

**SILVERTON URBAN RENEWAL AGENCY MEETING MINUTES**  
**Monday, February 5, 2024, | 6:30 pm**

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**Council Chambers 421 S. Water St.**

**I. OPENING CEREMONIES – Call to Order & Roll Call (Pledge of Allegiance will be done during the City Council Meeting)**

Chair Freilinger called the meeting to order at 6:30 p.m. The Silverton Urban Renewal Board and staff were present both in person and through the virtual meeting platform Zoom.

<b>Present</b>	<b>Absent</b>	
<u>    X    </u>	<u>          </u>	Chair Jason Freilinger
<u>    X    </u>	<u>          </u>	Elvi Cuellar Sutton
<u>    X    </u>	<u>          </u>	Jess Miller
<u>    X    </u>	<u>          </u>	April Newton
<u>    X    </u>	<u>          </u>	Eric Hammond
<u>    X    </u>	<u>          </u>	Marie Traeger
<u>    X    </u>	<u>          </u>	Matt Gaitan

City Staff; Agency Director Cory Misley, Community Development Director Jason Gottgetreu, Silverton Police Chief Jim Anglemier, Police Captain Todd Engstrom, Deputy City Manager/Finance Director Kathleen Zaragoza, Public Works Director Travis Sperle, and Assistant to City Manager/City Clerk Jamie Ward.

**II. APPROVAL OF MINUTES**

A motion was made by Member Sutton and seconded by Member Traeger to approve the November 6, 2023, Silverton Urban Renewal Agency Meeting Minutes. All in favor. Motion Passes (7-0-0)

**III. PUBLIC COMMENT**

**None**

**IV. DISCUSSION/ACTION**

**4.1** Introduction from Elaine Howard Consulting, LLC, and Authorize Agency Director to Enter into an Agreement with Elaine Howard Consulting, LLC, for Urban Renewal Plan Amendment Support.

Agency Director Misley provided a brief overview, noting that during the last budget meetings, the Budget Committee allocated ten thousand dollars (\$10,000) for a URA plan amendment. Director Misley further explained that the original plan was established in November 2004, and as we approach the twenty (20)-year mark, there remains 5.2 million dollars in unspent maximum indebtedness to invest in revitalization projects.

Agency Director Misley introduced Elaine Howard of Elaine Howard LLC, highlighting her extensive experience working with various Urban Renewal Agencies across the state. He mentioned his personal collaboration with her during his tenure in Sisters when they faced circumstances similar to those currently encountered by Silverton. Director Misley further explained that the scope provided in the packet is a draft, which offers a brief overview of the services that will be provided to assist with staff time.

Elaine Howard greeted the Agency, emphasizing that she is the sole Urban Renewal Consultant in Oregon dedicated exclusively to Urban Renewal consulting. She underscored that her specialization excludes other planning or economic consulting, thereby enabling her to possess comprehensive expertise in Urban Renewal Plans. With a portfolio comprising over 200 different Urban Renewal Plans, she has extensive experience collaborating with agencies in this capacity.

Chair Freilinger expressed gratitude to Ms. Howard for taking the time to provide insights into her company to the Agency.

Director Misley indicated that he would collaborate closely with Ms. Howard in finalizing the scope of work. He also recommended that the Agency adopt a monthly meeting schedule moving forward to align with the budget process and goal-setting, thus ensuring a comprehensive understanding of all the components involved in the plan update.

A motion was made by Member Sutton and seconded by Member Newton to Authorize the Agency Director to Enter into an Agreement with Elaine Howard Consulting, LLC, for Urban Renewal Plan Amendment Support. All in favor. Motion Passes (7-0-0)

## **V. BOARD COMMUNICATIONS**

Community Development Director Gottgetrue reported that the Silverton Urban Renewal Agency Advisory Committee convened to review the responses from the Main St. survey. The City received 597 responses, which are crucial for defining the scope of the Main St. project. As the committee progresses through these responses, it became evident that additional information and studies are necessary to inform decisions regarding traffic patterns, parking analysis and strategies, as well as an arborist report to assess the health of the trees and potential impacts of a downtown infrastructure project on them. Consequently, the committee decided to pause and obtain this essential information before moving forward to fully understand the impact on the downtown area.

## **VI. ADJOURNMENT**

Member Sutton made a motion to adjourn, and Chair Freilinger adjourned the meeting at 6:43 pm.

Respectfully submitted by:  
/s/Jamie Ward, Assistant to the City Manager/City Clerk