

CITY OF McMINNVILLE
MINUTES OF THE URBAN RENEWAL AGENCY
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, January 24, 2017 at 9:41 p.m.

Presiding: Scott A. Hill, Chair

Recording: Melissa Grace, City Recorder

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|----------------|---------------------------------|------------------------|
| Board Members: | <u>Present</u> | <u>Excused Absence</u> |
| | Adam Garvin | |
| | Remy Drabkin | |
| | Kevin Jeffries | |
| | Kellie Menke, Council President | |
| | Alan Ruden | |

Also present were City Manager Jeff Towery, City Attorney David Koch, Finance Director Marcia Baragary, Planning Director Heather Richards, Community Development Director Mike Bisset, and Walt Gowell (Chair of the McMinnville Urban Renewal Advisory Committee) and Rebecca Quandt (Member of the McMinnville Urban Renewal Advisory Committee)

1. CALL TO ORDER: Chair Hill called the Urban Renewal Agency Board meeting to order at 9:41 p.m. and welcomed all in attendance. He noted that item 2.B. would not be considered and that the financial report would be presented during the presentations.

Planning Director Richards noted that the meeting was posted as a joint meeting with the McMinnville Urban Renewal Advisory Committee; however, several Committee Members were unable to attend so there would not be a quorum of the Committee.

2. PRESENTATIONS

- 2.A. McMinnville Urban Renewal Plan Projects Update: Façade Improvement Grants and Alpine Avenue

Ms. Richards presented an update of the McMinnville Urban Renewal Plan. She stated that there are 13 projects authorized in the Plan with dollar amounts and timeframes assigned to each project. She noted that four projects are currently under way related to the Transportation Bond Project. Ms. Richards stated that there are \$2.2 million bonded for the Alpine Avenue Project. She stated that it is a cost share between Urban Renewal and Transportation Bond. \$5.3 million have been allocated for the Alpine Avenue Plan Project.

Ms. Richards then reviewed the opportunities for development assistance. There is a Façade Improvement Grant which is to improve or restore the historic stock in the

downtown core of the Urban Renewal District. The other opportunity is related to loans to incentivize private development, new construction, and new tax base in the Urban Renewal District. In 2016 four grants were award totaling \$5,282. The total of projects was \$12,557. She noted that \$10,000 are budgeted annually.

2. B. McMinnville Urban Renewal Plan: Five Year Strategic Plan

Ms. Richards reviewed upcoming projects:

- 3rd Street Streetscape has \$2.32 million allocated and planned for 2016-2022.
- The Development Assistance Program has \$940,000 allocated which is on-going.
- Public parking has \$1,00,000 allocated.

Ms. Richards then reviewed the five year financial forecast. She noted that there is money to do small projects right away; however, there are not significant funds available until 2021.

She shared that the four major initiatives are to look at in the five year strategic plan:

- Administration, Development Assistance - Loans and Grants – Incentivize new projects, jobs, tax base.
- Public Parking – will be conducting Utilization Study – looking at management and strategic new inventory.
- 3rd Street Improvement – Scope of Project, Design, Implementation Strategy, Community Engagement – Construction start in 2021 or 2022.

She noted that the 3rd Street Improvement project is the next big project. She explained that community engagement would occur at every milestone. The roadmap for the project also includes full representation of community and stakeholders, thoughtful and inclusive design, engineering for future opportunities, Urban design, where the fun is, branding, and preparing businesses for impact. The design and engagement phase is a four year process. MURAC believes that it is time to being this now.

Board Member Drabkin brought up concerns regarding parking that neighbors have in correlation to Alpine Avenue. She stated that many of the employees at local business have their employees park on privately owned properties. She noted that she has concerns about moving forward with a 2.23 million project before addressing the parking issue. She also commented on the difficulty of parking on 3rd Street and expressed her concern with seeing parking as the second item in the five year plan highlighting that parking needs to be addressed.

MURAC Chair Walt Gowell stated that parking is a challenge that involves satellite parking. He stated that there are alternatives and that he would be disappointed for Council to halt Alpine Avenue Project.

Community Development Director Bisset commented on the parking changes and how they have been working with property owners near the Project and he felt that there was positive consensus from them.

MURAC Chair Gowell noted that MURAC has talked about this at their meetings and is why they have recommended a parking study. The parking study utilization will be conducted in May with results by the end of July.

Ms. Richards stated that the parking discussion is important. She noted that there will likely be an amendment to the plan related to parking as there are not a lot of funds dedicated to public parking.

Board Member Jeffries stated that no plan or study will solve the parking problem. He stated that the City must be committed to solving the parking problem.

The Board thanked Planning Director Richards for her strategic management in the process.

Chair Hill thanked MURAC for their work.

Mr. Gowell commented that the problem used to be too much available parking and vacant buildings.

3. RESOLUTIONS

- 3.A. **Resolution No. 2017-01:** A Resolution of the McMinnville Urban Renewal Board authorizing the City Manager or designee to contribute \$8,000 towards the McMinnville Wayfinding Study.

Ms. Richards stated that the \$8,000 would be coming from those other projects in the plan.

Board Member Drabkin MOVED to adopt Resolution No. 2017-05 authorizing the City Manager or designee to contribute \$8,000 towards the McMinnville Wayfinding Study; SECONDED by Board Member Stassens. Motion PASSED unanimously.

- 3.B. **Resolution No. 2017-02:** A Resolution of the McMinnville Urban Renewal Board accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30th, 2016, per Oregon Revised Statue 457.060.

Chair Hill noted at the beginning of the meeting that Resolution No. 2017-02 would not be considered.

- 3.C. **Resolution No. 2017-03:** A Resolution of the McMinnville Urban Renewal Board approving the development of a Property Development Assistance program to be used in the Urban Renewal Area per the McMinnville Urban Renewal Plan.

Ms. Richards explained that the Resolution authorizes MURAC to move forward with administering a development loan and grant program that achieves the McMinnville Comprehensive Plan and Urban Renewal Plan which will put together a menu list of incentives and tool kits. The Resolution also authorized MURAC to make decisions on grants and loans up to \$5,000 that meet the program's criteria. Any grant or loan over

\$5,000 must be approved by the McMinnville Urban Renewal Board. MURAC has been looking at what has successfully been done in other community. She reviewed the recommendation of a development loan grant program.

Board Member Stassens MOVED to adopt Resolution No. 2017-03 approving the development of a Property Development Assistance program to be used in the Urban Renewal Area per the McMinnville Urban Renewal Plan; SECONDED by Board Member Garvin. Motion PASSED unanimously.

ADJOURNMENT: Chair Hill adjourned the meeting at 10:25 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder