

SILVERTON URBAN RENEWAL AGENCY MEETING MINUTES
Monday, March 4, 2024, | 6:30 pm

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.

Present	Absent	
<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> </u>	<u>Excused</u>	Matt Gaitan

STAFF PRESENT:

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, and Assistant to City Manager/City Clerk Jamie Ward.

II. APPROVAL OF MINUTES

A motion was made by Member Newton and seconded by Member Miller to approve the January 5, 2024, Silverton Urban Renewal Agency Meeting Minutes. All in favor. Motion Passes (6-0-1)

III. PUBLIC COMMENT

None

IV. DISCUSSION/ACTION

4.1 Façade Improvement Grant Request – 204 Oak Street

Community Development Director Jason Gottgetreu went over the staff report and PowerPoint presentation, stating that the property is located on the southeast corner of 204 Oak Street and North Water Street. The property is currently a two-story building within the National Register District.

The façade grant request is for \$37,508.50 and covers improvements to all visible sides of the building. These improvements include:

- New exterior paint, including new paint on the existing metal roof and awnings.
- New exterior lighting in the awning
- Addition of exterior outlets in the awning
- Installation of a new 50-amp electrical panel and meter for ductless HVAC units
- Replacement of the gutter system and downspouts for the building
- Installation of two (2) security gates at the stairs to the apartments
- Addition of a new exterior glass door
- Installation of new Hardie Plank Sheet Siding in the Soffit Area under the awning
- Caulking and weatherproofing around the exterior windows and awnings
- Addition of trim around the lower-level windows.

Director Gottgetreu went on to explain that most of the requested elements are eligible for the grant. The applicant supplied photos of the building indicating issues with the awning leaking and the exterior electrical systems failing, creating problems such as water dripping on the sidewalk through the awnings and a lack of light in the sidewalk area.

The building will be painted with one color scheme that consists of Tricorn Black, Evergreen Fog, Shoji White and Copper Pot.

Director Gottgetreu explained that although most of the project elements listed except for the Ductless HVAC units and the new 50-amp electrical panel are eligible expenses under the Façade Improvement Program.

The applicant submitted three (3) bids for the project. After removing the ineligible expenses, the bids are in the amounts of \$75,017, \$86,900, and \$89,353. Based on the 1:1 match grant program requirement, the maximum grant award is calculated off the lowest bid, meaning the project would be eligible for up to a \$37,508.50 grant award.

Director Gottgetreu stated that the Urban Renewal Advisory Committee reviewed the application at the January 30, 2024, meeting and recommended that the Silverton Urban Renewal Agency approve the application. The application was scored 86 out of 100 points on average by the Committee.

The Agency did not have any questions but expressed excitement regarding the completion of this project, emphasizing that it will be a huge improvement to the downtown area.

A motion was made by Member Sutton and seconded by Member Miller to Award Up to \$37,508.50 in Façade Grant funding for the 204 Oak Street request. All in favor. Motion Passes (6-0-1)

4.2 Main Street Downtown Improvement Project Update.

Community Development Director Gottgetreu presented the Agency with a PowerPoint presentation regarding the Downtown Main Street Improvement project and provided a brief history of the project. He stated that this project aligns with goal 6 of the current fiscal year's City Council goals, which aims to appropriately utilize Urban Renewal Agency resources and capabilities. The objective is to create and publish a request for proposals to design a Main Street Project, along with an action plan to define the scope of Main Street improvements, identify funding, engage the community, and publish a Request for Proposals.

Director Gottgetreu stated that the project will span from North Water Street to North First Street along East Main Street, focusing on the four (2) corners of those intersections. He emphasized that this project is part of a larger downtown improvement initiative. The efforts on East Main Street will serve as a model for improvements on other streets in the downtown area.

Director Gottgetreu reviewed survey results, highlighting community members' support for appearance and walkability improvements on Main Street while infrastructure work is being undertaken, with 80% of responses indicating support. Regarding pedestrian safety, 70% of respondents stated that pedestrian safety needs to be addressed, including improvements such as better lighting, easier and safer crosswalks, curb extensions, and more accessible sidewalks.

Regarding sidewalk repairs, the highest response, at 42.27%, stated that repairs should only be made where needed to address specific issues such as trip hazards and accessibility concerns. The highest-ranked downtown amenities included benches, more landscaping, and trash cans. 50% of respondents indicated keeping parking meters the same.

Regarding lighting, 56.59% of respondents answered that lighting should be decorative to enhance character as well as pedestrian and traffic safety. With regard to trees downtown planted in the early 1980s and now about 40 years old, tree maintenance has been sporadic over the years. If sidewalks were to be widened and the existing trees retained, they would be near the middle of the sidewalk and likely have a barrier. 65% of respondents answered that the existing trees should be retained.

With regard to overhead power lines, the question was raised about the feasibility of relocating them underground on certain downtown streets, such as Main Street. While the exact costs are not known, it is likely that they would be substantial, and if done, it may financially impact the ability to improve other areas of the downtown. The survey asked how much of the project budget residents would support for this initiative. The highest response, at 33.96%, indicated that they would support underground relocation if it represented 10% of the project budget. The second highest response, at 29.71%, suggested that the current overhead lines are sufficient.

Director Gottgetreu stated that the Silverton Urban Renewal Advisory Committee originally believed the survey would provide enough clarity regarding the exact scope of the design. However, upon discussing the results, it was deemed more beneficial to have additional levels of detail before making a decision on the design scope. This includes engaging an arborist to review the potential impacts of the project on the trees, conducting a traffic study to review circulation options and impacts, and conducting a parking study to inform available parking management

methods. It was noted that it would be best to have all of these aspects considered before the project begins.

Director Gottgetreu added that incorporating these additional steps will add extra time and cost to the project, which can be wrapped into the pre-design phase and design an RFP around that. Although the exact cost to include this design phase in the RFP scope is not certain, it will likely fall in the range of \$300,000.

Chair Freilinger spoke to the thought process of the Advisory Committee, stating that part of it stems from the lessons learned in the Civic Center project. It became evident that trying to formulate a plan without involving professionals from the outset proved challenging. Thus, there's a recognition of the importance of having the design firm involved from the beginning, executing the necessary elements throughout the project. Investing in a solid plan upfront and ensuring a good design is important.

Chair Freilinger emphasized that the downtown area is a major aspect of the community and is vital to its well-being. Additionally, this project marks the first step in a larger, long-term plan to revitalize the entire downtown area. Therefore, it is crucial to approach it meticulously and get it right from the outset.

Agency Director Cory Misley added that the funds being discussed are restricted to the Urban Renewal Agency and cannot be used for anything outside of its purview. Regarding unspent funds, as of the end of the last fiscal year, there were \$1.3 million allocated for streetscapes, streets, and curbs, \$1.4 million for underground utilities, \$1 million for bike and pedestrian improvements, \$500,000 for gateway projects, \$500,000 for public utilities, and several other miscellaneous categories, totaling almost \$5.3 million. These funds are readily available and waiting to be utilized.

Agency Director Misley highlighted that the Urban Renewal Agency has been operational for nearly 20 years, and while plans for an update are in the works, it's essential to recognize that this project has been in progress for a considerable time. In today's environment, engineering and design fees can be substantial, especially for a complex project with many moving parts.

Chair Freilinger emphasized the importance of timing in undertaking the project, suggesting that the current moment might be the best opportunity to address it. He highlighted the significance of recognizing that the downtown area will require updates in the future and that this project presents a unique chance to address those needs. Additionally, the funds allocated for the project are finite and not likely to increase, thus emphasizing the need to act now to make the most of the available resources.

Member Sutton expressed excitement for the downtown Main Street Improvement project and believes that the downtown businesses will appreciate the improvements.

Member Hammond added that using this process as a major development model for the rest of downtown is really useful. Looking at the whole picture to make a better decision will be beneficial for setting the standards upfront for other projects and approaching this holistically.

Member Miller asked for clarification if this was the time to provide direction on whether to pursue a design-build approach or if that decision would be made during a different stage of the project, such as when sending out bids. Director Gottgetreu responded that it's not the right time for that decision; it will come after the completion of the conceptual designs.

Chair Freilinger mentioned that these details will be brought back to the Agency for further discussion in a few months.

Agency Director Misley emphasized the importance of considering this project in a broader context. He highlighted the significance of creating a project that fosters a sense of cohesion in the downtown area. Furthermore, he noted that having a defined land and design plan enables the City to seek partnerships and apply for grant funding, thus facilitating the potential for a larger and more comprehensive project.

The Agency provided staff with direction to proceed with the Request for Proposals (RFP) for the Downtown Main Street Improvement project.

5 BOARD COMMUNICATIONS

Agency Members did not have any updates.

6 ADJOURNMENT

Member Sutton made a motion to adjourn, and Chair Freilinger adjourned the meeting at 7:00 p.m.

Respectfully submitted by:

/s/Jamie Ward, Assistant to the City Manager/City Clerk