



**APPROVED: May 21, 2008**

**CITY OF ALBANY  
Central Albany Revitalization Area Advisory Board  
City Hall Council Chambers, 333 Broadalbin Street SW  
Wednesday, April 2, 2008**

**MINUTES**

Advisory Board Members present: Chris Norman, Dan Bedore, Jeff Christman (arrived at approximately 5:20 p.m.), Floyd Collins, Oscar Hult (departed at approximately 6:15 p.m.), Bessie Johnson, Gordon Kirbey, Sharon Konopa, Ray Kopczynski, Dick Olsen, Cordell Post, and Kim Sass

Advisory Board Members absent: Loyd Henion and Ralph Reid, Jr.

Staff present: Economic Development Director Dick Ebbert, City Manager Wes Hare, Urban Renewal Coordinator Kate Porsche, and Administrative Assistant I Tracy Swett

Others present: Twelve others were present in the audience

**CALL TO ORDER**

Chair Chris Norman called the meeting to order at 5:15 p.m.

**APPROVAL OF MINUTES**

March 19, 2008

**MOTION:** Bessie Johnson moved to approve the minutes as written. Dan Bedore seconded the motion, which passed unanimously.

**SCHEDULED BUSINESS**

Business from the Public

None.

Budget and Cash-Flow Update

Urban Renewal Coordinator Kate Porsche distributed and reviewed the April 2, 2008, CARA Funds Available (Exhibit A, in agenda file). She advised that the current cash balance of about \$1.5 million remains for projects through June 2009. She plans to look at the following year's cash flow to determine if additional funds will be available. Norman asked when that would be available. Porsche said that she hoped to complete it for the upcoming budget meeting. She said that the balance reflects return of the Book Bin funds and the updated payment timeframe for RCM Homes' System Development Charges (SDCs).

Porsche advised that a meeting with Scott Lepman, his legal counsel, and the City Attorney has been scheduled to better identify his project status and CARA's funding obligations. If Lepman does not move forward, there is the possibility of an increase of about \$700,000 toward CARA's cash flow balance. In addition, she mentioned that two more projects seeking CARA funding have been identified and will be on the April 16,

2008, meeting agenda for the Board's consideration.

Norman asked why Lepman's project was not listed. Porsche said that the projects listed are those in which have expended funds. Lepman's project is accounted for but not listed.

### Presentation of New Funding Requests

Habitat for Humanity (HFH): Porsche said she provided a comprehensive staff report and analysis of the project which was contained in the agenda packet. She said that the current HFH ReStore is located in Tangent and will be relocating within the CARA District to a location north of Eleanor Hackleman Park. Members of HFH will give an overview and be available for questions.

Michael Kinney, 1232 Sherwood Place NW, introduced the store manager Jackie Saling. He explained the mission of HFH, how the ReStore assists with that mission, and the store's operations. He said that the store operates as a major recycle center, intercepting over 300 tons of recycled goods last year.

Norman asked who put the application together. Kinney said it was a group project.

Johnson asked if the different uses stated in Item H on page 5 were different uses for HFH. Porsche said that was her analysis of the HFH request. She said the building was like a pole barn. HFH is not changing the building; so it could be adapted to different uses in the future.

Norman asked why the sprinkler upgrade listed on page 14 was \$49,000, yet the Carter's Fire Sprinkler Maintenance & Piping bid provided reflected \$17,500. Kinney said that the sprinkler project was a two-phase project. To satisfy the City's requirements to open, the business would cost \$17,500. Kinney said that the additional cost is incurred by the addition of a loading/unloading area on the north elevation which triggered the need for a dry sprinkler system which is the additional amount.

Norman asked if the goal was to get the building up to code as required by the City or somewhat beyond that. Kinney said it was the latter. He cited the additional needs: the northern loading/unloading area with freight doors and a cement pad; the lighting is inadequate and needs to be upgraded; the parking lot must be completed; and landscaping is required. Norman asked if the landscaping quoted as \$11,735 was required by the City to open. Kinney said yes.

Norman said that HFH had asked for a forklift and signage. He said that CARA could not fund improvements unattached to the structure. Kinney acknowledged that Porsche had warned that CARA may not fund those pieces. Norman asked about the \$64,000 listed under "Receiving Area." Kinney said that it was an extensive project including preparing what is now a grass field for the concrete pad and the awning which is necessary to protect inventory stored outside given weather conditions in Oregon.

Norman asked if there were phases of improvement beyond the sprinklers and the receiving area. Kinney said that from a business standpoint, the goal is to complete all upgrades prior to opening. Due to the lease payments starting, they wish to open as soon as possible.

Norman asked about the relationship between the property owner and HFH. Kinney stated that HFH approached the Ralph Hull Foundation for funding, which resulted in the foundation purchasing the building for HFH's benefit.

Johnson asked if monies requested for the forklift and signs might be shifted toward other expenses that CARA could fund. Kinney and Saling stated they could address Johnson's suggestion and bring that back for the Board's deliberation.

Floyd Collins said that that while he is supportive of HFH's purpose and function, he cautioned using CARA

funds because HFH's 501C nonprofit status exempts it from paying taxes. It would be important that CARA find a community value that fits in the CARA goals to fund the proposal. Kinney said that HFH does increase the tax base since they build homes in the community. Collins explained that the tax increment received by CARA is only within a specific geographical area and development in other areas does not add to CARA funds.

Kim Sass said that she understood that other chapters of HFH rehabilitate older buildings but the local chapter does not. Kinney asked if that would be an expectation in the district under discussion. Sass said no, but doing so could stabilize neighborhoods and increase home ownership, which are CARA goals. Salving said that HFH International does regulate certain activities and rehabbing existing structures may be one of those activities.

Norman said that the staff report does analyze the project against the review criteria of which one is return on investment (ROI) on tax increment financing (TIF), which then enables CARA to fund more projects.

Porsche thought the request addressed the criteria of blight and sustainability. The building had been on the market and vacant since 2003. The use would increase activity in the area. Regarding sustainability, Porsche said that HFH is exploring ways to partner with Allied Waste to create a recycling depot at this location in addition to its primary operation as the ReStore.

Norman asked about the amount of funding to meet the immediate need to open. Kinney said that every other source of funding is questionable. Norman asked how HFH would proceed if CARA did not fund the request. Saling said it would slow the opening and put the operation into negative cash.

Jeff Christman asked for clarification on the requested amount. He noted page 4 had the request as \$171,104. Porsche said that was an error; the amount should be \$116,745.

*Hydration Technologies (HTI)*: Porsche gave a brief background on a meeting that occurred in February with City staff, representatives from the Oregon Economic Development and Community Development Department (OECD), and HTI to discuss ways to help the company recover from the fire that destroyed their production line.

Bob Schmieg, 2484 Ferry Street SW, provided a handout titled *Overview of CARA Grant Request* (Exhibit B, in agenda file). He explained the company's original product that was in production when a fire occurred in March 2007. He said that the company did have insurance and received \$660,000 in proceeds. The total cost to rebuild the line is \$820,000. In addition, the company has the opportunity to use this time to add a new line for a new product that has been developed since the fire.

He said that they are requesting \$162,270 to rebuild the original production line. Once rebuilt, the property value will be well over \$1 million and reestablish 25 jobs. Another \$260,000 is requested to build the new product line, which was explained by Keith Lampi, Chief Operations Officer of HTI.

Schmieg said that if projections prove true, the facility could be running three shifts, seven days a week. Each shift would add 25 jobs, plus supervisors.

Ray Kopczynski asked if the company had any long-term contracts. Schmieg said no because the company does not have product. He said that the company has been approached by the Red Cross to co-brand one of the products for emergency preparedness.

Collins said that CARA should be careful about investing in the private sector due to the questionable length of time a business may stay open. He suggested an alternative to a grant would be a loan that would be forgivable after a set number of years if the business is still in operation within the community. He asked Schmieg if the

company would consider a forgivable loan rather than a grant. Schmieg said yes. Collins said that his concern was that the company would relocate if purchased by a larger company and any investment from CARA would need to be protected.

Sharon Konopa asked if Schmieg has considered an enterprise zone tax exemption. Schmieg said yes; the exemption would apply toward equipment purchased to build the new production line, but not the rebuilt line. Konopa asked if the project would still be feasible with only the tax exemption in lieu of a grant. Schmieg said no; the exemption would only be applicable to the equipment because the company does not own the land. Konopa asked if Schmieg has checked with the financial services provided by Cascades West Council of Governments for a possible loan. Schmieg said yes, but the program does not work well with HTI's business model.

Bedore asked if there was any funding commitment from the OEDCDD. Schmieg said no; local funding was the first approach.

Norman asked if the facility was currently running and the disposition of the insurance funds. Schmieg said the production line is nonoperational. Insurance proceeds were received, but most have been spent.

Bedore asked if there was a distinct cutoff between the startup and the new lines or if economies of scale will be realized by undertaking both the rebuilding of the original line along with building the new line. Schmieg said that the lines are not interdependent.

Norman said that the insurance proceeds were received almost a year ago. He asked if there was a financing plan in place when the company decided to pursue the expansion. Schmieg said that a business decision was made early due to equipment lead times. An emergency shareholder loan was pursued, and the insurance proceeds would have been the primary funding mechanism. He said that the insurance on the property coverage paid as anticipated, but the business interruption policy was problematic because of a lack of historical sales for the previous year. HTI retained consultants; and based on the \$7 million sales projection, a \$2 million advance was requested. The insurance company rejected the projection and failed to pay on the business interruption policy.

Dick Olsen asked for the number of shareholders. Schmieg said between 80 and 100, with 40 to 50 in Albany. Olsen asked if the company was publicly traded. Schmieg said no. Discussion followed.

Oscar Hult left at approximately 6:11 p.m.

*JC Penney Building/ JC Penney Building Sidewalk Request:* Porsche briefly introduced the applicants and their architect Bill Ryals to the Board.

*Rick Mikesell, 3015 Salem Avenue SE,* said he along with Ron Nagel and Rick Rebel formed R3 Development. He said the basement of the building is leased to the antique mall. Four thousand square feet of the upper floor is leased to Western States Insurance. He said three local business people sought the project out because they wanted to do something in Downtown Albany and bring a sizeable restaurant to the area. The building is 27,000 square feet, and no one has done something of this size in Albany yet. The cost to do the rehabilitation of this space will be about \$5 million. The market value of the building after rehabilitation with top rental rates will be about \$4 million.

*Rill Ryals, 935 Jones Avenue NW,* said he met with staff and the State Historic Preservation Office (SHPO) staff to review hurdles in rehabbing a historic structure for modern uses. The project will be difficult and more costly than new construction. Structural upgrades include building a new transparent frame inside the building in a manner that does not change the historic character of the building.

He said the group believes access to the back of the building is key to the project's success. Staff has questioned the legality of some items that have been allowed to develop over time, such as the stairways and trash receptacles. In addition, investigations have determined that a pole-mounted transformer is insufficient to power the building with the addition of a restaurant. A pad-mounted transformer will be needed, and it will extend about four to five feet away from the rear façade. Staff has said Council may need to decide the question of possible easements to allow items to continue encroaching into the public right-of-way.

Norman asked if the power lines would be relocated with the addition of the pad-mounted transformer. Ryals said the lines would be eliminated.

Ron Nagel, 1935 Springhill Drive NE, said the power service upgrade would remove the wire, but the poles would remain as telephone and cable service lines are attached to the poles.

Ryals said that the stormwater drains in the area are not connected to storm sewer. When the electrical feed is completed, they hope to also complete a stormwater extension which would benefit a number of buildings in the area.

Kopczynski asked if the northern elevation would be compliant with the American Disability Act (ADA). Ryals said that it was not designed to be compliant. The front entrance will be ADA compliant, which is sufficient to meet the law.

Kopczynski asked if the return on investment analysis hinged on a restaurant tenant. Mikesell said the project's economics were based on commercial retail square footage, not specific uses. The funding package was drafted to incur a substantial penalty if a restaurant is not secured.

Porsche explained the funding was split in two. The first part is ten percent of the project costs, which is \$540,000. In addition, a \$200,000 loan becomes forgivable if a restaurant within a certain square footage is secured in the space within five years. If a restaurant is not secured, the loan becomes payable in full on Day 1 of Year 6. Discussion followed.

Porsche reminded the Board that there is a vault underneath the sidewalk in front of the JC Penney building that was discovered during the First Avenue streetscape construction. At that time, improvements were not completed in this area. The City has conditioned that the property owners fill the vault and the sidewalk be redone. Porsche recommended that CARA fund the sidewalk replacement since it would have been done as part of the streetscape project had the vault not been an issue. The total amount to replace the sidewalk is \$5,700.

Ryals asked if the cost included benches. Porsche said no, but funds are factored into the Small Grant Subcommittee. Street trees are not included.

Collins suggested that the entire amount be packaged as a forgivable loan if the property is maintained as a commercial property for a set number of years. Mikesell said that he was agreeable to that package. Ryals said that the funding would go into the infrastructure of the building; so even if the building was sold, the asset of the improved building would remain. Discussion followed.

Porsche reminded the Board that the project would not impact the tax increment because the property owners intend to place the building on the tax freeze program. She said that once placed on the program, the taxes will remain frozen for 15 years. At the end of the 15 years, the property is reassessed and the owner then has the option to apply for a second 15-year freeze based on the new valuation. Olsen asked if the property was on the program now. Porsche said no.

Norman said that construction estimates were not included. Porsche said that because she received them today,

they were not included in the agenda packet. Mikesell said that fire sprinklers were about \$124,000 to \$150,000. Ryals said that seismic upgrades are necessary due to unreinforced masonry. Upgrades will run about \$500,000. He added that the upgrades are necessary for life safety when the building is fully leased and occupied to decrease loss of life or injury in the event of an earthquake.

Bedore asked if there is an elevator shown between Space 19 and 20 on the basement plan (page 57 of the agenda). Ryals said that it would be installed as part of the building rehabilitation.

Christman asked if the total project value on page 48 of the agenda packet was correct. Porsche said no; the value should be \$4 million.

Collins asked staff if an inventory of similar vaults in the downtown area had been compiled. Porsche said no, but she had heard there was more. Collins requested an inventory be done and suggested staff bring the issue before Council for a policy decision. He added that Porsche should also discuss the stormwater improvements with Public Works staff to ensure improvements are completed efficiently.

Christman asked for examples of other CARA-funded projects that are taking advantage of the tax increment freeze. Porsche said that Marc Manley's Flinn Block and Thad Olivetti's buildings are, all of which are on First Avenue.

Norman reminded the Board that CARA had an available cash balance of \$1.5 million until about June 2009 or later. He said there may be more funding requests. There are likely more projects seeking funding than what CARA has available. He called for deliberations on the applications.

#### Deliberation and Funding Decisions

*Habitat for Humanity (HFH)*: Johnson asked if the applicants developed any funding priorities or recalculations. Saling said that the roof needs to be replaced. The cost to do so was not included in the estimate provided to CARA. The funding needed to pay for the City requirements is \$62,382. That could be reduced slightly, but the awning is an operational necessity due to product storage which then triggers the additional City requirement for an outdoor sprinkler system.

Porsche said that the original request is for \$116,745. Removal of funding for the forklift and vehicle signs and adding the roof replacement would bring the total requested funds to \$110,774.

Saling added that HFH only asked for half of the funds it needs to open the business.

Norman asked if the bid for fencing was for the entire property. Kinney said yes.

Collins said that if CARA's choice is to fund the project, the requested amount is only half of the project costs to open the business. The Board could simply fund the project as requested without juggling numbers to make it official since it is well under the total project cost.

Norman asked if this is an area that meets CARA's review criteria since there would not be a return on investment due to the nonprofit status of HFH.

Johnson said that it was a worthwhile project that would dress up and add more activity in the area. She felt it important to fund for improvements to the building only.

Kopczynski said that while HFH's activities are technically outside the CARA boundary, criteria E (blight) and J (sustainability) are addressed by the application and HFH does a great social good.

**MOTION:** Kopczynski moved to fund HFH in the amount of \$116,745. Konopa seconded the motion.

Christman said that the three projects have been a challenge. CARA would be investing \$1.2 million in funding with virtually no financial return in the form of tax increment financing. He would like to move ahead with the HFH project but remained unconvinced on the needed dollar amount. He requested the proposal come back to CARA with a more complete list of what would be funded.

Norman agreed. CARA could help finance projects to meet the City requirements, but not all of the requirements.

Konopa was likewise concerned. She said that if CARA does not fund the proposal, the project may qualify for funding from the Housing Fund. The Council determines expenditures from that fund.

Bedore said that the work that HFH does by building homes in the city increases the overall tax increment.

Olsen agreed with Norman. He was concerned with spending money on projects that would not add to the value of CARA.

**ACTION:** A roll call vote was called, and the motion failed with Norman, Christman, Collins, Kopczynski, Olsen, Post, and Sass voting against.

Collins encouraged the applicants to work with staff to pursue possible funding from the Housing Fund as suggested by Konopa.

Norman asked if the Housing Fund should be investigated before CARA considers the funding request again. Porsche said that the Housing Fund is managed by the Planning Division. The timing of an application and scheduling the matter before Council would be a guess given Council's schedule. Norman asked how that would alter the project timeframe or create barriers. Kinney said that a delay would stop the organization's efforts. Norman asked about the process for securing funding from the Housing Fund. Konopa said that the usual process was to submit for grants. The deadline of March 15 for the upcoming fiscal year just passed. It would be up to Council whether to fund outside the regular grant awards. She added that because this project does not directly result in a low- or moderate-income house, it may not qualify for funding from the Housing Program because the funds were originally Community Development Block Grant funds designated for that purpose.

Bedore said that CARA has funded other projects to meet the City requirements. That is a significantly less amount in this case.

**MOTION:** Bedore moved that CARA fund the request for the items required by the City in order to open for business in the amount of \$62,385. Post seconded the motion, and it passed unanimously.

Porsche asked the Council whether she should still investigate the possible funding from the Housing Fund to finance the remainder of the funding request. The Council agreed.

Hydration Technologies (HTI): Norman opened up discussion on the request from HTI.

Bedore felt this was a unique opportunity for both the urban renewal district and the City. He was supportive of providing as much assistance to the project as possible through either grants, forgivable loans, or a combination of the two.

Johnson agreed with Bedore but liked the idea of a forgivable loan as Collins previously suggested.

Chrstiman asked if the taxes paid on the equipment through personal property taxes were part of tax increment financing. Porsche said yes, unless the HTI took advantage of the tax freeze available through the enterprise zone. She said that CARA had funded a similar application with Viper Northwest. Konopa asked if Viper had qualified for the enterprise zone tax freeze. Porsche said no. Konopa suggested CARA consider funding HTI contingent on them not applying for the tax freeze. Bedore said that the amount that would fall under the tax freeze would be a relatively small amount. Collins said that it is a good policy question for the Board.

Schmieg clarified that the company could only ask for an exemption for the equipment purchased to establish the new product line. The equipment purchased to rebuild the original production line would not be eligible.

Porsche reviewed the possible levels of funding that the Board could consider as outlined on page 33 of the agenda.

Bedore proposed CARA fund the entire \$162,000.00 to rebuild the original production line to give the company the ability to resume its former operations. In addition, CARA could provide a match amount for the new production line. Post asked for clarification on the match. Bedore said that the second amount would be a \$260,000 loan of which CARA could agree to forgive given specific criteria. Additional funding from the state could then be subtracted from CARA's obligation. Norman asked for the criteria for forgiving the loan. Bedore said that the loan could be forgiven based on the business remaining in operation after a certain number of years.

Kopczynski asked if funding this project would set a precedent for investing in a business plan without having full knowledge of the company's future plans. Norman agreed, as did Olsen.

City Manager Wes Hare gave the background of how the City became involved. He said that this request was very similar to the Viper Northwest project that CARA previously funded. Additionally, this proposal will have a return on CARA's investment and create and retain jobs in the area.

Christman said that the company does not own the building. He questioned if there would be increased value since none of the funding is directed toward building improvements. Hare said improvements have been made to the building since the fire. In addition, the equipment purchased to rebuild the original line would be subject to the personal property tax, increasing the tax increment.

Olsen asked about the investment return timeframe for Viper Northwest. Porsche said that originally it was seven years but decreased to four years because the taxes on the equipment were not included in the original analysis. Olsen said that the return on this proposal would be 22 years. Hare acknowledged this project would take longer to payback assuming no further development occurs in the building. Olsen asked if the building had extra space for expansion. Lampi said yes; it could double production capacity again if needed. Olsen asked how much value would be added should that occur. Lampi estimated between \$100,000 to \$300,000. Olsen asked what the property was currently worth. Porsche did not have that information with her.

Post said that it was a worthy project but was uncomfortable with a \$400,000 request given CARA's available cash balance. He could support \$162,000 but was not favorable toward the full \$400,000.

**MOTION:** Post moved that CARA fund HTI in the amount of \$162,270. Kopczynski seconded the motion.

Collins asked if HTI would still have the option to come back should the state not be able to assist with further funding. Norman asked if the \$162,270 would qualify as matching funds toward a state grant.

Hare said that there was a possibility of state funding but never a guarantee.

Collins asked if the motion was for a grant and not a loan. Post said it was for a grant. Collins said he felt

CARA should either fund the entire package less any contributions from the state to allow the company to make the necessary business decisions quickly. He was also in favor of Bedore's suggestion that the second amount of \$260,000 be a forgivable loan instead of a grant. Discussion followed.

Porsche said that the applicant is always allowed to come back and request additional funding. The Board could direct staff to work with HTI to assist in securing state funding. If they needed additional match funds, then they could come back to CARA with a request.

Bedore said that he remembered that the state funding would be based on the local commitment. Working to secure state funding would have remained a goal even if CARA had funded the entire request.

**ACTION:** A vote was called on the motion, and the motion passed unanimously.

Collins requested staff work with HTI with dispatch on securing state funding and return before CARA for additional funding, if needed for the project.

Porsche said that based on the funding awards thus far, \$1,343,170.00 in funding remained.

JC Penny Building: Konopa said that she was very confident in the group that came forward to do this project.

Post agreed. He said the amount of money the group is prepared to spend on the project, the building's location in the center of a downtown block, and the fact that the group is made of Albany residents is fantastic.

Johnson commended the developers for choosing to redevelop a downtown site.

Kopczynski said that several of the last few projects that were funded by CARA intended to bring a restaurant to Albany. He questioned if Albany could support multiple restaurants opening simultaneously. The Board thought that would not be an issue.

Norman reminded the Board that the building owners intend to place the building on the tax freeze program which would affect the tax increment. In addition, the proposal is for over ten percent of the total project costs. Christman agreed; however he saw it as a project that fulfills the original vision of CARA to revitalize downtown.

Olsen asked the current value of the building. Mikesell said the county listed the value as \$350,000, but the purchase amount was \$425,000. Olsen said that he thought CARA would be giving up a significant amount of its available funding and losing tax increment for the life of the District if the project was funded. He supported the project but questioned if CARA should both fund the building and forgo the tax increment.

Christman said that the District would still see taxes on the current value of \$300,000. He said that while the District may not realize a return on the improvements to the building, it would not lose money either.

**MOTION:** Konopa moved that CARA fund the improvements to the JCPenny building in the amount of \$742,000, with \$542,000 in grant funding and \$200,000 in a forgivable loan. Johnson seconded the motion, and it passed unanimously.

JC Penny Building Sidewalk Request: Norman reminded the Board that the request was to complete the streetscape for the block that could not be done with the original First Avenue streetscape project. Collins said that he liked this approach but directed staff to research other instances and develop recommendations for managing similar situations in other parts of town.

**MOTION:** Bedore moved to approve a \$5,700 expenditure to improve the sidewalk in front of the JCPenny

building. Kopczynski seconded the motion, and it passed unanimously.

Staff Updates and Issues

Porsche told the Board that staff is in budgeting season. She suggested the Board hold a joint meeting with both the Board and the ARA Budget Committee on April 16, 2008, at 5:15 p.m. to review the proposed budget. The joint meeting would then be followed by a regular CARA meeting. The formal budget proposal before the ARA Budget Committee is scheduled for Tuesday, May 13, 2008. The Board agreed to the joint meeting.

Kopczynski asked for an update on the Baker Street home. Porsche said that the property owner was present should Board members have questions. She is working on a residential funding package which she hopes will be packaged for the April 16 meeting. She added that the house has been primed and painted on one side.

**BUSINESS FROM THE BOARD**

None.

**NEXT MEETING DATE**

The next meeting of the CARA Advisory Board will be a joint meeting with the ARA Budget Committee scheduled for Wednesday, April 16, 2008, at 5:15 p.m. in the Willamette Room, followed by an Advisory Board meeting in the Council Chambers.

**ADJOURNMENT**

Hearing no further business, Chair Norman adjourned the meeting at 7:10 p.m.

Submitted by,

Reviewed by,

*Signature on File*

*Signature on File*

Tracy Swett  
Administrative Assistant I

Kate Porsche  
Urban Renewal Coordinator