

MEETING NOTES

Members Present: Jeb Bladine, Ed Gormley, Walt Gowell, and Wendy Stassens

Ex-Officio Members Present: Kem Carr

Staff Present: Marcia Baragary and Doug Montgomery

1. Meeting Overview

Doug Montgomery briefly described the content of the meeting's agenda, which included approval of meeting notes from the August 6, 2014 meeting; review and discussion of the second draft of the Planning and Development Assistance Grant program; and continued discussion of near-term projects and priorities.

2. Administrative Items

Approval of Meeting Notes – Chair Gowell asked if there were any corrections or additions to the meeting notes of August 6, 2014. Hearing none, Jeb Bladine MOVED for approval of the meeting notes as submitted. The motion was SECONDED by Walt Gowell, and passed unanimously.

3. Action / Information Items

Projects – Chair Gowell noted that a second draft of the “McMinnville Urban Renewal District Façade Improvement Grant Program” had been provided to each committee member in advance of this meeting. Chair Gowell asked Doug Montgomery to highlight for the committee members those elements that differ from the prior draft. In response, the following were noted:

- The “Background” section of the draft was revised to make it more readable and consistent with other grant information found elsewhere in the draft.

- The “Ineligible Improvements” section was retitled “Ineligible Property” as the list of items found in this section relate to property and not to improvements.
- Also within this section, the list was clarified to note that only tax delinquent property inside the district was disqualified.
- Signs were removed as an eligible improvement for funding.
- The “Financing” section was revised to make clear that the minimum private contribution must match the amount of the grant (1:1).
- The “Application Process” was revised by adding requirements for further information regarding the details of a project.
- The “Review Process” was amended to clarify that City staff would conduct an initial screening and review of the submitted applications, to be followed by final review and action by the McMinnville Urban Renewal Advisory Committee.
- An additional criterion was added to the “Review Criteria” section regarding an applicant’s “financial ability to meet grant requirements.”
- Further clarification to the “Reimbursement Procedure” section was provided to ensure reimbursement does not occur until a city inspection has been conducted and approved, and that the Agency reserves the right to refuse reimbursement if a project doesn’t conform to the terms of the grant agreement.

Following this overview, Ed Gormley MOVED to recommend the Urban Renewal Agency Board approve the draft program outline. The motion was SECONDED by Wendy Stassens, and approved unanimously.

Projects and Program Priorities – Chair Gowell initiated discussion on the topic of urban renewal projects and programs by noting that this was a continuation of the brief discussion held at the prior meeting, and, given the lateness of the time, may need to continue to future meetings. Committee members’ discussion focused on Alpine Avenue, given that it is one of the capital improvement projects included in the City’s Street Improvement and Repair Bond that appears on the November 4th ballot. Relative to this project, committee members noted that there should be thought given to developing an overall master plan for the length of the street; that the design of the street should involve residents and property owners within the Alpine Street area; and that there will need to be further analysis and discussion as to which portion of the street should be first improved in order to get the greatest return on the public’s investment. The committee also suggested that the Community Development Director be invited to a future meeting to discuss when the Alpine Avenue improvements might be scheduled for construction, should the bond measure be passed.

4. Other Business

Future meeting schedule – Chair Walt Gowell suggested that, at least for the immediate future, MURAC meetings be held every other month. He noted that the bylaws require at least quarterly meetings, which this proposed schedule would keep them in compliance. By consensus, the committee members agreed to hold future meetings on the first Wednesday of every other month (with the exception of the November meeting, which would be scheduled for the second Wednesday, November 12th).

5. Adjournment

There being no other business, Chair Gowell adjourned the meeting at 5:05 pm.

DRAFT