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Planning Department
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MINUTES

December 7, 2016
McMinnville Urban Renewal Advisory Committee
Regular Meeting

4:00 p.m.
Community Development Center
McMinnville, Oregon

Members Present: Chair Walt Gowell, Ed Gormley, Kelly McDonald, Cassie Sollars, and Wendy Stassens
Members Absent: Kyle Faulk and Marilyn Worrix
Ex-Officios Present: Scott Hill and Rebecca Quandt
Staff Present: Heather Richards
Guests Present: Jason Lett and Kellie Menke

1. Call to Order/Introductions

Chair Walt Gowell called the meeting to order at 4:00 PM.

2. Action Docket Item(s)

Façade Improvement Grant

- Payment Approval – 313 – 325 NE 3rd Street

Planning Director Richards presented the staff report. This was a grant that was approved in August for window repair on the Grand Ballroom building. The total project cost was \$9,500 and the grant was for \$2,500. The applicant had submitted the paperwork for payment.

Committee Member Gormley moved to approve the payment of the grant for 313-325 NE 3rd Street. The motion was seconded by Committee Member Stassens and approved 5-0.

3. Discussion Item(s)

- Alpine Avenue Update

Planning Director Richards said staff had value engineered a million dollars off of the Alpine Avenue project. The savings would be in the materials used. The aesthetics and

function would not be changed. The project would go out to bid in January and the bid award would be taken to Council for approval in February.

There was discussion regarding what the value engineering entailed. Planning Director Richards gave an example of a custom trash can in the plan that was around \$2,500 per unit. It was not necessary and those were the types of things being looked at. Another example was the raised planters that had cor-ten around them which came in at half a million dollars over what they thought it would. Instead there would be a different material between the boxes. These were items that did not impact the project, but would impact the budget.

- Loan and Grant Program

Planning Director Richards said in the Urban Renewal Plan, there was a planning and development assistance program project which had authority for \$940,000. It could be loans and grants for businesses and residents to improve property appearance and condition. Currently the Façade Improvement Grant was the only program under this project. There was an opportunity to create other incentives for development. She was asked to return with information on a development loan that would be a partnership with private developers. She put together two programs. One was a design assistance program that would be done by outside contractors on a pre-qualified list. She recommended ten hours of design assistance for \$1,000 with a nominal application fee. The second program was a design loan and grant program. She tried to write it in such a way that there was structure to it in terms of stewardship of public funds and that there was also flexibility and discretion for the Committee to leverage and put together a package that would be meaningful to the private partner the Committee was working with. She suggested it would be up to 20% of the project cost or \$100,000. The project would first be vetted by staff, then the project would come to the Committee for review, and the Committee's recommendation would be forwarded to the Urban Renewal Board.

Chair Gowell suggested a threshold that staff could approve without having to come to the Committee, a threshold that the Committee could approve without going to the Board, and above that threshold it would go to the Board.

Planning Director Richards explained the loan would be recorded against the property, and it would be an internal team of the finance and planning departments for managing the payments. She suggested setting up a subcommittee that would work with staff for the underwriting review.

There was discussion regarding the need for flexibility in the program and how the loan would work.

There was consensus to have staff continue to develop these two programs.

Planning Director Richards said Committee Member Faulk wanted to make sure that the Committee had discretion on the key terms of the loans.

- **3rd Street Improvement Project**

Planning Director Richards had prepared a roadmap for the project that included checkpoints with the business community, Urban Renewal Board, and City Council. This was a sensitive project to the business corridor and was beloved by the community. There would be a lot of public forums and opportunities for people to participate. This was a five year program that fit into the funding opportunities. The project scope still needed to be defined and there needed to discussion with Council about the project being led by an in-house city staff team. A citizen advisory committee would also need to be established that had many stakeholders involved. The next steps would include: reviewing a history of the plans that talked about 3rd Street and its design, doing a strengths, weaknesses, opportunities, and threats (SWOT) analysis, agreeing on the assumptions, and identifying the scope of work. After that, engineering and urban designs would be done.

There was discussion regarding what had been planned for 3rd Street, possible pedestrian plaza, and side street connectors.

Chair Gowell moved to recommend staff proceed with the project and to create a citizen advisory committee to begin the work. Motion seconded by Committee Member Gormley and passed 5-0.

4. Citizen Comments

Jason Lett, resident of McMinnville, thought there was some hesitation from the neighborhoods about the impact of the permanent things that would be going in on Alpine, such as benches and tables. He was concerned it might become an outdoor homeless shelter and would bring down the value of the neighborhood. He thought improvements needed to be done incrementally, which would also help save money.

5. Committee Member Comments

It was announced that the Wayfinding Committee would be holding a public forum on Tuesday.

6. Staff Comments

Planning Director Richards said the Council would be reviewing the parking study and Committee Members Faulk, McDonald, and Chair Gowell were up for reappointments for another three years. There was a forum tomorrow with MEDP.

7. Adjournment

Chair Gowell adjourned the meeting at 4:50 PM.