50% upon arrival at our warehouse.

Acceptance of Proposal _____
Authorized Agent

Acceptance _____
Date

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	4.2	Silverton Tourism Promotion Committee Grant Recommendations
	Agenda Type:	
	Consent Agenda	
	Meeting Date:	
May 6, 2024		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Cory Misley	Cory Misley

Recommendation:

Staff recommends a motion to approve the two grant recommendations forwarded by the Silverton Tourism Promotion Committee.

Background:

In September 2008, City Council established a transient occupancy tax in Silverton. The Committee is responsible for reviewing and rating tourism grant proposals based on a set of criteria.

The Committee met on April 22, 2024, to review three grant applications and recommends the Council fund the following projects. The Committee reviewed the Silverton Arts Associate grant and did not recommend funding.

Applicant	Project	Proposed Funding
North Marion Tourism Collaborative	Oktoberfest Shuttle Project	\$5,000
Silverton Sidewalk Shindig	Annual Sidewalk Shindig	\$7,000

Budget Impact	Fiscal Year	Funding Source
\$12,000	2023-2024	Transient Occupancy Tax

Attachments:

1. North Marion Tourism Collaborative - Oktoberfest Shuttle Project Grant Application
2. Silverton Sidewalk Shindig Grant Application
3. Silverton Arts Association Grant Application



SILVERTON TOURISM PROMOTION GRANT APPLICATION

Project or Event Name Oktoberfest Shuttle Project

Sponsor Name/Organization North Marion Tourism Collaborative

Mailing Address c/o City of Woodburn - 270 Montgomery Street

City, State, Zip Woodburn, OR 97071

Project Coordinator/Contact Person Jamie Johnk Daytime Phone 503-980-6319

Contact Person Email jamie.johnk@ci.woodburn.or.us

Total Cost of Project: \$ 80,175

Sponsor Dollar Match: \$ 75,175

Grant Amount Requested \$ 5,000

In-kind Labor Match: \$ TBD

TOTAL POSSIBLE POINTS = 60

The Tourism Promotion Committee will give preferential consideration to grant applications that have a minimum score of 30 points.

1) Brief Project or Event Description: 5 Points

Provide a detailed description of the proposed event or project and targeted audience.

There is no more appropriate setting for an American version of the "Old World: Oktoberfest than in Mount Angel, Oregon. The small community was settled by German pioneers in the 1800's and readily reminds one of the lush Bavarian Countryside. Oregon's oldest and best-loved Oktoberfest began in 1966 as a traditional harvest festival to celebrate the bounty of the earth and the goodness of creation. It is the largest folk festival in the Northwest. In the heart of Oregon, Mount Angel Oktoberfest brings more than 400,000 people to the Bavarian village every September.

In 2023, North Marion Tourism Collaborative piloted the Oktoberfest Shuttle Project designed to alleviate traffic while providing visitors to the Oktoberfest safer, more sustainable option. We partnered with NW Navigator, a ground transportation company, leasing buses to shuttle people to and from Oktoberfest. The project provided transport service for the peak days of the event from Portland and Salem to Mount Angel with pickups in Woodburn and Silverton. Shuttle buses ran in 30-minute intervals from each location beginning at noon and making their final return from the festival at 9:00 pm. The north and south shuttles each had several trip times that were serviced by ADA accessible buses, holding between 50-56 passengers each trip.

The project got a late start in 2023 however we still had great success booking 1,358 rides, with the largest percentage of riders coming from the Portland area. We learned a great deal in the first year therefore for our 2024 shuttle service, we are getting a head start on marketing and sponsorship in order to increase the number of riders at this year's event. The shuttle will run all four days of the Oktoberfest and will add additional trips for riders and two location in the Portland area.



2) Project or Event Return on Investment: 15 Points Total

a) Number of Overnight Stays: 5 Points

Demonstrate how many overnight stays your project will generate. Explain how you will track the overnight stays generated by your project.

Each year, the Oktoberfest brings hundreds of thousands people to the region with many staying in Silverton's hotels and RV parks. The shuttle project will provide increased convenience to those staying in Silverton by providing transportation to and from Mt. Angel, eliminating the stress of traffic and parking.

Another opportunity through this project is to bring people from the Portland and Salem areas and introduce them to Silverton through marketing tourism regional activities and destinations, with the goal of bringing riders back to the area for longer stays. Success will be apparent through the increased number of tourists in Silverton and the North Marion region.

b) Preference for Off-Season Projects: 5 Points

Demonstrate how your project will increase the number of overnight stays during Silverton's off-season (November – March).

North Marion Tourism Collaborative (NMTC) has developed strategies to increased year-round tourism in the region. The Oktoberfest Shuttle Project is one of the opportunities to introduce riders to the region and share the numerous attractions, destinations, events and communities of North Marion County and to encourage revisits throughout the year.

The more opportunities we can bring visitors from outside the region to Silverton and other communities the more overall tourism success will be experienced throughout North Marion County, resulting in increased overnight stays, increased revenue for businesses, and economic vitality throughout the region.

c) Positive Rate of Return: 5 Points

Currently, each overnight stay generates approximately \$13 in transient occupancy tax revenue. Demonstrate how the requested grant amount equals or exceeds the transient tax generated by the proposed project.

Travel Oregon estimates that for every \$1 spent in a community by a tourist, 1.5% is generated in additional spending on food, gas, shopping, etc.. Travel Oregon reported that \$13.9 billion was added to Oregon's economy in 2022 as a direct result of travel and tourism to the state. Travel spending brings revenue into Oregon communities in the form of business receipts, however a portion of these receipts are spent for labor and supplies. Employees, in turn, spend a portion of their earnings on goods and services. This respending of travel-related revenues creates indirect and induced impacts. Direct impacts represent effects attributable to traveler expenditures. Indirect impacts represent effects associated with industries that supply goods and services to the direct businesses. Induced impacts represent effects of purchases made by employees in both the direct and indirect businesses.

Using this data as a base, NMTC has developed a strategic plan to identify opportunities to bring additional tourism to Silverton and North Marion County. The Oktoberfest Shuttle Project is one of those opportunities to bring visitors to the region, share information about the multiple arrays of destinations, attractions, events, and communities and invite an opportunity to stay longer in the region or return for another visit.



3) Project or Event Personnel: 5 Points

Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience.

NMTC is a collaborative group made up of representatives of North Marion County. The NMTC Board will provide direct oversight of the Project. The Board is comprised of the following:

Maricela Guerrero, Chair City of Woodburn Economic Development/Tourism	Sam Kaluf, Vice Chair Bauman Farms	
Stacy Palmer, Member Silverton Chamber of Commerce	Kolby Kemp, Treasurer City of Mt. Angel	John Zobrist, Secretary Woodburn Chamber of Commerce
Shawn Waite, Member City of Hubbard	Carissa Clarke, Member Woodburn Outlets	Emily Iverson, Member Wooden Shoe
Lari Rupp, Ex-Officio Marion County Economic Development	Jamie Johnk, Ex-Officio City of Woodburn Economic Development	

In addition to the NMTC Board, members of the Oktoberfest Board will assist with the planning and implementation of the project.

4) Project or Event Timeline: 5 Points

Use of grant funds is limited to 12 months unless a longer period of time is requested and approved by City Council. Describe the schedule and timeline for the project or event.

The 2024 Mt. Angel Oktoberfest will be held September 12th through the 15th. Funds generated through grants and/or sponsorships will be used in or before this date and be applied directly to the cost of implementing and carrying out this project.

5) Project or Event Objectives: 15 Points

Describe how this project or event promotes tourism and economic development (directly and indirectly) in Silverton.

Travel Oregon estimates that for every \$1 spent in a community by a tourist, 1.5% is generated in additional spending on food, gas, shopping, etc.. Travel spending brings revenue into Silverton and other North Marion County communities in the form of business receipts, however a portion of these receipts are spent for labor and supplies. Employees, in turn, spend a portion of their earnings on goods and services. This respending of travel-related revenues creates indirect and induced impacts. Direct impacts represent effects attributable to traveler expenditures. Indirect impacts represent effects associated with industries that supply goods and services to the direct businesses. Induced impacts represent effects of purchases made by employees in both the direct and indirect businesses. The more opportunities we have to bring visitors to the region, Silverton will benefit and this project is one of those opportunities.



6) Event/Project Budget: 15 Points

On a separate page, provide a total budget for the event or project, including at a minimum, the following information:

- a) List all funding sources for the project. In-kind labor and donated services can also be built into the total cost of the project and used as a funding source. The value of volunteer time for this grant period is \$19.51 per hour according to the Independent Sector and The U.S. Bureau of Labor Statistics.
- b) Items that will be purchased with the requested grant funding (for example, if the request is to purchase radio or newspaper advertising for the event—list the specific stations or newspapers, size of advertisement, number of times the advertisement will be featured and any other pertinent details). If awarded funding, the grant agreement will require that the project or event be identified as sponsored by a Silverton Tourism Promotion Grant. Any equipment proposed to be purchased or rented by grant funds must be identified and its use must be explained in narrative form.
- c) List sources of in-kind (volunteer hours), donated services and other grant sources for this event/project.

[This table shows suggested budget items and is not inclusive of possible event/project costs.]

	Requested Grant Amount	Real Dollar Match	In-kind Labor and Donated Services	Total
Personnel Services				
Project Administration Costs				
Materials				
Equipment/Supplies				
Construction Costs				
Event Costs				
Transportation Costs				
Insurance Costs (if needed)				
Additional Expenses (List)				
Totals				



TOURISM PROMOTION GRANT TERMS

- Once the grant agreement is executed, 50% of the awarded grant funds will be distributed to the applicant.
- In order for the Project to be eligible for full distribution of awarded funds, the Project must be completed by the specified deadline in the grant agreement (12 months from date of receiving the grant award).
- In order to receive final payment for the awarded grant, and be considered for future Tourism Promotion Grants, the Project Coordinator must submit an Exit Report (please limit to two pages) within thirty days (30) of completing the grant project. The Exit Report must include:
 - (1) Brief description of the projects.
 - (2) Description of project accomplishments.
 - (3) A final budget.
 - (4) Measures of performance. (i.e., number of people served, effect of the project on the City)
 - (5) Narrative stating how funds were spent.
 - (6) Listing of additional sponsors of the project.
 - (7) Before and after photos of grant project, if applicable.
 - (8) Any promotional material samples. (advertisements, flyers, posters, etc...)
- Exit Reports will be reviewed and approved during the following Tourism Promotion Committee meetings:

Exit Report Review Schedule and Meeting Calendar 2023-2024

<u>Month Exit Report Submitted</u>	<u>Exit Report Review Meeting Date</u>
March, 2024 – August, 2024	Fall, 2024
August, 2024– March, 2025	Spring, 2025

Office Use Only

Date Application Submitted _____

Action Taken/Date of Action _____

SILVERTON TOURISM PROMOTION GRANT APPLICATION

2nd Quarter 2023-2024

Oktoberfest Shuttle Project

	Budget Amount	Status
REVENUE		
Ticket Sales	\$ 24,600	
Sponsorships:		
Silverton Tourism Program	\$ 5,000	
Travel Oregon	\$ 20,000	Request Pending
Marion County	\$ 7,500	Request Pending
Woodburn	\$ 5,000	
Oktoberfest	\$ 5,000	
Other	\$ 18,500	Request Pending
Total Revenue	<u>\$ 85,600</u>	
EXPENSES		
Consulting Services	\$ 9,500	
Bus Rentals	\$ 64,400	
Supplies	\$ 3,500	
Signage	\$ 350	
Marketing/Advertising	\$ 425	
Print Materials	\$ 2,000	
Total Expenses	<u>\$ 80,175</u>	
Net to Carryover to 2025	<u><u>\$ 5,425</u></u>	



SILVERTON TOURISM PROMOTION GRANT APPLICATION

Project or Event

Name Silverton Sidewalk Shindig

Sponsor

Name/Organization Silverton Sidewalk Shindig Board

Mailing Address 540 N James St

City, State, Zip Silverton, OR 97381

Project Coordinator/Contact Person Sarah Weitzman Daytime Phone 503-201-4337

Contact Person Email silvertonsidewalkshindig@gmail.com

Total Cost of Project: \$ 12,000

Sponsor Dollar Match: \$ 5,000

Grant Amount Requested \$ 7,000

In-kind Labor Match: \$ 4,877.50

TOTAL POSSIBLE POINTS = 60

The Tourism Promotion Committee will give preferential consideration to grant applications that have a minimum score of 30 points.

1) Brief Project or Event Description: 5 Points

Provide a detailed description of the proposed event or project and targeted audience.

The Silverton Sidewalk Shindig is an annual one-day music event that takes place in the Historic downtown core of Silverton. Now going on 13 years, the Shindig was conceived by the late Gregg Sheesley, Lawrence Stone, former poster artist, Ron Nelson, and Greg Hart, who at that time ran the coffee shop where Little Leaf Cafe is now. The event was created to boost downtown business sales by bringing tourists and locals downtown to eat, shop, and hear free great music all day on every corner before winter started. We've been blessed with incredible weather each year and we believe music brings us and our community together in so many ways. We love hearing that our local businesses have incredible sales on Shindig Day and the positive comments we receive about this event are infinite. We're incredibly fortunate to have so many downtown businesses supporting this event annually. In the past few years, we've ventured outside the downtown core for sponsors which has also been helpful for the Shindig. We absolutely cannot hold this event without the tremendous support both in passion and as financial sponsors from our local business and the City of Silverton Tourism and Promotion Committee. We also have musicians who are local but also many come from all around the valley who love playing this event and come back yearly to perform. This year we plan to gather donations for a scholarship for high school seniors who plan to study music. Last year the committee hired 41 bands to play and local bars and restaurants added approximately 16 more bands. We had 38 business sponsors that gifted either a \$300 or a \$60 sponsorship. Silverton residents and many tourists come out yearly to support this unique and fun Silverton event.



2) Project or Event Return on Investment: 15 Points Total

a) Number of Overnight Stays: 5 Points

Demonstrate how many overnight stays your project will generate. Explain how you will track the overnight stays generated by your project.

Some tourists come to the Silverton Sidewalk Shindig for the whole weekend. We know last year some band members stayed the night in town, and we know in years past some visitors have stayed in town. It's possible they stay 1-2 nights. This year we will add a question on our band application asking if they plan on staying in Silverton for additional data gathering. We will be in touch with local Hotels, the Oregon Garden & Silverton Inn & Suites closer to the event to track rooms booked. In the past, we have been in touch with the McClaine House and Water Street Inn and they have always been full on Shindig weekend. It is very difficult to know who books Air BnBs for this event. There are over 250 Air BnBs listed for Silverton and 300+ listed on VRBO. These overnight stays in vacation rentals are difficult to track.

b) Preference for Off-Season Projects: 5 Points

Demonstrate how your project will increase the number of overnight stays during Silverton's off-season (November – March).

N/A, however, the founders originally thought of October as off season, which is why the event has always been the 1st Saturday in October.

c) Positive Rate of Return: 5 Points

Currently, each overnight stay generates approximately \$13 in transient occupancy tax revenue. Demonstrate how the requested grant amount equals or exceeds the transient tax generated by the proposed project.

The request exceeds the transit occupancy, however, our event does benefit our local businesses with revenue for the day and positive comments for people to visit and promotes repeat visits to Silverton.



3) Project or Event Personnel: 5 Points

Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience.

We have a 5 member board comprised of:

Sarah Kaser Weitzman, Chair

Sarah has volunteered for Silverton Sidewalk Shindig since 2016. She is a local business owner, Registered Nurse, musician, non-profit president of Silverton Friends of Music, 5th generation Silvertonian, spouse, and mom of two boys. She started Silverton Children's Choir with Silverton Friends of Music and is the coordinator for the Music Mondays free concert series in the park during the summer with Silverton Friends of Music.

Liz Hess, Treasurer

Liz is a local business owner, musician, and Grandma. She has devoted many years of volunteer service for Silverton in a variety of ways and has served on the Silverton Sidewalk Shindig board since 2019.

Emily Pawlak, Graphics and Media

Emily is a local business owner, musician, spouse, mom, and organizer. She has served on the Silverton Sidewalk Shindig board since 2019 and is a lifetime Silverton resident.

Alan Mickelson is retired but is a local musician who regularly plays all over in his duo Next of Kin. Alan has volunteered in many areas like the Silverton Senior Center. He has former mayor experience of a larger town. He has been a volunteer for the Silverton Sidewalk Shindig since the 1st Shindig in 2012.

Poppy Shell is a retired Grandma. She is an expert costume maker and Silverton Sidewalk Shindig lover. She volunteers on three local non-profit boards, helped procure sponsors, and joined our board in 2023.

All of our members procure sponsors, attend planning meetings, and help all day on Shindig day, along with many family members.

4) Project or Event Timeline: 5 Points

Use of grant funds is limited to 12 months unless a longer period of time is requested and approved by City Council. Describe the schedule and timeline for the project or event.

We resume meetings around February of each year, utilizing local coffee shops.

We start gathering local business sponsors in early spring.

We book bands during late spring & early summer.

We apply for City permits in August.

We promote the event over the entire summer and early fall.

Event day this year is Saturday, October 5th, 2024.

We keep minutes of our meetings, our treasurer keeps records in QuickBooks and all copies of receipts. We bank with one of our major sponsors at Willamette Valley Bank.

5) Project or Event Objectives: 15 Points

Describe how this project or event promotes tourism and economic development (directly and indirectly) in Silverton.

The Silverton Sidewalk Shindig brings tourists and locals downtown to eat, shop, and enjoy free music all over town. It is a unique music festival in the valley, and provides a lot of foot traffic to our local shops and restaurants. We also provide a kid's area that makes this event family-friendly. We have refused to offer vendors at this event because we want people to be eating, drinking, and shopping in our established businesses. Because of the many years of our event, collaboration has also been made with other community groups who have borrowed the downtown Silverton map that we provide on our program and consulted with us for our network of musicians. In addition to just event day, we have had local restaurants do dining-out fundraisers that occur during the year to promote the event. This has also helped those businesses financially and is an additional advertisement for the event. This event is also an economic boost and advertisement for our local musicians.



6) Event/Project Budget: 15 Points

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March, 2024 – August, 2024	Fall, 2024
August, 2024– March, 2025	Spring, 2025

Office Use Only

Date Application Submitted _____

Action Taken/Date of Action _____

Sample Event Budget

	<u>Requested Grant Amount</u>	<u>Sponsorships</u>	
Silverton Business Sponsorships		\$ 5,000.00	
* Bands	\$ 7,000.00		
Total Income	\$ 7,000.00	\$ 5,000.00	\$ 12,000.00
<u>Expenses</u>			
Printing		\$ 570.00	
Equipement/Supplies		\$ 80.50	
Kid's event area supplies		\$ 100.00	
Photography		\$ 300.00	
Tents		\$ 153.00	
Insurance contribution		\$ 150.00	
Bands		\$ 8,625.00	
Total Expenses		\$ 9,978.50	
<u>In-kind Labor & Donated Services</u>			
Volunteer Hours (225hrs)	\$ 4,877.50		
Donated Liability Insurance	\$ 379.00		
Total In Kind	\$ 5,256.50		

* 85% of our budget goes to pay the bands. For several years we have paid the bands the same amount. \$300 for a 4 piece band or more, \$225 for a 3 person, \$225 for 2 person and \$75 for 1 person. This is much lower than a standard fee for playing. We would like to give the bands a raise this year. Additionally we have kept our main sponsorship amounts at \$300 and \$60 for many years. We have wanted to not stress our businesses with increasing the sponsorship amounts due to recovering from the pandemic and the many sponsorships requests our businesses receive.



Silverton Sidewalk Shindig <silvertonsidewalkshindig@gmail.com>

Silverton Sidewalk Shindig Support Letter Request

Sarah Sampson <sampson_sarah@yahoo.com>

Sat, Mar 30, 2024 at 11:29 AM

To: Silverton Sidewalk Shindig <silvertonsidewalkshindig@gmail.com>

Silverton Sidewalk Shindig
March 30, 2024

To Whom It may Concern,

I am writing to express my wholehearted support for Silverton Sidewalk Shindig, which is set to take place in October. As a local business owner, I understand the significance of community events in fostering engagement and promoting economic vitality. Having been part of our community as a business owner for five years, I can attest that Silverton Sidewalk Shindig has consistently proven to be a highlight for both residents and visitors alike. It not only provides a platform for showcasing the talents and initiatives of our community members but also serves as a catalyst for boosting local businesses. I am particularly excited about this year's event as it has become historically our best Saturday in October sales-wise and in out of town visitors. The increased foot traffic and heightened community spirit that Silverton Sidewalk Shindig brings will undoubtedly contribute to our business's success. Furthermore, Silverton Sidewalk Shindig aligns closely with our values and commitment to supporting initiatives that enrich the lives of our customers and neighbors. It is events like these that strengthen the fabric of our community and create lasting connections between businesses and residents. Please consider this letter as an expression of my full endorsement for Silverton Sidewalk Shindig, and rest assured of my continued support in any capacity needed. Thank you for your dedication to organizing such a meaningful event for our community. I look forward to its success and to further opportunities for collaboration in the future.

Warm regards, Sarah Sampson
Owner of The Wild Dandelion
108 S Water Street
Silverton, OR 97381

The Wild
Dandelion

First Citizen Committee

I am nominating the Sidewalk Shindig organizing committee for a Distinguished Service award at the 53rd annual First Citizen banquet.

I love that hundreds of people across Silverton dig into this community and donate their attention, time, tears, sweat – their love of each other and of Silverton to Silverton each year. I've lived in a number of towns and cities across the PNW and the world and the civic life here feels much more alive and genuine. I'm grateful for that. The work done by the Sidewalk Shindig committee, Sarah Kaser Weitzman, Liz Hess, Emily Pawlak, Alan Mickleson, Poppy Shell, exemplifies this sentiment. Awarding them with Distinguished Service makes sense.

The volunteers of the Shindig put in dozens of hours, maybe hundreds, throughout the year organizing the Sidewalk Shindig as an effort of love and gift to Silverton. It is a unique event because it is a gift not to just one group, like the business or art community, instead it gives to the musicians, the audience, the businesses of Silverton and importantly the civic heart of Silverton; each receives because of the Shindig. These benefits accrue from a single group effort in ways not so obvious for any other single event that takes place in Silverton during the year. I spend a lot of time in spreadsheets and can appreciate the complexity theirs must entail. Nobody should underestimate the amount of effort to pull off a whole day of rotating stages and musicians, coordinated with businesses well. The Shindig does it.

First, the musicians that participate broaden the volunteer base of this project to a larger more diverse group than most volunteer groups. Their collective interest is music but there are so many styles of music played over the day I can't begin to list them. And this is also an important part of the success. The Shindig gives them a stage to have fun on; the smiles of the musicians during the event is one of the best parts. Some of the musicians are serious, trying to build a brand and the event brings them out of the dark. Will the ten year old drummer go pro?

Second, it gives the musician's friends and family easy access to their performances, and all of us to otherwise unknown musicians. This deepens and cements the community bonds that are already important in Silverton, our civic heart; it's probably the most important outcome of the efforts from the Shindig team. It's like team building for all Silverton. I don't know about music or performance theory, but I'd venture to guess that performers stir some kind of bond with their audiences. So, local musicians banging out a rhythm with each note are tying Silverton together, tighter. That is really valuable. And because there are so many types of music everybody can find their groove and get played into the score of Silverton.

Third, the unique format of the event spreads the financial benefits broadly across town. The dispersed stages spread over an entire day bring foot traffic into the city, both local and out of towners and distribute them well. I observed the crowds being happy and enjoying their time downtown, spending money for hours. This event is a business booster event.

I believe awarding this group Distinguished Service is a meaningful and true way to thank them for their service to our loved community.

Sincerely,
Eric Hammond
971 240 7630



THANK YOU TO OUR MAJOR SPONSORS!



12th Annual Silverton Sidewalk Singing
Saturday October 7th 2023 Noon - 10pm



Silverton Sidewalk Shindig Music Lineup



#1 High Water Grill & The Rong Bar

1:00pm - 2:30pm New Age Phonograph (Blues Rock Duo)
3:30pm - 6:00pm Syco Billy's String Band (Bluegrass, Americana)
7:00pm - 10:00pm Hank Shreve Band (Blues, Rock, Funk & Soul)

#4 Mac's Place

1:00pm - 2:00pm Timothy James (Pop/Rock)
3:00pm - 5:00pm Mathieu Raney (Alternative Rock)
6:00pm - 8:00pm Dylan Santiago with Band (Singer/Songwriter)
9:00pm - 12:00am Roman & the Long Haul (Roots-Rock, Americana, Alternative-Country)

#8 Magnolia Grill

2:30pm - 3:30pm Next of Kin (Country & Classics)

#9 The Palace Theatre

12:00pm - 1:00pm Grand Jazz & Swing Band (Big Band Jazz)

1:00pm - 2:00pm Compound (Rock)
2:00pm - 3:00pm Keizer Big Band *Gifted their talent & time* (Big Band, Swing, Dance, Jazz & Classics)
3:00pm - 4:00pm A.C.T. 2 (Acoustic Rock & Pop Covers)
4:00pm - 5:00pm Rhythm Bros *Gifted their talent & time* (Primal Drums, Modern Beats)

#11 Orlean's Alley

12:00pm - 1:00pm Next of Kin (Country & Classics)
1:00pm - 2:00pm SCSB (Bluegrass)
2:00pm - 3:00pm Ukulele Jojo's (Hawaiian & Classics)
3:00pm - 4:00pm Thunder Road Trio (Variety Act)
4:00pm - 5:00pm Jake Gerig & Zach Kacalek (Acoustic Dad Rock)
5:00pm - 6:00pm Mojo's Rising-Doors Tribute Band (Classic Rock)
6:00pm - 7:00pm Bottle Neck Blues Band (Blues)
7:00pm - 8:00pm Van's Child (Rock)
8:00pm - 10:00pm Rhythm Bros *Gifted their talent & time* (Primal Drums, Modern Beats)

#13 Town Square Park

12:00pm - 4:00pm Children's Area
Giggle Britches the Clown
12:00pm - 1:00pm Ancient Ways Tashinga Marimba (African- Zimbabwean-World Beat)
1:00pm - 2:00pm Ancient Ways Tashinga Marimba (African- Zimbabwean-World Beat)
2:00pm - 3:00pm The Crying Omas (A Little Bit of Everything)

#13 Town Square Park

3:00pm - 4:00pm GlitzKrieg (Glam Heavy Metal Rock)
4:00pm - 5:00pm Jeremy Wayne McKern & Whiskey Bound (Country)
5:00pm - 6:00pm Reedy300 (Original & Classic Rock)
6:00pm - 7:00pm Huckle Buck Highway (Country & Classic Rock)
7:00pm - 8:00pm Huckle Buck Highway (Country & Classic Rock)

#14 Town Square Park Foot Bridge

1:00pm - 2:00pm Silverton Ukulele Network (Hawaiian & Classic)

#15 Oso

3:30pm - 4:15pm Caleb Riley (Bluegrass, Country, American Fingerstyle Guitar)
4:45pm - 5:30pm Caleb Riley (Bluegrass, Country, American Fingerstyle Guitar)
7:00pm - 7:45pm Elena Bowerly (Folk, Alternative/Acoustic)

#18 Silverton Coffee Station

12:00pm - 1:00pm The Bushman (Country Blues)
1:00pm - 2:00pm Billy & The Rockets ('50's-'70's Rockabilly, Do-Wop & Country)
2:00pm - 3:00pm Billy & The Rockets ('50's-'70's Rockabilly, Do-Wop & Country)
3:00pm - 4:00pm Mark Seymour & Friends (Folk-Rock, Country & Blues)
4:00pm - 5:00pm Mark Seymour & Friends (Folk-Rock, Country & Blues)
5:00pm - 6:00pm Powell Brothers Jam (Rock, Blues, Funk)
6:00pm - 7:00pm The Swing & Standards Jazz Band (Jazz)

#22/23 Silver Falls Brewery/The Lucky Leaf

12:00pm - 2:00pm DRTR (Blues, Americana)
3:00pm - 5:00pm Ellington Willoughby & The Mythical Squid (Progressive Rock)
5:30pm - 6:15pm The Film (Loud American Rock & Roll)
7:00pm - 9:00pm The Standing (Outlaw Stompgrass, Americana)

#25 Guerra's Restaurant

2:00pm - 5:00pm (Inside) Jon Deshler's TUNE TOURS (Jazz, Blues, Gospel)
2:00pm - 5:00pm (Patio) Dirk Alan One Man Band (Classic Rock, Country, Blues, Original)
5:30pm - 8:30pm (Patio) Mathieu Raney (Alternative Rock)

#26 Main St Stage (210 E. Main St)

12:00pm - 1:00pm The Noted (Original Positive Pop Rock)
1:00pm - 2:00pm Michael Paul Reed Trio (Rock, Blues, Jazz, Covers & Originals)
2:00pm - 3:00pm Elyce Tyler (Folk-Rock Originals) *Gifted their talent & time*
3:00pm - 4:00pm MPR 2 (Rock, Blues, Originals & Classic Covers)
4:00pm - 5:00pm Garreson (Singer/Songwriter)
5:00pm - 6:00pm Oregon's New History Minstrels Quartet (A Capella Barbershop Harmony)
6:00pm - 7:00pm Red Raven Fox's (Eclectic Mix 50's to Modern)

#29 At Easel Art

12:00pm - 1:00pm Keith & Amy (Folk, Pop, Hawaiian, Country)
1:00pm - 2:00pm Tyger Bailey, Celtic Harp (Instrumental Celtic Harp)
2:00pm - 3:00pm Silverton Irish Players (Instrumental Irish Folk Music)
3:00pm - 4:00pm Just Lonna (Jazz Standards)
4:00pm - 5:00pm HillsviewSound (Americana, Folk, Pop)
5:00pm - 6:00pm Harp Love (Harp Songs-Classic & Contemporary)
6:00pm - 7:00pm Rural Folk Fiasco (Humorous Folk/Sung Poetry)

#31 BST Realty LLC

5:00pm - 6:00pm Matthew Nelson Price (Folk/Americana)
6:00pm - 7:00pm Dirk Alan One Man Band (Classic Rock, Country, Blues, Original)



A huge thank you to our Silverton Sidewalk Shindig Committee Members:

LIZ HESS ALAN MICKELSON
EMILY PAWLAK POPPY SHELL
SARAH WEITZMAN

12th Annual Silverton Sidewalk Shindig October 7, 2023

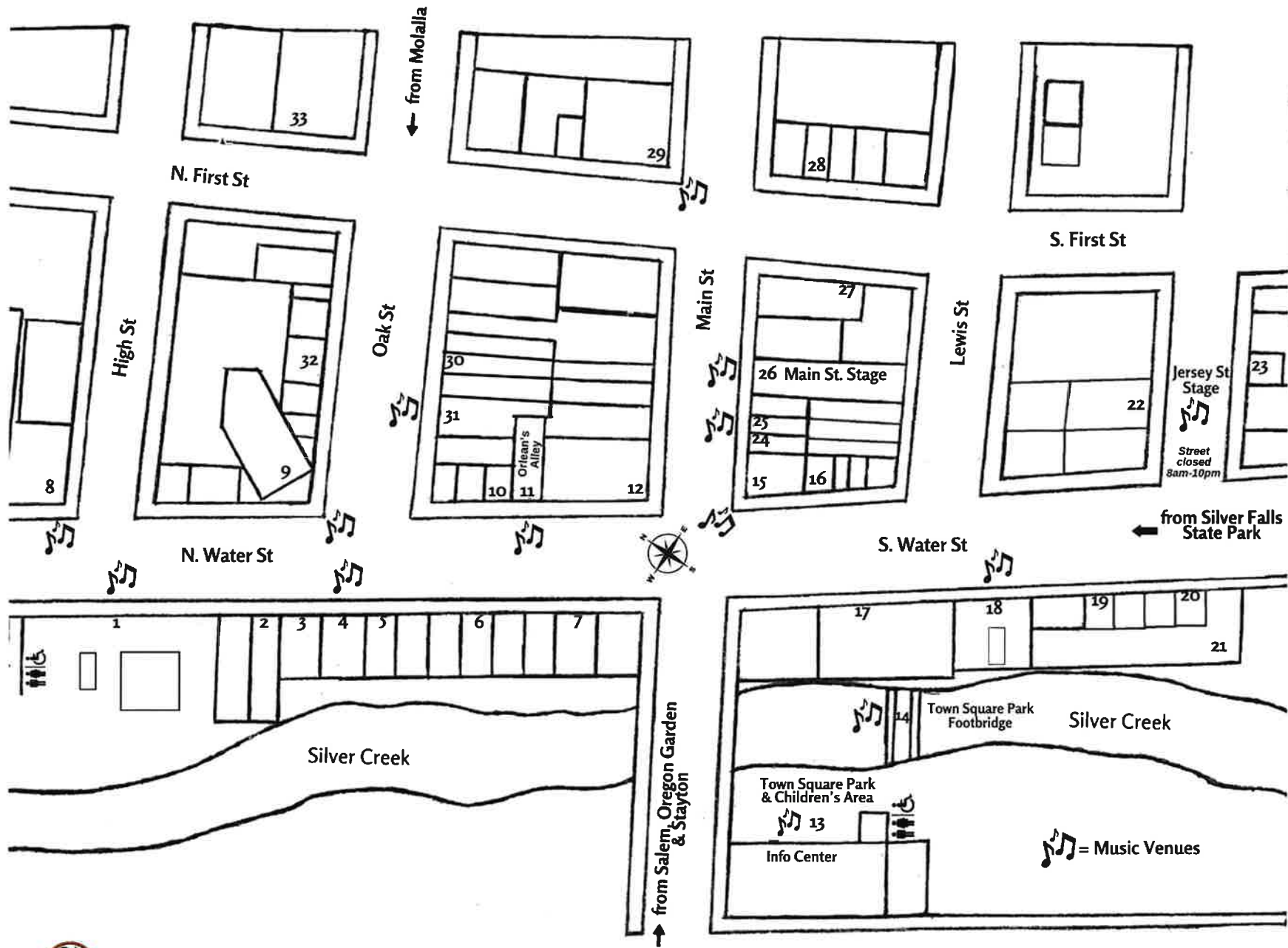
Thank you to our sponsors & venues!



1 High Water Grill
2
3 THE RED BENCH
4 MAC'S PLACE
5 Harcourts Silverton
6 LUNARIA GALLERY
7 AmériTitle
8 Magnolia GRILL
9 The Palace Theatre
10
11
12
13
14
15 Oso
16
17
18 SILVERTON COFFEE STATION
19 Shayla Lynn Jewelry
20 Opaline SALON
21 AKATSUKI Sushi Bar
22 SILVER FALLS BREWERY
23 The Lucky Leaf
24 Apples to Oranges Fine Yarns & Gifts
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27
28 Silverton Art & Frame
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Silverton Sidewalk Shindig Music & Sponsor Venue Map



12th Annual
Silverton Sidewalk Shindig
October 7, 2023

**Thank you to our
major sponsors!**



Silver Creek



Chimney Sweep





SILVERTON TOURISM PROMOTION GRANT APPLICATION

Project or Event

Name Silverton Arts Association

Sponsor

Name/Organization Same as above

Mailing Address 303 Coolidge St.

City, State, Zip Silverton, OR 97381

Project Coordinator/Contact Person Jonathan Case Daytime Phone 503 873 2480

Contact Person Email Info@silvertonarts.org

Total Cost of Project: \$ 50000

Sponsor Dollar Match: \$ 2500

Grant Amount Requested \$ 7500

In-kind Labor Match: \$ 5000

TOTAL POSSIBLE POINTS = 60

The Tourism Promotion Committee will give preferential consideration to grant applications that have a minimum score of 30 points.

1) Brief Project or Event Description: 5 Points

Provide a detailed description of the proposed event or project and targeted audience.

Last year, the Silverton Arts Association ran our summer Festival while also raising funds to replace the Art Center's roof and HVAC systems. It was challenging, but we made it happen! This year, we're focused on year-round programming at the Art Center, and in turn, building capacity for an executive director to help us sustain our operations and events.

This is substantial work that requires our summer Arts Festival to go on pause for 2024. We ask that the tourism committee consider supporting the Art Center not only as the source of the Arts Festival, but as a hub for Silverton's creative community.

What that means:

We provide meeting space to other nonprofits and groups that benefit Silverton tourism, including the Mural and Poetry Societies, and Lunaria Gallery. We welcome visitors 5 days/week at our Community Art Space, hosted by resident artists. And we do many other events:

April Youth Art Show (K-5)

May Youth Art Show (6-12)

2024 — Winter, Spring, and Summer Youth Art Camps (these draw students from Salem and even Portland!)

Poetry Readings

Events in Coolidge McClaine park — Festivals, Gallery Openings, Film Screenings, etc..

We're also not completely out of the festival season this year! We're working with Homer Davenport Days to support their event, which includes hosting their Cartoon Arts display through the month of August. We're even directing artists to apply to Homer Days this year as a local festival option.

The attached budget we've provided is specific to the executive director position that will help us manage our many programs. We expect to fill this position in the first half of 2025. While our requested contribution is a small part of the position's total cost, your support will speak volumes to regional partners and our local community — and go a long way to sustaining many more arts and cultural events here in Silverton!



2) Project or Event Return on Investment: 15 Points Total

a) Number of Overnight Stays: 5 Points

Demonstrate how many overnight stays your project will generate. Explain how you will track the overnight stays generated by your project.

We do not have a meaningful way to track local overnight stays based on our visitors' attendance of the community space, art center classes, and events. However, in previous years we did track the Art Festival exhibitors and estimated their overnight stays to be in the range of 80-100 nights. Homer Davenport Days should see an increase in their attendees and exhibitors this year as some of ours merge with theirs. Really, our position is that Silverton benefits as a destination because of the year-

b) Preference for Off-Season Projects: 5 Points

Demonstrate how your project will increase the number of overnight stays during Silverton's off-season (November – March).

Our expanded focus on year-round programming means that a greater number of visitors are attending classes and other art center programming. People are coming from Salem, Eugene, Portland, and sometimes farther just for classes.

c) Positive Rate of Return: 5 Points

Currently, each overnight stay generates approximately \$13 in transient occupancy tax revenue. Demonstrate how the requested grant amount equals or exceeds the transient tax generated by the proposed project.

The Art Center primarily provides cultural value to Silverton — again, measuring overnight stays based on this is difficult — but it's clear that our town is greatly improved as a tourist destination by artists we also support: Our musicians, filmmakers, muralists, and other artisans. These people and their work, some of which is created within our walls, is essential to Silverton's character, and from that perspective, we believe the value of our grant request is easily justified.



3) Project or Event Personnel: 5 Points

Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience.

We are a volunteer-led 501c3 with a working board and a volunteer programming director, Anne Pinkowski, who is an artist and Health and Safety Specialist at Stanford University. She's responsible for the uptick in our advertising, our programming at the Art Center, and more. Our president and treasurer, Jonathan Case (grant writer), is an author/illustrator who volunteers as a resident artist, a web designer, teacher, and grant writer. He has previously run the Silverton Arts Festival, and is now engaged with day-to-day operations, grant funding, and the resident artist program. Our other board members also have experience with event planning, grants, teaching, and various art practices. For staff, we contract teachers for classes and

4) Project or Event Timeline: 5 Points

Use of grant funds is limited to 12 months unless a longer period of time is requested and approved by City Council. Describe the schedule and timeline for the project or event.

We plan to hire an executive director in q1 2025, but would request some flexibility from the committee as we prioritize finding the right fit for our specific needs.

5) Project or Event Objectives: 15 Points

Describe how this project or event promotes tourism and economic development (directly and indirectly) in Silverton.

As outlined above, the Silverton Art Center is a place of year-round visitor hospitality and arts-based activities. In addition to supporting local groups like the Mural Society, and partner events like Homer Days, our grant awards from regional partners put outside resources into Silverton. For example, capital improvements we made to the Art Center (which is city property) in excess of \$25,000 last year.

An executive director could bring further employment and project opportunities to our town through program and capital development.



6) Event/Project Budget: 15 Points

On a separate page, provide a total budget for the event or project, including at a minimum, the following information:

- a) List all funding sources for the project. In-kind labor and donated services can also be built into the total cost of the project and used as a funding source. The value of volunteer time for this grant period is \$19.51 per hour according to the Independent Sector and The U.S. Bureau of Labor Statistics.
- b) Items that will be purchased with the requested grant funding (for example, if the request is to purchase radio or newspaper advertising for the event—list the specific stations or newspapers, size of advertisement, number of times the advertisement will be featured and any other pertinent details). If awarded funding, the grant agreement will require that the project or event be identified as sponsored by a Silverton Tourism Promotion Grant. Any equipment proposed to be purchased or rented by grant funds must be identified and its use must be explained in narrative form.
- c) List sources of in-kind (volunteer hours), donated services and other grant sources for this event/project.

[This table shows suggested budget items and is not inclusive of possible event/project costs.]

	Requested Grant Amount	Real Dollar Match	In-kind Labor and Donated Services	Total
Personnel Services				
Project Administration Costs				
Materials				
Equipment/Supplies				
Construction Costs				
Event Costs				
Transportation Costs				
Insurance Costs (if needed)				
Additional Expenses (List)				
Totals				



TOURISM PROMOTION GRANT TERMS

- Once the grant agreement is executed, 50% of the awarded grant funds will be distributed to the applicant.
- In order for the Project to be eligible for full distribution of awarded funds, the Project must be completed by the specified deadline in the grant agreement (12 months from date of receiving the grant award).
- In order to receive final payment for the awarded grant, and be considered for future Tourism Promotion Grants, the Project Coordinator must submit an Exit Report (please limit to two pages) within thirty days (30) of completing the grant project. The Exit Report must include:
 - (1) Brief description of the projects.
 - (2) Description of project accomplishments.
 - (3) A final budget.
 - (4) Measures of performance. (i.e., number of people served, effect of the project on the City)
 - (5) Narrative stating how funds were spent.
 - (6) Listing of additional sponsors of the project.
 - (7) Before and after photos of grant project, if applicable.
 - (8) Any promotional material samples. (advertisements, flyers, posters, etc...)
- Exit Reports will be reviewed and approved during the following Tourism Promotion Committee meetings:

Exit Report Review Schedule and Meeting Calendar 2023-2024

<u>Month Exit Report Submitted</u>	<u>Exit Report Review Meeting Date</u>
March, 2024 – August, 2024	Fall, 2024
August, 2024– March, 2025	Spring, 2025

Office Use Only

Date Application Submitted _____

Action Taken/Date of Action _____

Silverton Arts EXECUTIVE DIRECTOR BUDGET for 1 year, ~~plus rollover for year 2~~

The particular grants here are available annually to nonprofits in our category. Values are what we feel confident in receiving at minimum — more is possible. Anything above the stated amounts would go towards other general operating expenses.

LOCAL SUPPORT

SAA Savings	5000
Sponsors and Fundraising	2500
Art Center Programming Income (50%)	10000
Silverton Tourism Promotion Grant	7500

REGIONAL SUPPORT

OCF General Operating Support Grant	15000
Miller Foundation General Operating Support	5000
Collins Foundation Responsive Ops and Program Support	5000

TOTAL 50000

Other optional grants to apply for:

Oregon Cultural Trust	5000
Oregon Arts Commission Small Operating Grant	2000

**CITY OF SILVERTON
CITY COUNCIL REGULAR MEETING MINUTES**



Council Chambers 421 South Water Street and Zoom Web Conference Platform

**April 1, 2024, 7:30 p.m. Work Session
April 1, 2024, 8:00 p.m. Regular Meeting**

I. OPENING CEREMONIES – Call to Order & Pledge of Allegiance

Mayor Freilinger called the City Council Work Session to order at 7:37 p.m. The City Council and staff were present both in person and through the virtual meeting platform Zoom.

Present	Absent	
X	_____	Mayor Jason Freilinger
X	_____	Council President Elvi Cuellar Sutton
X	_____	Jess Miller
X	_____	April Newton
X	_____	Eric Hammond
X	_____	Marie Traeger
X	_____	Matt Gaitan

STAFF PRESENT:

City Manager Cory Misley, Deputy City Manager Kathleen Zaragoza, Community Development Director Jason Gottgetreu, Police Captain Todd Engstrom, Public Works Director Travis Sperle, Human Resource Manager Tammy Shaver.

WORK SESSION:

II. DISCUSSION:

2.1 Discussion on “20 is Plenty” Speed Limit Reductions from 25 MPH to 20 MPH on Local Residential Streets – City Manager Cory Misley.

City Manager Misley began the discussion providing more information for Council’s consideration of implementing the “20 is Plenty” program. A map was provided which shows impacted residential streets. Misley said additional staff time and City dollars will be needed to purchase new signs and supplies to replace existing signs. Currently, there is no firm timeline for program implementation. Misley indicated it could take several months, in part, because of the need to add it to Public Works maintenance schedules. The speed change cannot take effect until the signage is replaced. Misley asked the Council for input and direction in terms of continuing toward implementation. The next step would be to refine more of the information in terms of timeline, community outreach and education, and drafting and adopting the program.

Councilor Traeger asked if the projected cost of the fifty (50) signs listed in the Staff Report includes everything or just the signs. City Manager Misley clarified the cost listed is just for the signs, he went on to say, depending on the need, it may be fifty (50) or seventy-five (75). Misley also said, it will depend on whether the process is as simple as assessing the condition, placement, or visibility, just replacing the sign, or replacing the sign and the signpost.

Mayor Freilinger said he is curious how Council feels about the project now that more information has been provided, including associated costs and impacted streets.

Councilor Traeger said she is in favor. With the increase in population and so many people walking, she believes vehicular traffic is under better control with even the minimal five (5) mile per hour (MPH) speed reduction.

Councilor Gaitan agreed with Councilor Traeger. Gaitan did express concerns for the lay person and their perspective of this reduction. He expressed a worry that residents may interpret this as an opportunity for the Police Department to issue more citations. He articulated his curiosity about how the Police Department would enforce the speed change.

Captain Todd Engstrom, Silverton Police Department, responded, their approach would be to roll it out incrementally. Engstrom does not see an issue with “20 is Plenty” on the surface streets and he feels it will be beneficial. He suggested if the Police Department focuses on specific areas of town, it would be for educational purposes. This approach would include pulling the vehicle over, talking to the driver about the new speed, issuing warnings and maintaining this process for a couple of months before issuing any citations. Engstrom reassured Council, even though the speed limit is twenty (20), the Police Department does not issue speeding tickets for twenty-one (21) miles an hour. He said it would need to be more egregious than that.

Councilor Gaitan then said, that was the information he was looking for. He wanted to know everyone was aligned on this and believes it is a great change sending the right message.

Councilor Sutton said she agrees, and she expressed the same concern at the last meeting. Learning more about how the Police Department will handle the change has allayed her apprehension. Sutton said she was confident this change will be successful.

Councilor Miller stated he has supported the idea since it was introduced. He would like to address some citizen concerns. Some residents have expressed concern that their streets may be used as thoroughfares during peak hours even when they are not intended as such. Miller believes if everyone knows the side streets will be twenty (20) miles per hour, it may help reduce the concern.

Councilor Hammond expressed his support.

Councilor Newton elaborated on what Councilor Gaitan said, Newton wants to make certain residents know the speed reduction came from Council not from the Police Department. She emphasized Council made the decision because of the safety issue.

Mayor Freilinger reminded Council this does come from Council because Council is reacting to all the input and requests from residents for something to be done. Freilinger also shared some thoughts he had because he knows there will be some opposition. He wants to make sure that this process doesn't cloud or distract from the need to work with the County and Oregon Department of Transportation (ODOT) on other major streets and roads. The “20 is Plenty” program doesn't require permission for implementation and is a beginning, but the need for work on state or county roads will not be lost.

Mayor Freilinger then asked a question of Public Works. He wanted to know how many potholes could be filled with ten to fifteen thousand dollars (\$10,000-\$15,000)? Public Works Director Travis Sperle responded, saying it is difficult to determine. Sperle said we could do “quite a bit” but a specific answer is not possible. Sperle and Freilinger conversed about specific streets and possible repairs.

Mayor Freilinger revealed a question and complaint from residents wanting to know why the City is not spending money fixing streets and instead appears to be making a “symbolic gesture” (i.e., lowering speed limits). Council discussed this for a time expressing their concern for everyone’s safety and “20 is plenty” does not end their work on the streets and roads. It is not one or the other. Public Works Director Sperle added that during the budget process all of this is taken into consideration.

Mayor Freilinger then asked City Manager Misley if he needed anything else from Council on this topic. Misley stated, not at this time. Misley let Council know he has left a message for the Senior Project Manager regarding this program at the City of Tigard asking for information on how it has worked and what they’ve learned in their City over the past twelve (12), eighteen (18), twenty-four (24) months. Misley went on to say, staff will be coming up with a firmer timeline, some key points, and how to best reach out to the community. Then an ordinance and timeline can be presented for Council’s consideration.

Mayor Freilinger then provided his feedback on “20 is Plenty”. He stated he is one hundred percent (100%) on board and safety is his number one (1) concern. He said if we can prevent one accident by doing this, it is worth it.

2.2 Proposed Amendments to Municipal Code Chapter 3.12 Transient Occupancy Tax – City Manager Cory Misley

City Manager Misley is proposing strategic changes to our revenue code and our transient lodging tax code. The majority of the code amendments would allow the City to work with lodging intermediaries, or platforms, who enable visitors, tourists, people that want a short-term rental to be matched with and rent from someone who has a short-term rental available. The changes would require the intermediary or platform to collect and remit the nine percent (9%) lodging tax the City requires on short-term rentals. Currently, the City does not have a short-term rental program which means we do not have direct communication with short-term rental operators. The City does get remittance from our large users. However, there isn’t any way to communicate with the random room here or the random house there to require them to provide the tax to the City on a monthly or quarterly basis. Misley then paused and gave Council an opportunity to ask questions.

Councilor Miller commented he can see the opportunity for augmented income to the City, however, it is not known what the nine percent (9%) translates to, and he doesn’t want to overburden staff to manage this program if the return doesn’t sufficiently justify it. Miller proposed a targeted/limited survey to determine what’s out there to see if it justifies this. City Manager Misley responded with information that staff has looked, anyone can look, and pull up an Airbnb in Silverton and see there are dozens of listings. He expounded on the proposed Code change saying it would also require registration of an operator and give the City the ability to collect data on who is currently operating. Looking at the future this could mean a short-term rental permit program. This change allows the City to put the revenue collection underpinnings in place. It isn’t adding a tax, it is providing a way to aggregate and collect an existing tax. This should make it easier for staff.

Councilor Hammond said he is in favor of laying the groundwork for the future. Hammond brought up things he has heard about challenges getting cooperation from some of these platforms. Misley responded, it won’t be easy, but this step allows the City to refer to our Code to encourage cooperation and compliance.

Mayor Freilinger added, this is occurring in other towns, the City is not coming to them with a surprise or something they do not know how to handle. He went on to say they expect it, the City simply hasn’t done it yet.

WORK SESSION ADJOURNMENT

A motion was made by Councilor Sutton to adjourn. The Work Session adjourned at 8:07 p.m.

I. CALL TO ORDER & ROLL CALL

Mayor Freilinger called the City Council Regular Meeting to order at 8:07 p.m. and conducted roll call. All Council and staff were present both in person and through the virtual meeting platform Zoom.

II. APPROVAL OF MINUTES

Councilor Sutton moved to approve the March 4, 2024, Regular Session Meeting Minutes and March 18, 2024, Joint City Council and Planning Commission Meeting Minutes. Councilor Newton seconded. All in favor. No discussion. Motion passed.

III. PUBLIC COMMENT

None.

IV. PROCLAMATIONS

Mayor Freilinger read four (4) Proclamations proclaiming April 11, 2024, as Oregon Military Purple UP Day. April 22, 2024, as Earth Day and the month of April as Arbor Month and Child Abuse Prevention Month.

Mayor Freilinger and Council welcomed members of the Oregon National Guard Child & Youth Program representing Purple UP Day.

V. SCHEDULED PRESENTATIONS

5.1 Silvertown Chamber of Commerce Executive Director, Stacy Palmer
Mrs. Palmer provided the monthly update (Appendix 1) beginning with a reminder of the Silvertown Business Group meetings every Wednesday, 8:00 a.m., at the Silver Falls Brewery. May 1, 2024, is National School Principals Appreciation Day. The business group will be hosting the Principals from the Silver Falls School District at the Wednesday Meeting. Also at the May meeting, the Uniquely Silvertown Tour, which is the Chamber's online tour will be revealed. In June they will be touring the New City Hall.

Mrs. Palmer updated Council on tourism and said they are still onboarding participants and businesses and uploading all the attractions for the Uniquely Silvertown Tour, being done in conjunction with Bandwango. The launch is set for the first week in May. The tour is an online look at things to do, eat and see in Silvertown.

In March, Palmer served as a step-on guide for a bus tour of the North Marion County Region – including Silvertown for a group of tourism professionals from around the state who were in Salem for the Governor's Tourism Conference. Palmer stated they received great feedback from the tour participants.

North Marion Tourism Collaborative is working on year two (2) of the shuttle program for Oktoberfest. With last year's success the program is being expanded and a direct shuttle between Silvertown and Mt. Angel is being considered. Added will be direct routes from Portland to Mt. Angel, Salem to Mt. Angel and Woodburn to Mt. Angel.

Flower baskets will go up mid-May. Over seventy (70) baskets have been ordered from Bauman Farms. If anyone wants to sponsor a basket, it can be done from the Chamber's website. The baskets are watered and fertilized all summer long. The cost to have one in front of your business is two hundred and seventy-five dollars (\$275) and to sponsor is two hundred and twenty-five dollars (\$225). Any donations are accepted and appreciated. Sponsorship or purchasing funds go directly to the program. The Chamber does not retain any of it.

May 17, 2024, at the Evergreen Golf Course is the Chamber Classic Golf Tournament. The tournament is a four (4) person scramble format and is open to golfers of all skill levels. If you don't golf but want to participate, there is space for setting up stations to promote hour business or sponsorship packages are available. You can sign up on the Chamber's website.

If you want to participate or would like information on the Second Annual Paws in the Park event and vendor fair go to www.silvertonpaws.com for more information. The event immediately follows the Kiwanis Club's Pet Parade on Saturday, May 18, 2024. Silverton Young Life will also be hosting a carnival in the park after the parade.

The First Friday on Main Street event will start for the season on Friday, May 3, 2024. Main Street will be closed between Water Street and First Street. There will be vendors, music, car show and more. The event will happen each first Friday, from May through September.

Palmer also updated Council on the Digital Boost Program. There are six (6) local businesses participating.

5.2 New City Hall Grand Opening – Councilor Marie Traeger

Councilor Traeger announced the date of the New City Hall Grand Opening, June 7, 2024, from 6:00 p.m. to 8:00 p.m. It will align with First Friday. The celebration will be located on the front steps near the entrance to the public lobby with Mayor Freilinger as the Master of Ceremonies. Activities include, the ribbon cutting, flag presentation by the National Guard with the Silverton's Children's Choir singing the National Anthem, the Historical Society is contributing photos and information on the history of the site, and the Silverton Mural Society will unveil the New City Hall Mural.

VI. DISCUSSION/ACTION

6.1 Second Reading Ordinance No. 23-06 – Amending the Urban Growth Boundary to Add Forty (40) Acres of Land Adjacent to Ike Mooney Road, Designate it as Public on the City's Comprehensive Plan Map and Annex the Property for the Development of a Public Park and Public Use - Community Development Director Jason Gottgetreu
Mayor Freilinger reminded everyone the first reading has already occurred.

Director Gottgetreu reiterated this is the second reading of the Urban Growth Boundary amendment and the annexation of property off Ike Mooney Road. Gottgetreu went on to explain the reason the time lapse between the first reading and second was caused by the need for others to review the application not just Silverton. The Marion County Board of Commissioners requested a first reading and approval from Council before they would schedule it for their meeting. This occurred so it is on their list and will be reviewed by the Marion County Board of Commissioners on May 15, 2024, at 9:00 a.m.

Councilor Miller moved to have the second and final reading of Ordinance 23-06 by title only. Councilor Newton seconded. No discussion. All in favor. Motion passed.

City Manager Cory Misley read Ordinance 23-06 by title only, An Ordinance of the Silverton City Council Amending the Urban Growth Boundary to Add 40 Acres of Land Adjacent to Ike Mooney Road into the Silverton Urban Growth Boundary designating it Public on the City's Comprehensive Plan Map and Annexing the Property for the Development of a Public Park and Public Use and Zoning the Property Public. Marion County Assessor's Map 071W01 Tax Lot 00100.

Councilor Miller moved to adopt Ordinance 23-06 on its second and final reading by title only. Councilor Sutton seconded. No discussion. All in favor. Motion passed.

6.2 Discussion on City Hall Change Order Ratification – Community Development Director Jason Gottgetreu
Gottgetreu updated Council saying the electrical gear, which had been delayed due to a supply chain issue, has arrived on site early. Staff will be meeting with Portland General Electric (PGE) tomorrow to discuss the final hurdle to get permanent power to the building. Gottgetreu expects more clarity on the power and substantial completion date, possibly as early as the next day (April 2, 2024). Regarding the change order, it involves scope gap. When it is a change order for scope gap, the City is, essentially, only paying for that work once and it is paying for the proper scope which should have been included in the contract documents and amount originally. He also explained value adds.

A motion was made by Councilor Hammond to approve the City Manager amendments to the construction contract with Corp from fifteen million four hundred fourteen thousand, eight hundred eighty-nine and four cents (\$15,414,889.04) to fifteen million four hundred sixty-eight thousand, eighty-four dollars and eight cents (\$15,468,084.08) an increase of fifty-three thousand, one hundred ninety-five and four cents (\$53,195.04). Councilor Sutton seconded. No discussion. All in favor. Motion passed.

VII. CONSENT

A motion was made by Councilor Sutton to approve Consent Agenda item 7.1. Councilor Miller seconded. There was no discussion. All in favor. Motion passed.

7.1 *Transfer Resolution No. 24-06 – A Transfer Resolution to Transfer Funds Due to Unforeseen Expenditures to Increase Appropriations to Replace the Bucket Truck – Maintenance Division Supervisor Mike Dahlberg.*

VIII. COMMITTEE APPOINTMENTS

Mayor Freilinger brought his recommendations for two different committees with openings to Council. He recommended the following candidates for appointment:

- Sarah Walling: Tourism Promotion Committee (at large).
- Cindy Jones: Tourism Promotion Committee (representing Homer Days).
- Tammie Sakia: Environmental Management and Tree Committee.
- Elyce Hues: Environmental Management and Tree Committee (reappointment).

All appointments are two (2) years and nine (9) months ending on December 31, 2026

A motion was made by Councilor Sutton to appoint Sarah Walling as an At Large Position and Cindy Jones representing Homer days to the Tourism Promotion Committee for terms ending on December 31, 2026. Councilor Newton seconded. No discussion. All in favor. Motion passed.

Councilor Sutton made a motion to appoint Tammie Sakia and Elyce Hues to the Environmental Management and Tree Committee for terms ending on December 31, 2026. Councilor Newton seconded. No discussion. All in favor. Motion passed.

IX. CITY MANAGER UPDATE

City Manager Misy stated he has five (5) items to bring forward in chronological order.

1. On Tuesday, March 19, 2024, Misy relayed, he, Mayor Freilinger, and the management team participated in a Mid-Willamette Valley Regional Solutions team meeting. It was held at the Oregon Garden. A core function of the Regional Solutions Coordinator, who is part of the Governor's Office, is to help local governments, tribes, cities, counties, and regional entities, better access, navigate, and partner with state agencies and departments. The meeting was successful and lasted about three (3) hours. Misy let Council know dividends on the meeting are already being seen. He will continue to keep Council updated on those developments.

2. May 1, 2024, the proposed budget for the next fiscal year will be made public. There is still time to bring it all together, primarily from the perspective of narratives and the budget message, which is the storytelling behind what is in all the funds and programs, dollars, and cents.

3. Today the City applied for Resource Assistance for Rural Environments (RARE). Misy went on to say, he has had experience with the RARE program, and in his experience, they played a critical role during a comprehensive plan update, supported staff, Council, consultants, planning commission, community members, community engagement, and more. He would also have them work closely with the Chamber and City on a business retention and expansion survey as well as destination development. Misy let Council know we should hear back in about a month.

4. Misley said, by design, this packet contained no departmental updates. Misley intends to work with department heads, taking their updates and synthesizing them into a single memorandum. This document will go to Council as well as being placed on the City's website.

5. Misley reminded Council Statement of Economic Interest (SEI) filings are due April 15, 2024. This concluded Misley's update to Council.

X. COUNCIL COMMUNICATION

Councilor Gaitan attended a presentation with the Strategic Economic Development Corporation (SEDCOR), President Erik Andersson, he thought was very interesting and since he has met with City Manager Misley to understand more about how Silverton can partner more closely with that group. Gaitan said he would be attending a meeting on April 17, 2024, and hopes to be able to have a brief meeting with Andersson to ask some more questions around the presentation he attended and gain more insight.

Gaitan brought up one more topic which he said may be more of a Parks and Recreation Committee (Parks and Recreation Master Plan Committee), he noticed some "post[s]" around ping pong tables that are day-use and weatherproofed. He went on to say, there is a "ton" of interest in that. He was curious if the City had looked at other equipment or events that could be in proximity to the pickle ball courts.

Councilor Traeger requested any input from anyone about the City Hall Grand Opening. She will send the flyer to City Manager Misley for dissemination on the City website and social media sites. The Wednesday before the Grand Opening, the Chamber will have a private tour with their meeting at 8:00 a.m.

Councilor Miller stated he feels very informed and updated about the process of construction and timelines however, the updates are from staff, which he feels could be distancing Council from accountability relating to the contractors and sub-contractors. Miller went on to say, Council depends entirely on the City Manager and staff for updates and has had no direct conversation with contractors or sub-contractors. He would like to know if there would be any benefit to Corp and Compass providing presentations and updates themselves regarding the anticipated end date of this project.

Mayor Freilinger added he felt input from Compass would be great. Misley stated the goal is to have some final follow-up communication within the next week or two with some more definitive dates.

Councilor Hammond said he is excited for First Fridays however he wanted to revisit his concern with carrying open containers (alcohol) during the event. Hammond said he is not comfortable with that aspect from last year and he would like to see dedicated spaces, like the restaurants have, for the consumption of alcohol during the event. Some discussion ensued with Council and the City Manager regarding Hammond's concern.

Councilor Sutton mentioned she is impressed by the outcome of the Second Street Project and thanked Public Works.

Mayor Freilinger responded to Councilor Gaitan's question about additional amenities around or near the pickle ball courts, saying he thinks it is worth looking into as long as it is cost-effective, planned and doesn't conflict with walkways or events.

Mayor Freilinger reminded everyone the Parks and Rec Committee will be meeting tomorrow (April 2, 2024) and it may be the final meeting for the task force on the Parks and Rec Master Plan before it goes to the Planning Commission. There is ongoing discussion about the Committee's continuation after this plan is complete.

Mayor Freilinger brought up the importance of forming strong partnerships with other government agencies. He said there are several things we cannot accomplish without these partnerships. To elaborate, he said specifically streets. Freilinger said, on the record, he knows the City of Silverton streets need work. He asked for patience because we do have to work with other government agencies and frequently the response is not as rapid as we'd hope. He wants residents to rest assured we are developing and building these strong partnerships and Council is aware of the need to move ahead with the relationships to help encourage progress.

XI. ADJOURNMENT

A motion was made by Councilor Sutton to adjourn. Meeting adjourned at 9:13 p.m.

Respectfully submitted by:

/s/Tammy Shaver, Human Resource Manager

DRAFT

City Council Report- April 1, 2024

SILVERTON BUSINESS GROUP – We continue to meet every Wednesday at Silver Falls Brewery at 8:00 a.m. We have a couple special meetings planned in the upcoming months. May 1st is National Principal Appreciation Day – so we’re hosting the Principals from the Silver Falls District. Also in May we’ll be launching our Uniquely Silverton Tour – with a reveal at our weekly meeting. In June we’ll be touring the new City Hall – councilor Traeger can share more about that later.

TOURISM UPDATE – We are still in the process of onboarding tour participants and uploading all of our attractions for the Uniquely Silverton Tour that we are doing in conjunction with Bandwango. The tour is an online look at all the great things to do, see and eat in town. The launch is set for the first week in May. We’ll be filming some video spots to promote the tour and updating our website and social media pages as well to feature the tour.

Last month I served as a step-on guide for a bus tour of the North Marion County region – including Silverton for a group of Tourism Professionals from around the state that were in Salem for the Governor’s Tourism Conference. The 35+ folks got a tour of The Oregon Garden, downtown Silverton and a look at our murals before heading to Mt. Angel and Woodburn. We got great feedback after the tour from participants.

North Marion Tourism Collaborative – The group is working on year two of a shuttle program for Oktoberfest. Based on the success from last year, we are expanding the program. We are looking at a direct shuttle between Silverton and Mt. Angel. There are also going to be direct routes from Portland to Mt. Angel, Salem to Mt. Angel and Woodburn to Mt. Angel. The other routes will run Friday and Saturday, and we’re tentatively planning to run the Silverton route on Thursday, Friday and Saturday – we need to find a good place for a shuttle stop here in Silverton that will allow for parking during the day.

Silverton In Bloom – It's that time again. Flower Baskets will go up mid-May. We've ordered over 70 baskets from Bauman Farms. If you'd like to sponsor a basket, you can go to the chamber's website and order a basket for your business or make a contribution to the program for the benefit of the community. The baskets are watered and fertilized all summer long – our goal is to have them up through September. The dollars raised for this program go directly to maintenance and watering. The more we raise the longer we can keep the baskets up.

Chamber Classic Golf Tournament - If you'd like a fun way to network with fellow Silverton business professionals – then you should sign up for the Chamber Classic Golf Tournament on Friday, May 17th at Evergreen Golf Course. The tournament is a 4 person scramble format – and is open to golfers of all skill levels. Not a golfer, but want to participate, we've got space for setting up stations to promote your business or sponsorship packages available. Head to our website to sign up.

Paws in the Park – It's time to register for the second annual Paws in the Park event and vendor fair designed for the pet lover in all of us. The event will immediately follow the Silverton Kiwanis Club's Pet Parade on Saturday, May 18th. In addition to the pet fair this year, Silverton Young Life will also be hosting a carnival in the park. For more information you can log on to: www.silvertonpaws.com

FIRST FRIDAY – The First Friday on Main Street event will start for the season on Friday, May 3rd. We'll be closing down Main Street between Water and First and will have vendors, music, a car show and more. We'll be doing First Friday on Main Street – May thru September.

DIGITAL BOOST PROGRAM – Just an update, we have 6 local businesses participating in this Travel Oregon program.

The Wild Dandelion

Serenity Home & Spa Shoppe

The Palace Theatre

Paradis Vineyards

Hanson Vineyard

Silverton Chamber & Visitor Center

We'll be doing a debrief of what we learned for other local businesses after we've completed the program.

**CITY OF SILVERTON
CITY COUNCIL SPECIAL WORK SESSION MEETING MINUTES**



Council Chambers 421 S. Water St. and Zoom Web Conference Platform

April 8, 2024

I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & Roll Call

Mayor Freilinger called the meeting to order at 6:30 p.m. The City Council and staff were present both in person and through the virtual meeting platform Zoom. Mayor Freilinger explained the meeting was being held in a hybrid format, pursuant to City of Silverton Resolution 22-06, adopted March 7, 2022.

<u>Present</u>	<u>Absent</u>	
<u>X</u>	<u> </u>	Mayor Jason Freilinger
<u>X</u>	<u> </u>	Council President Elvi Cuellar Sutton
<u>X</u>	<u> </u>	Jess Miller
<u>X</u>	<u> </u>	April Newton
<u>Excused</u>	<u> </u>	Eric Hammond
<u>X</u>	<u> </u>	Marie Traeger
<u>6:32 p.m.</u>	<u> </u>	Matt Gaitan (via Zoom)

STAFF PRESENT:

City Manager Cory Misley, Deputy City Manager Kathleen Zaragoza, Community Development Director Jason Gottgetreu, Human Resource Manager Tammy Shaver

PRESENTATION:

Mayor Freilinger opened letting everyone know there was a presentation. Paul Zenchenko was present, and Mayor Freilinger welcomed him, and opened the floor for his presentation.

Paul Zenchenko
Silverton resident.

Mr. Zenchenko was representing the American Legion and began by thanking Public Works. He said they worked together to get the Space Force flag up and the collaboration was “What right looks like.”

Zenchenko provided some history on National Poppy Day, May 24, telling Council it was created in 1924, in remembrance of those who have given the ultimate sacrifice. He invited the Mayor and Council to be a part of the American Legion’s observation of Memorial Day by participating in the uncovering of the six (6) service flags on May 24, 2024. He said they would like to begin a new tradition by starting Memorial Day weekend with City Council involvement. Council discussed their participation this year and will either be present in person or have a designee represent on their behalf.

Zenchenko asked the Mayor, or designee, to be their keynote speaker on Monday, Memorial Day. Mayor Freilinger said he would be happy to participate on Memorial Day.

2. DISCUSSION

2.1 Overview of City-Owned Properties and Buildings – City Manager Cory Misley

City Manager Misley began saying this was about getting a better understanding of the properties the City owns as it relates to vacant land and developed property. He went on to say, this is an opportunity to get a sense of what the plans are for some of those properties. Misley said this discussion may lead to follow-up and research to bring back more information for clarity and will cultivate and bring to the surface those needs. Misley indicated he'd like to ensure everyone is in alignment.

Misley started with the Oregon Garden property saying it does warrant discussion but not tonight. He talked about the considerable internal communications about the property and how staff have been compiling and synthesizing data for a staff report and packet. The ability to facilitate a discussion on the history of where the property's been over the last couple of decades and where we currently stand might need to be adjusted or considered in the near-term future. This conversation would help inform the longer-term discussions as we continue to move forward.

He said he could say similar things with the Pettit property, which will have a project kick-off meeting and walk-through with NV5 a week from Tuesday thus the Pettit property is not one for lengthy discussion either. The future, however, holds discussions about both properties.

Misley emphasized this discussion was not to make decisions but to have an open dialogue about what the City owns and what, if any, plans are in place for the properties.

Mayor Freilinger requested clarification regarding a concern with the island of property, or number fifty-three (#53) on the map, and which fund "owns" it. City Manager Misley invited Deputy City Manager Kathleen Zaragoza to respond. She assured the Mayor it was cleared up. Zaragoza went on to say when the sewer system development fund was reimbursed, the funds were Transient Occupancy Tax (TOT), unrestricted TOT money which could be used however the City wished. This meant the City could say the property was owned by the General Fund thus meaning it could be a park. Freilinger asked Zaragoza if it were for the small piece and the large piece. She told him that is correct.

Mayor Freilinger provided some history on number twenty-seven (#27), located on North Water Street. Councilor Newton, at the conclusion of the Mayor's information, stated it was a piece of land which the City could discuss selling. City Manager Misley concurred and said it would be interesting to discuss what process the Council would want to use to determine the use for the property, Request for Proposal (RFP) process or discuss the sale approach, which at that point the land would be subject to zoning.

Councilor Traeger asked if the City sold the land, which fund would the money go to. Deputy City Manager Kathleen Zaragoza answered saying the piece of land they were looking at was purchased by the General Fund and the money would be returned to that Fund. To clarify, Traeger asked if property was sold, the proceeds from the sale would be returned to the fund which provided the dollars to purchase it. Zaragoza responded indicating the answer was a bit more complex than that, but frequently yes.

Council discussed number twenty-seven (#27) and its potential uses. As the conversation concluded, Misley said, one of the takeaways from this conversation was there may be a willingness to move on from number twenty-seven (#27).

Council was commenting on the possibility of selling some of the City's larger land holdings. Misley brought up that there isn't a lot that isn't being used or doesn't have plans for use, Misley qualified it saying when he said "a lot" he is referring to those which are not a part of the Oregon Garden, the Pettit property, the Westfield property or haven't already been dedicated as a park or open space.

City Manager Misley wrapped up the discussion by saying the stewardship of the vacant properties owned by the City had not yet been explored. There was a brief discussion about the need to make properties, specifically, number sixty-one (#61), look better.

2.2 Partition of Property Containing the Old City Hall and Silver Falls Library – Community Development Director Jason Gottgetreu

Community Development Director Jason Gottgetreu opened the conversation by clarifying the property the old City Hall rests on is an eighteen (18) acre property which houses the old City Hall, the Fischer Building, the Silver Falls Library, the pool, the All-Abilities Park, the East Bank Trail, and Salamander Island with a bit of the property on the other side of the creek, as well as Coolidge McClaine Park. These all reside on one tax lot. If a decision were made to sell the old City Hall, to do so would require a partition, which is a division of a single tax lot into more than one parcel.

The partition, Gottgetreu explained, can be initiated by order of the Council or the Community Development Director and requires notice to be provided to property owners and residences within five hundred (500) feet of the site. There is a fourteen (14) day comment period after the notice is sent and the site posted, following that, staff can prepare the staff report and notice of decision.

The partition application would contain the proposed new lot lines and parcels and would be reviewed against Development Code standards for lot size, access and circulation, parking, utilities and so on.

Gottgetreu went on to say if the old City Hall Building and the Fischer Building were being considered for sale, it would be about point eight two (.82) acres or thirty-six thousand (36,000) square feet. If that portion of the property were partitioned, there could still be another parcel created as part of that land use application. As a part of the partition process, easements for parking and access could be created. It is not uncommon for properties to share parking lots. Gottgetreu used Safeway, Dairy Queen, Ixtapa, and Dollar Tree as examples of shared parking lots. In that example, he said there are probably eight (8) tax lots and just one large parking area, you don't know when you're crossing property lines and you're allowed to park in any parking spot and visit any business. He said this is typically done via a blanket parking easement and those generally define maintenance responsibilities.

Gottgetreu reiterated a partition was three or less parcels per calendar year which resets each year, meaning in 2025, there could be further partitions.

Councilor Traeger clarified only three (3) lots can be created per year. Gottgetreu confirmed, saying four (4) or more lots is a subdivision not a partition. He said a subdivision could be done but the timeline is longer, and it requires a Planning Commission review. Gottgetreu stated the partition process is more streamlined.

City Manager Misley clarified further stating if, for example, the City chose to partition and did so including the old City Hall and the Fischer Building, if in 2025 (or later), the Fischer Building was to be sold separately, the City could partition again and separate that into its own lot.

Community Development Director Gottgetreu then explained the process after Planning approval. Planning approval requires notice, a fourteen (14) day comment period, and staff report for compliance with the Silverton Development Code. The next step is the plat. This requires a licensed land surveyor. The surveyor would prepare a plat and start the recording process with Marion County. The County would review the plat and provide comments to the surveyor who would then prepare the mylar plat for signatures and recording. The timeline from initiating an application to the plat being recorded could be approximately five (5) months.

City Manager Misley added with the possibility of creating three (3) parcels, there could be a strategic opportunity to consider in conjunction with where we choose to apply the boundaries of the parcels. Misley added, one consideration is a meeting he and the Mayor had with the Library District wherein they expressed interest in owning the building they are housed in and the land it sits on.

City Manager Misley, the Mayor, and Council discussed various ideas about the parking lots and land. Mayor Freilinger stated the library wants to have control of their building and a parking solution that's close to their building.

Misley articulated the meeting tonight, was to get Council to provide guidance as to whether to move forward with the partition process to create two (2) or more parcels and/or should discussions continue with the library and begin forming those documents with more detail preparing for a potential exchange or transfer agreement of some sort. Misley said direction to staff would be good as staff needs to know what to focus on and spend time and energy getting additional information.

Councilor Sutton was in favor of partitioning the property and letting the library have what they need.

Councilor Miller was in support of the partition and concept as described during the meeting. Miller requested clarification on who would maintain the trail. City Manager Misley responded, the City would be maintaining and retaining control of the trail.

Councilor Traeger agreed with partitioning and agreed with continuing discussions with the library.

Councilor Newton supports the library having ownership of their space.

Councilor Gaitan also agrees with what has been described by the City Manager. He added, he feels the City should move quickly on it.

Mayor Freilinger asked if after the conversations would the proposed plat come back for Council to view. Misley said, yes, more clarity is needed about what those lines could or should be. Misley said staff would try to have something with more clarity on the proposed property lines in May to bring to the Council.

ADJOURNMENT

A motion was made by Councilor Sutton to adjourn. Meeting adjourned at 8:11 p.m.

Respectfully submitted by:
/s/Tammy Shaver – Human Resource Manager

**CITY OF SILVERTON
CITY COUNCIL SPECIAL WORK SESSION AND MEETING MINUTES**



Council Chambers 421 S. Water St. and Zoom Web Conference Platform

April 15, 2024

I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & Roll Call

Mayor Freilinger called the City Council Work Session to order at 6:30 p.m. The City Council and staff were present both in person and through the virtual meeting platform Zoom. Mayor Freilinger explained the meeting was being held in a hybrid format, pursuant to City of Silverton Resolution 22-06, adopted March 7, 2022.

Present	Absent	
X	_____	Mayor Jason Freilinger
X	_____	Council President Elvi Cuellar Sutton
X	_____	Jess Miller
X	_____	April Newton
X	_____	Eric Hammond
X	_____	Marie Traeger
X	_____	Matt Gaitan

STAFF PRESENT:

City Manager Cory Misley, Deputy City Manager Kathleen Zaragoza, Community Development Director Jason Gottgetreu, Chief of Police Jim Anglemier, Captain Todd Engstrom, Assistant Finance Director Sheena Lucht, Human Resource Manager Tammy Shaver

Mayor Freilinger advised Council this meeting’s format is a trial format, where the discussion items for educational purposes are at the beginning of the meeting, public comment in the middle and action items at the end.

2. DISCUSSION

2.1 Overview of City of Silverton Peer Court Program – City Manager Cory Misley

City Manager Misley began with some history, letting Council know the Silverton Peer Court has been in place for about twenty-five (25) years and it is not unique to Silverton, but is found in a variety of communities, and has evolved over the years. Misley informed Council the impetus for this meeting is the retirement of the longtime Coordinator, Cindy Schaeffer, at the end of June. Council was not being asked to look at this critically but to be aware and, to some extent, discuss the good work which has been done and to understand what the trajectory could be moving forward.

Misley introduced Don Kelley, Kelley & Kelley Attorneys, who is one of the volunteer judges for the Silverton Peer Court. Kelley discussed some personal history which included that he grew up on the west side of Chicago and this type of program was not available, however, he wished it were because he spent considerable time in the alternative to it. Kelley emphasized this program is good for our community and students.

Kelley went on to provide an overview of how the program works. He started with the jury members. The jury is made up of six (6) to eight (8) high school and/or junior high school students from this community for each case. Kelley stated court is held on Wednesdays and he may have three (3) to four (4) cases. Kelley said the numbers decreased during COVID, but he feels they are increasing again.

Kelley said the first step for the jurors is taking an oath of confidentiality. He went on to explain the youth who committed an offense is referred to as “the offender.” The offender is given the opportunity to dismiss anyone from the jury they wish, and they are not required to provide a reason for the dismissal. Kelley said in the twenty-five (25) years he’s been involved; no offender has requested the dismissal of a jury member. Conversely, the jurors are permitted to decline hearing a case, in his experience it is rare for a juror to step down.

Next, one of the jurors reads the police report so everyone is informed of the details of the encounter with the police. Following that, the offender is asked to come forward and is sworn in to tell the truth. After they have been sworn in, the offender gets an opportunity to tell their “side” of the story and provide any mitigating information. The jury is permitted to ask questions. Kelley said their juries are well trained and he advises the jurors to keep asking questions until they understand what happened and why. Kelley does not allow the jury to get out of balance or out of bounds with their questioning and in the twenty-five (25) years he’s been doing this, he has not had to step in. When the jury has concluded questioning the offender, the parent or guardian must come forward and make a statement. Following their statement, the jury asks them questions. When all the questions are concluded, and the offender and parent are dismissed, and the jury deliberates. Kelley said it is typical for the jury to deliberate by themselves. If they have questions, they can reach out to either he or Schaeffer. Kelley went on to say, the jury deliberates until they reach a unanimous decision. They do not allow “voting” but instruct the jury to keep talking until everyone agrees. This eliminates the opportunity for any member of the jury to tell schoolmates they didn’t vote against someone, or they tried to stop the sanction. The jury has a lot of leeway in forming sanctions as they are encouraged to assign a sanction that fits the offender.

The Silverton Peer Court jury is free, except in cases of drugs and alcohol, to return with a no sanction “verdict.” This means the jury has determined the offender has learned their lesson and has reintegrated into the community and the trust between the offender and community is intact. Kelley stated he does not remember a no sanction in the twenty-five (25) years he’s been involved.

When the jury decides there should be a penalty, the sanction must include at least two (2) elements. Community Service, a required minimum number of community service hours, and to return and serve as a juror no less than twice.

At the conclusion of the Peer Court Session, the offender and their parent(s) or guardian(s) are given the decision the jury has made regarding the sanction. The offender can then accept or reject the jury’s decision. Kelley elaborated saying he feels one of the things which sets Peer Court apart from other programs and what is typical within the system, is the follow through. The sanction includes a timeline or deadline in which the penalty is to be completed. Schaeffer follows through monitoring and holding them accountable.

Kelley then thanked Council and asked if they had any questions.

Councilor Sutton asked how the volunteer jurors were chosen and what criteria were used. Kelley responded he was not certain of that process, but he was certain Schaeffer screened prospective jurors and accepts those she thinks would be good. Kelley said he was not aware of what the screening process is. Sutton’s next question

was about what kind of training was being provided to jurors. Kelley's response was Schaeffer does the training. Kelley did say, the training was in how the process works and what role they have in that process. Sutton clarified the training was done in-house. Kelley confirmed it was.

Sutton followed up by asking when the offender is allowed to have someone removed from the jury if the question was asked in private or in public. Kelley replied it was asked in public. Sutton asked if they were ever asked that question in private. Kelley said he did not know if that happened.

Sutton's final question was about post-Peer Court support for the family. Kelley responded he was unaware of any family support provided post-Peer Court. Sutton clarified her question, which was about ensuring the offender followed through with their sanction. Kelley responded Schaeffer checks in with them and verifies they completed all the sanctions, as to Sutton's question about family follow through, Kelley is unaware of any.

Councilor Hammond asked a question about the requirement to admit guilt to participate in the program. Kelley let Hammond know the Peer Court does not decide guilt or innocence. The student jury is tasked with determining how to restore harmony between the offender and the community. The offender must admit they did what they were accused of to qualify. They do not have to come to Peer Court, it is completely voluntary. They are given the option if they plead guilty to be referred to Peer Court. They are not forced to plead guilty.

Councilor Traeger asked about mental health requirements or counseling recommendations. She wanted to know if there is something that identifies the youth needs further aid. Kelley responded in the case of drug or alcohol offenses, they offender is required to go through a program, which, Kelley believes includes counseling. For all drug and alcohol offenses, attendance in a program is mandatory and a part of the sentence. This program is not in-house, it is through Marion County Juvenile.

Traeger then asked for the Chief of Police's input. Chief Jim Anglemier responded; Peer Court is a good alternative for many of our youth offenders because they handle the Minor in Possession (MIP) and if the youth does not follow through with their sanctions they are sent to Marion County Juvenile. Anglemier went on to say, it is a good program. Alluding to the mental health questions, he has not heard Schaeffer talk a lot about that aspect. In the nine (9) years he has been Chief it has dealt with thefts, curfew, trespass, mental health never came into the picture, however, Anglemier assured Council he was certain if that ever came up, Schaeffer likely had someone she could refer them to through Marion County For the mental health piece, we would likely need to talk with Marion County Mental Health, Oregon Health Authority (OHA), or Department of Human Services (DHS). Anglemier concluded stating he would like to see the school district take a more active role.

Councilor Miller said looking at the age ranges involved, there could be some parenting challenges involved behind some of those problematic behaviors and he wanted to know if Peer Court recommended parenting classes or guidance to the parents? If not, could it be incorporated in the future. Kelley clarified the Peer Court's jurisdiction does not extend to the parents. Peer Court has no authority over the parents. They only have jurisdiction over the youth. Kelley emphasized; Peer Court cannot enforce something on the parents.

Mayor Freiling thanked Kelley for sharing information and insights into Silverton's Peer Court. He also thanked Kelley and the other volunteer judges for their time and dedication.

2.2 Downtown Parking Pilot Project Presentation and Discussion – Community Development Director Jason Gottgetreu and City Manager Cory Misley

City Manager Misley began by saying this topic was to spark dialogue to see if there is an interest in some “experimentation” through a pilot project in the downtown metered parking. Misley brought up the revenue from parking lots, meters, and fines and which basically offsets the time and energy that goes into enforcing, citing, collection. He went on to say it really is not about the revenue it is more about the policies and how those are meeting our desired outcome for visitors and residents using downtown.

Misley elaborated saying it is reasonable to say at some point in the future, the streetscapes downtown will change. There has been and will continue to be effort put into looking at Main Street in particular, which may include a future collaboration with the Oregon Department of Transportation (ODOT). In the short-term, however, Misley asked why not do a pilot program and see how it goes over and monitor the response and gain feedback which will help inform a more permanent shift if so desired in the future. Misley said the how we do it and when we do it is all to be determined (TBD) and the question tonight is to see if there’s any interest from Council. This direction will let staff know if they need to spend more time determining how to implement something like this in the future.

Misley then asked Council if they had questions.

Councilor Hammond said he liked the idea and would like to see the City try something new. Hammond stated he likes the idea of some experiments before the City commits financially to a different system.

Councilor Gaitan said he approved of this topic being talked about and would like the City to evaluate the option of parking permits for those who work downtown. He continued saying an annual or six (6) month permit which would provide them with some degree of parking. Gaitan’s concern is visitors to the City and knowing the number of visitors peak during the weekends, and if a more modernized metering system could be put in place where the rates could be increased on the weekends and then during the week reduced for residents. He expressed his support for modernization and potentially getting rid of the meters altogether. He cited Portland, as an example, which has a box where you park, put in your number and pay.

Councilor Newton asked if the pilot project was to cover the meters and not have paid parking during that time. Misley said, that is correct although removing the batteries may be sufficient without covering the meters. Put a sticker on the meters which says free two (2) or three (3) hour parking. Additional signage could be placed mid-block in some areas to clarify if there was confusion, saying there’s a free parking pilot program in progress. Newton and Misley also brought up the enforcement aspect and how that would work.

Councilor Sutton said she is in support of moving forward with the modernization of parking downtown and the parking pilot program. She wants to hear feedback from business owners, employees, etc., on this topic.

Councilor Traeger talked about her thoughts and other ideas.

Misley took a moment to remind Council everything is connected. He pointed out there is a Council goal of partnering with Chamber to better expand visitation to Silverton year-round, parking policies have a cost or a reaction, thus an action brings about a reaction. Having a dialogue with the business community to understand their thoughts and needs, and looking at other communities to see what the pros and cons are will help inform our decision-making process. Misley said in the larger cities, like Portland, the parking revenue helps fund street

maintenance. In Silverton, that is not the case. Misley went on to say, revenue is important, and it is being used but the revenue from parking is not what funds the City's street maintenance.

Councilor Gaitan clarified his position. He wants it to be frictionless and normal for visitors to pay for parking. He then asked what the purpose was or who the pilot parking program is directed at. He wanted to know if it is to get a general sense of who would be taking advantage or is there a specific target demographic. Misley responded he thought it was more interesting to monitor parking behavior and understand how the downtown functions.

Councilor Hammond mentioned there are only four (4) handicap spots downtown. Councilor Sutton added, the spots were not always conducive to the ingress and egress of vehicles where they are placed. Hammond said not everyone who is handicap is in a wheelchair and he went on to say, he would like to see an Americans with Disabilities (ADA) compliant parking on every block.

Misley reminded them to find or make the long-term, permanent fix, if it exists, is years in the making, but it is also a process of gathering information, studying, looking at alternatives, partnering and weighing the trade offs and then trying to make it happen. The pilot program is a step in the journey.

Mayor Freilinger added, he concurred with the low-cost option to test things would be optimal before spending money to test or acquire something new. Although Freilinger understands the targeted approach, he doesn't think we have enough information to make an informed decision to utilize that approach. His caveat is the City needs to have a "severe offender enforcement" option and he hopes the Silverton Police Department will provide that.

Misley responded it would be a team effort involving our Code Compliance Specialist, who would do some of the parking enforcement with, potentially, the Police Department assisting. Misley went on to say, the message would be although we are not there all the time, we are there randomly. We are watching and we are enforcing. Misley said this topic would return in May to get further direction from Council. Mayor Freilinger added how important it will be to make sure people know this is a test or pilot program. Not the final decision. He emphasized the need for good communication and publicity about this. Misley concurred that community engagement will be critical.

7:30 P.M. REGULAR MEETING

Mayor Freilinger transitioned into the City Council Regular Meeting inquiring if there were public comment.

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

4.1 Transfer Resolution 24-07 – A Transfer Resolution to Increase the Appropriation for the New City Hall Project and Authorize the City Manager to Increase Corp Inc. Contract by \$98,447.18 for Water Street Paving – Community Development Director Jason Gottgetreu.

Mayor Freilinger asked if any Council member wanted to pull an item from the Consent Agenda.

Councilor Miller pulled Item 4.1 from the Consent Agenda.

Community Development Director Jason Gottgetreu provided a staff report. Gottgetreu notified Council the Change Order before them was for paving the full width of Water Street which is part of the new City Hall project where the original scope of the paving along North Water Street was just the half street improvement on the western leg which a project typically does half roadway improvements. The City contacted the Oregon Department of Transportation (ODOT) asking them if they would share the cost and they declined. It is not clear when ODOT would be coming to the City to repave the street if the City did not undertake the full scope of the paving.

Gottgetreu continued saying the Change Order is to do a three (3) inch grind, put down road fabric, which is a waterproof membrane that helps to prevent water intrusion into the base, and three (3) inches of new asphalt over the existing North Water Street from the crosswalk near the Subway sign to Park Street.

The original revised cost did not include the road fabric which increases the cost to ninety-eight thousand four hundred and forty-eight dollars (\$98,448). It is proposed the funds for this come from the Street Capital Improvement Fund as this is more of a street project than part of the new City Hall project.

Councilor Miller asked a question about timing. Gottgetreu responded we have communicated we will be paving soon; it is forecast to begin on four eleven (04/11).

Councilor Gaitan asked if the old railroad tracks were causing the problem with the roadway. Gottgetreu's response was the railroad tracks at the south end of the new ADA spots do not extend the full length of Water Street. Other issues are causing the need for repaving. Gaitan said when the City discovered the railroad tracks, while involved in the new City Hall project, there may have been some community disappointment the railroad tracks were discarded. Gottgetreu and Misley agreed they were at the shops and were not discarded.

Councilor Traeger asked how it was determined where it was going to end. Gottgetreu said generally the project scope.

Mayor Freilinger added he took some ownership because he expressed a concern, when touring the new City Hall, that only a partial improvement of the street was going to take place. Freilinger went on to say, he felt the community had a reasonable expectation there would be a road improvement. He believes this was a good investment and correct timing.

Councilor Hammond expressed his frustration with the way the state handles repairing their highways.

Mayor Freilinger clarified the residents do not necessarily understand the difference between ODOT highways within the City and the City's streets. He and Councilor Hammond agreed it was the City's responsibility to help them understand.

Councilor Sutton does not agree this should be done right now. She feels the City should work with the state and pressure them as much as possible to take care of their highway. She does not feel this is a "dire need" and feels the money would be better spent elsewhere.

Councilor Miller wanted to verify while the highway is being restructured and resurfaced the City remain mindful of pedestrian and cycling safety.

Councilor Hammond asked about the timeline for this project. Gottgetreu said the timeline is currently for the first or second week of May and it would be in coordination with the paving of the north parking lot of the new City Hall.

Councilor Sutton asked how much this was tapping into the Street Fund. Deputy City Manager Kathleen Zaragoza was asked to respond. Zaragoza responded that this is not taking a large amount from the fund.

Sutton asked for clarification on what is in the Street Capital Fund now, Misley said it is at nine hundred eighty-two thousand dollars (\$982,000).

A motion was made by Councilor Miller to approve Item 4.1. Councilor Newton seconded. There was no discussion. Freiling, Hammond, Newton, Miller, Traeger, and Gaitan, ayes. Councilor Sutton, nay. Motion passed. (6-0-1)

5. ACTION ITEMS

5.1 Ordinance 24-05 amending Silverton Municipal Code Chapter 3.12 to Update Language Regarding the Transient Lodging Tax – City Manager Cory Misley

City Manager Misley explained this Ordinance was regarding Chapter 3.12 of the Silverton Municipal Code, Transient Lodging Tax (TLT), and the proposed surgical edits which were discussed two weeks ago on April 1, 2024. Misley explained there are two things this accomplishes. First Misley talked about adding the definition of hotel hosting platform and expanding the definition of operator to encompass what are commonly referred to as lodging intermediaries or connector companies, through technology, and looking at users, the Silverton properties utilizing those sites to rent, as short term rentals, either a room or residence or a portion of their property, and enabling the City to work with the hosting platform companies to get them to collect and remit the TLT owed to the City. The other main component of these changes adds the responsibility of operators to register with the City. The City does not currently have a list of these operators/operations. The City is not asking for a permit or telling them they have to follow certain codes, just that they need to submit their name/address and get a certificate they can display. This isn't designed to change the policy around how short-term rentals can operate within the City, instead it is shifting the code language to make our collection of the revenue they should be remitting easier. This will also provide information about how many are operating, where, and when. This additional information may potentially inform future conversations.

Gottgetreu said this being surgical, implies there may be a larger more wholistic policy and this process is a step to inform us when we do move forward.

Councilor Traeger confirmed this would affect only those within the City Limits.

Councilor Hammond inquired about registration versus permitting. Misley responded, there is some antiquated code language which pre-dates the evolution and expansion of short-term rentals, the City has a home occupation permit, and a conditional use process, either way our Code only allows people to rent one room in their residence, not their whole residence unless, through the conditional use process or the property is in a commercial zone. Right now, if someone wanted to rent their house, they could rent one room but technically you can't rent the entire thing. Some people are doing it because it is not being enforced. Some communities have taken steps saying there can only be a specific number of short-term rentals.

Councilor Hammond clarified the City does not currently have a short-term rental permit program. Misley responded that the Code amendments just require registration.

Misley said the main thrust of this is looking at the hosting platforms to try to get them to collect and remit, accurately, the tax owed to the City.

Councilor Miller asked if Council passes this tonight, can notices be submitted to the intermediary agencies and can the City potentially begin collecting as soon as the next budget cycle. Misley said, in theory yes, we should

be able to communicate that. Misley further stated he wants to be mindful of how the City executes this and administers it. If Council adopts this tonight, there are thirty (30) days before it is effective, and we would work to have an implementation plan.

A motion was made by Councilor Miller to read Ordinance 24-05 by title only. Councilor Newton seconded the motion. No discussion. Motion passed.

City Manager Cory Misley read Ordinance 24-05 by title only.

Councilor Sutton moved to approve Ordinance 24-05 on its first reading. Councilor Gaitan seconded. No discussion. Motion passed.

Councilor Miller moved to have a second reading of Ordinance 24-05 by title only. Councilor Newton seconded. No discussion. Motion passed.

City Manager Misley read Ordinance 24-05 by title only.

Councilor Sutton moved to pass Ordinance 24-05 on its second and final reading. Councilor Newton seconded. No discussion. Motion passed.

6. CITY MANAGER UPDATE

City Manager Misley let Council know this was a time when he would answer any questions. He reminded them May would be busy with Council Meetings and Budget Committee Meetings. Misley brought up an email Deputy City Manager Kathleen Zaragoza sent with additional information and opportunities for budget process information, and he wanted to encourage everyone, if there are extra questions about the process or this year's budget (not to discuss next year's proposed budget), or to understand the budget process overall better, to avail themselves of the resource information Zaragoza sent.

Councilor Traeger brought up the financial part of the new City Hall. She wanted to know where the City is financially. Misley said there are still funds to which can be expended. He proposed putting a memo together, which would highlight where we are now.

7. COUNCIL COMMUNICATIONS

Councilor Miller appreciated the walk through of new City Hall and commented that the Police Department saw the largest addition of workspace and he felt to see that was reassuring.

Councilor Gaitan said he liked the new agenda format and appreciated the update. He mentioned revisiting the potential ordinance change allowing someone to park a recreational vehicle (RV) at a location for an extended period. City Manager Misley said there has been nothing further on that from our partners (SACA and Sheltering Silverton) since the initial discussion.

Gaitan then expressed his concern for the school and their financial issues. A discussion with Council and City Manager Misley ensued in which they talked about how the City could show support for the school. Several concerns and thoughts were discussed. Misley brought up the need to manage budgets well and Councilor Sutton said the City was fortunate to have Deputy City Manager, also Finance Director, Kathleen Zaragoza.

A course of action was discussed to send a letter of support from Council to our representatives and legislators in support of the school district.

8. ADJOURNMENT

A motion was made by Councilor Sutton to adjourn. Meeting adjourned at 8:41 p.m.

Respectfully submitted by:

/s/Tammy Shaver – Human Resource Manager

DRAFT



CITY OF SILVERTON PROCLAMATION

NATIONAL PUBLIC WORKS WEEK – MAY 19-25, 2024

WHEREAS, Public Works services provided in our community are an integral part of our citizens everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, drains, parks, streets and highways, traffic control, public buildings, solid waste disposal; and

WHEREAS, the health, safety and comfort of this community greatly depend on these facilities and services; and

WHEREAS, The American Public Works Association has chosen, “Advancing Quality of Life for All” as the theme for 2024. National Public Works Week has been celebrated since 1960; this year marks the 64th anniversary; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the public works department is materially influenced by the community’s attitude and understanding of the importance of the work they perform; **NOW THEREFORE**

BE IT RESOLVED as Mayor of the City of Silverton, I do hereby proclaim May 19-25, 2024 as:


“SILVERTON PUBLIC WORKS WEEK”

And urge all citizens to join with City staff at the Public Works Fair on Wednesday, May 22, 2024, in Coolidge McClaine Park from 12:00pm to 4:00pm designed to pay tribute to our Public Works professionals, engineers, managers and employees and to recognize the substantial contributions they make in protecting our City’s health, safety and quality of life.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Silverton to be affixed this 6th day of May 2024.

Mayor Jason Freilinger

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	7.1	Downtown Parking Pilot Program
	Agenda Type:	
	Regular	
	Meeting Date:	
May 6, 2024		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Cory Misley	Cory Misley

Recommendation:

Provide direction to staff to implement the Downtown Parking Pilot Program.

Background:

The City’s parking program has had varying degrees of revenue the past few years with meter collections between \$40,000 and \$46,000, parking lot permits between \$9,000 and \$11,000, and parking fine revenue between \$10,000 and \$25,000. Generally, the current program can be estimated to receive between \$59,000 and \$82,000 per year. Attached is a Parking Meter Inventory Map that was created around 2014. It should be noted that some of the analog meters have likely been replaced with digital meters since the inventory. Also attached is an excerpt of the parking question for the Downtown Improvement Project Survey that has been filtered by respondent type.

Implementation plan:

Signs: 18 x 24 red – reflective, custom (ex; 4-hour limit 8:00 AM – 6:00 PM) with pole, mounting hardware and concrete anchor plates. \$200.00 per sign x Six signs: \$1200.00 total.

1. Remove batteries from meters to turnoff display: Staff time.
2. Remove two-hour limit stickers from meters and replace with four-hour limit stickers: Staff time.
3. Remove remaining coins from meters: Staff time.
4. Place tape over coin slot on all meters: Staff time.
5. No change at this time to City Parking Lot located at Jersey and 1st streets.

Total costs: \$1200.00 (high estimate due to possible mounting materials available at PW Shops) for six new signs, plus staff time.

The Pilot will be reevaluated in 120 days allowing for the summer season of activity.

Budget Impact	Fiscal Year	Funding Source
Exact Amount TBD	FY 2023-24	TBD

Attachments:

1. Parking Meter Inventory, circa 2014

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**


2. Staff Report from April 15, 2024, City Council Work Session, Downtown Parking Pilot Program



Parking Meter Inventory

- 192, 2-hr digital
- 10, 8-hr digital
- 1, 4-hr digital
- 21, 2-hr analog (Penny Meters)
- 10, residential permit
- 2, missing
- 35 in Lewis St Lot
- 271 Total

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	2.2	Downtown Parking Pilot Program
	Agenda Type:	
	Work Session	
	Meeting Date:	
April 15, 2024		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Cory Misley	Cory Misley

Recommendation:

Discuss and provide direction on a possibly Downtown Parking Pilot Program.

Background:

The City’s parking program has had varying degrees of revenue the past few years with meter collections between \$40,000 and \$46,000, parking lot permits between \$9,000 and \$11,000, and parking fine revenue between \$10,000 and \$25,000. Generally, the current program can be estimated to receive between \$59,000 and \$82,000 per year.

Attached is a Parking Meter Inventory Map that was created around 2014. It should be noted that some of the analog meters have likely been replaced with digital meters since the inventory. Also attached is an excerpt of the parking question for the Downtown Improvement Project Survey that has been filtered by respondent type.

Budget Impact	Fiscal Year	Funding Source
TBD	FY 2023-24	TBD

Attachments:

1. Parking Meter Inventory, circa 2014
2. Excerpt from the Downtown Improvement Project Survey