

# Minutes of the Veneta Urban Renewal Agency Work Session March 14, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom, and Thomas Laing

Staff: Ric Ingham, City Administrator; Kay Bork, Community Services Director; Kyle Schauer, Public Works Director, Darci Henneman, City Recorder; Claudia Denton, Economic Development Specialist; and Joan Mariner, Fern Ridge Review

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## 1. CALL TO ORDER

Chair Larson called the meeting to order at 8:34 p.m.

## 2. REDEVELOPMENT TOOL KIT MATERIALS

Denton said she is seeking feedback from the Agency after also seeking feedback from the Economic Development Committee (EDC) on a revised Redevelopment Tool Kit (Tool Kit) which was first developed in 2006. She said in 2012-2015 the materials were revisited by staff but no materials were completed or adopted by the Agency. She said the EDC reviewed the Tool Kit last week and she mainly wanted the Agency to review the application packet. She said she and Bork worked through the EDC recommendations. She reviewed the map, Tool Kit, and funding program options.

In response to a question from Chair Larson, Denton said she will make specific recommendations to the Planning Staff to amend the sign code to be slightly different for the downtown area than it is for the rest of the City.

Ingham said the sign code will be more pedestrian friendly rather than vehicle friendly.

In response to a question from Chair Larson, Denton said staff needs to go through a few more scenarios to find out how the scoring would work. She said the scoring wouldn't determine if applicants will get funded but will provide different recommendations, and a high score doesn't guaranty that businesses will get funding.

In response to a question from Thomas Cotter, Denton said employers don't get points for keeping the same number of jobs but would if creating more jobs or the same number of jobs have increased wages. She said the median family hourly wage is \$16.37 per hour.

Thomas Cotter said he'd rather increase jobs rather than decrease net job gain. He said staff did a great job on the tool kit and application.

In response to a question from Chair Larson, Ingham said the Broadway Mixed Use Area, the Downtown Neighborhood Area, and the Territorial Commercial Area are all in the Downtown Master Plan.

Bork said the Transition Commercial Area (purple on the Redevelopment Took Kit Boundary Map) was expanded to include the southern corners of the Highway 126 and Territorial Rd. intersection.

In response to a question from Chair Larson, Ingham said primarily the Northeast Employment Center (NEC) and Tax Lot 600 are not included in the Boundary Map.

In response to a question from Chair Larson, Denton said staff will continue to work on benefits for NEC. She said the tool kit is strictly for grants or other non-loan assistance.

In response to a question from Victoria Hedenstrom, Denton said small projects can apply for four different assistance programs which offer up to \$16,000 in grant funds and 6 hours of design assistance. She said large projects can apply for all five assistance programs which offer up to \$105,000 in grant funding. She said it would have to be an extraordinary project to qualify for the entire amount.

Ingham said he and Hartz have discussed the number to include in the budget. He said there has been \$25,000 in the Redevelopment Tool Kit for the last five years. He said we don't want to put that kind of money in it if the potential to grant it isn't there but he would like to see \$75,000 in the fund next year

Chair Larson said maybe \$75,000 isn't enough to get the program up and running.

In response to a question from Victoria Hedenstrom, Ingham said most likely assistance will be for sign and façade improvements. He said we need to outline the process if we have more grants that we have funds budgeted. He said it depends on how Hartz sets up the line items, the URA budget and the Tool Kit. He said if we exceed the budgeted amount, a supplemental budget will be completed to cover the funding. He said it's a lengthy process but possible. He said we want to budget more than what is funded.

Chair Larson said the information was very clear and well organized.

### **3. SECOND ST & THIRD ST DESIGN STANDARDS/IMPROVEMENTS**

Ingham said we've completed the sidewalk on the east side of 5<sup>th</sup> St. between Broadway and Dunham and the goal is to build out the West Broadway pedestrian connectivity with sidewalk improvements to 2<sup>nd</sup> St. and 3<sup>rd</sup> St. between Broadway and Dunham. He said staff applied for grants but these are really small projects that aren't a good fit for grants. He said Schauer continues to work with Branch Engineering to come up with a couple of design alternatives.

Schauer reviewed the two design alternatives for the buildout of 2<sup>nd</sup> St. and 3<sup>rd</sup> St. between West Broadway and Dunham. He said 2<sup>nd</sup> St. already has a sidewalk on the east side which was installed when the Quest Building and the medical clinic were constructed. He said Alternate 1 is about \$15,000 more and provides for bulb outs, landscaping, and street lights similar to those on W. Broadway. Alternate 2 provides for maximum parking because the bulb outs were omitted. He said all ditches and storm water would be collected to meet code. He reviewed the map of the recently installed sidewalk on 5<sup>th</sup> St. to show what Alternate 2 would look like.

In response to a question from Chair Larson, Schauer said Alternate 2 doesn't include intense landscaping and would not be as prevalent as W. Broadway. He said we'll find a way to get some plantings included. He said intersections would include bump outs and it's only one block from W. Broadway to Dunham.

In response to questions from Tim Brooker, Schauer said once we cut into the street or change a street layout, we're required to meet American Disability Act (ADA) standards. He said the objective of the project was to gain as much downtown parking as possible. He said Alternate 1 is more pleasing to the eye but you lose some parking and it would require more maintenance. He said these streets don't bear a lot of load but they do carry traffic from one side of town to the other.

Schauer provided costs for both alternatives. He said Alternate 1 and is more expensive and includes street lights like those on W. Broadway. He suggested for now, we could reduce the cost significantly by just including the electrical conduit and spacing for the lamps. He said lighting costs would be about \$12,000 for the west side of 2<sup>nd</sup> St. only and \$24,000 for both sides of 3<sup>rd</sup> St. He said we could get one lighting contractor in to do install the conduit for all future decorative street lighting.

In response to questions from Chair Larson, Ingham said he doesn't think these projects will be attractive for an ODOT grant because 2<sup>nd</sup> and 3<sup>rd</sup> Sts. are low traffic streets. He said the 5<sup>th</sup> St. improvements were paid for with a blending of Street Funds and Urban Renewal Agency funds. He said it would be difficult to do a local improvement district (LID) because there's only two residents on 2<sup>nd</sup> St. and three to four on 3<sup>rd</sup> St. Project costs for 2<sup>nd</sup> St. alone are \$135,000 - that would mean roughly \$65,000 per property owner. He said staff can bring the idea of an LID back to the Agency but these improvements should really be part of the downtown development effort.

In response to a question from Thomas Laing, Ingham said 4<sup>th</sup> St. has some challenges so we'd like to save it for last.

After a thorough discussion, it was the consensus of the Agency to direct staff to move forward with the street improvement project using Alternate 2.

Schauer said he has what he needs to move forward.

**4. OTHER**  
None

**5. ADJOURN**

Chair Larson adjourned the Veneta Urban Renewal Agency at 8:30 p.m.

  
Sandra H. Larson, Chair

  
Darci Henneman, City Recorder