

**Tremonton City Corporation  
Redevelopment Agency Meeting  
October 4, 2016  
Meeting to be held immediately following Tremonton City Council Meeting  
which is scheduled at 7:00 p.m.  
102 South Tremont Street  
Tremonton, Utah**

**AGENDA**

1. Approval of agenda
2. Approval of minutes – September 20, 2016
3. New Business:
  - a. Discussion and prioritization of possible scope of work for the urban design of Redevelopment Agency initiated improvements in the Tremont Center Community Development Project Area
4. Adjournment

Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Board may participate per Electronic Meeting Rules. Those eligible to request participation by electronic means should contact Linsey Nessen, City Recorder, no later than 48 hours prior to the meeting to make arrangements.

*Persons with disabilities needing special assistance to participate in this meeting should contact  
Linsey Nessen no later than 48 hours prior to the meeting.*

**Notice was posted September 30, 2016, a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after said meeting. A copy of the agenda was delivered to the Leader (Newspaper) on September 30, 2016.**

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Linsey Nessen, City Recorder

## **Draft Minutes**

### **TREMONTON CITY CORPORATION REDEVELOPMENT AGENCY September 20, 2016**

Board Members Present:  
Roger Fridal, Chairman  
Diana Doutre, Board Member - excused  
Lyle Holmgren, Board Member  
Jeff Reese, Board Member  
Bret Rohde, Board Member  
Lyle Vance, Board Member  
Shawn Warnke, Executive Director  
Linsey Nessen, Executive Secretary

Chairman Fridal called the Tremonton Redevelopment Agency Meeting to order at 8:33 p.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Chairman Fridal, Board Members Holmgren, Reese, Rohde, and Vance, Executive Director Warnke, and Executive Secretary Nessen. Board Member Doutre was excused.

1. Approval of agenda:

**Motion by Board Member Reese to approve the agenda.** Motion seconded by Board Member Rohde. Vote: Board Member Holmgren - aye, Board Member Reese - aye, Board Member Rohde - aye, and Board Member Vance - aye. Motion approved.

2. Approval of minutes – August 16, 2016

**Motion by Board Member Rohde to approve the minutes of August 16, 2016.** Motion seconded by Board Member Vance. Vote: Board Member Holmgren - aye, Board Member Reese - aye, Board Member Rohde - aye, and Board Member Vance - aye. Motion approved.

3. Presentation

- a. Presentation regarding the Tremonton City Redevelopment Agency creating the Tremonton City Façade Grant Program within the Tremont Center Community Development Project Area

Manager Warnke stated there are five tips to a great façade grant program:

- Significant match
- Work around property owners lack of upfront capital
- Simplify grant paperwork

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- Pro-Bono design services
- Sign program

The idea is to create better aesthetics by increasing market value, marketability of space, and make it a desirable place for people and retailers to want to be. It is proposed that the geographic boundaries follow the Tremont Center Community Development Area (CDA) to be eligible.

A list of eligible improvements was presented:

- Removal of false fronts
- Repair or replacement of windows, doors, and cornices
- Repair or replacement of façade materials
- Signage
- Awnings
- Exterior lighting
- Exterior painting
- Fees for design assistance from a professional designer
- Cleaning or replacing tiles
- Landscaping

Manager Warnke recommends the City solicit applicants by targeting properties where the City can make an impact. It will be a pilot program the first year. The City can create design guidelines for façade and building improvements or have an architect involved in each project. The streetscape is separate from the building improvement. The architect would work to get the buildings back as close as possible to the original form. Councilmember Rohde would like some guidelines put in the Code.

There will be a pre-application consultation to ensure eligibility. The pre-application committee would consist of an architect, Building Official, City Manager, and the applicant. A member of the RDA would be welcome to participate. Manager Warnke has received names of a few architects from the Utah Heritage Foundation. Soren Simonsen responded and proposed a base fee of \$500 for each façade review and design. The design would come before the RDA for approval.

Award Procedures would consider the availability of funds, recommendations from the pre-application committee, the improvements needed, and preferences to projects that have the greatest potential of improvement with least amount of money invested. Manager Warnke thought it would encourage more participation if the RDA paid 75% of eligible costs up to \$10K. Corner spots have more frontages and could be allotted more. Lessee's can sponsor application with property owner's consent.

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There could be a recorded easement required, which sunsets after four (4) years, to protect the City's investment. Councilmember Rohde would like guidelines put in the Code so any renovations for façade on Main Street would have to follow the same guidelines. Manager Warnke will look at the specifics for creating a historic district and how that affects renovations. There are opportunities for fixing signs and painting sign structures. Main Street has false fronts that can be removed. The City can put \$30K for Façade Grants and Public Realm Enhancements. Manager Warnke would prioritize the restoration of the "Jay" sign at Jim and Dave's. The sign would add to the streetscape at night.

There was talk about creating the streetscape before offering the grants. The trees have grown and would cover some of the new façades. Store owners would be more interested in participating in the façade grants if they knew the City planned on making changes to the streetscape. It would create synergy and they would want to fix their buildings up to match. The \$30K could be used to put together a concept for Main Street. Once the City invests the money to create a plan, the next step is to implement the plan.

**Motion by Councilmember Holmgren to authorize the City to go forward to develop and design a Main Street concept and authorize Manager Warnke to use the \$30K.** Motion seconded by Councilmember Reese. Vote: Councilmember Holmgren – aye, Councilmember Reese – aye, Councilmember Rohde – aye, Councilmember Vance – aye. Motion approved.

#### 4. New Business:

- a. Discussion and consideration of adopting Resolution No. RDA 16-11 accepting capital contribution for *Fund 71 – RDA District #2 Fund – Downtown* so that the Redevelopment Agency can commence with improvement projects

This motion was made later in the meeting.

**Motion by Councilmember Holmgren to adopt Resolution No. RDA 16-11.** Motion seconded by Councilmember Reese. The adoption of this Resolution allows Manager Warnke to use the \$30K as the Council stated and sets up a long term reimbursement agreement with the City for Capital Contributions. It also states the City used \$80K to acquire the 480 West right-of-way. Those funds can be a reimbursable expense. Roll Call Vote: Councilmember Holmgren – aye, Councilmember Reese – aye, Councilmember Rohde – aye, Councilmember Vance – aye. Motion approved.

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- b. Discussion and consideration of funding flashing lights on pedestrian signs that are pedestrian activated at the crosswalks of 100 East and Main Street and 100 West and Main Street

Manager Warnke said the flashing lights would cost potentially \$8K per crossing. It is something that would get drivers attention. The lights would be activated with a push button and would have a sign and lights on both sides of the street.

**Motion by Councilmember Rohde to fund the flashing lights and move money or whatever we need to do to get this project working.** Motion seconded by Councilmember Reese. Vote: Councilmember Holmgren – aye, Councilmember Reese – aye, Councilmember Rohde – aye, Councilmember Vance – aye. Motion approved. Director Fulgham noted this item is on the RDA Agenda because it has the potential for reimbursement when the tax increment comes in from Tremont Center.

- c. Discussion and prioritization of possible Redevelopment Agency initiated improvements in the Tremont Center Community Development Project Area

This item has a motion earlier at the end of item 3 a.

- d. Discussion and consideration of authorizing Redevelopment Agency Staff to have discussions and invite property owners within the Tremont Center Community Development Project Area to consider participating and possibly submitting an application to the Tremont City Façade Grant Program

**Motion by Councilmember Reese to table item 4 d.** Motion seconded by Councilmember Vance. Vote: Councilmember Holmgren – aye, Councilmember Reese – aye, Councilmember Rohde – aye, Councilmember Vance – aye. Motion approved.

- e. Discussion and consideration of accepting the proposal from Soren Simonsen of Community Studio to provide architectural assistance to the Tremont City Façade Grant Program

**Motion by Councilmember Reese to table item 4 e.** Motion seconded by Councilmember Rohde. Vote: Councilmember Holmgren – aye, Councilmember Reese – aye, Councilmember Rohde – aye, Councilmember Vance – aye. Motion approved.

## 5. Adjournment

**Motion by Board Members Vance and Holmgren to adjourn the meeting.** Motion seconded by Board Member Reese. Vote: Board Member Holmgren - aye, Board

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Member Reese - aye, Board Member Rohde - aye, and Board Member Vance - aye.  
Motion approved.

The meeting adjourned at 9:31 p.m.

The undersigned duly acting and appointed Executive Secretary for Tremonton City Corporation Redevelopment Agency hereby certifies that the foregoing is a true and correct copy of the minutes for the RDA Meeting held on the above referenced date. Minutes were prepared by Deputy Recorder Cynthia Nelson.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Linsey Nessen, Executive Secretary



# Stanley Consultants INC.

A Stanley Group Company  
Engineering, Environmental and Construction Services - Worldwide

July 9, 2014

Mr. Shawn Warnke  
Tremonton City Manager  
102 S. Tremont Street  
Tremonton, UT 84337

RE: Gateway Signage/ Logo Refinement

Dear Shawn:

I am finally back in the office full time after my back surgery recovery. Sorry for the delay in getting this to you. I have developed a scope of work that I believe addresses the components of the signage package and logo design/refinement that we discussed during my visit. Following is our proposed scope of work and associated fees.

City of Tremonton, Utah

Scope of Services – Gateway Signage – Signage Guidelines – Logo Refinement

We understand the need to produce gateway concepts that will project a City image that recognizes that past while looks to the future. The signs need to be creative yet durable in terms of material selection and cost effective. Gateway concepts will be produced to establish a style and character that will then be incorporated into a unified signage guideline. The following scope of work describes the proposed process to achieve these goals.

## 1.0 Data Collection and Precedent Studies

- 1.1 Photo survey of existing town signage
- 1.2 Site visit #1
- 1.3 Produce boards illustrating a variety of sign types for staff and public review to determine character, style, etc.
- 1.4 Produce outline of required sign types to be included into signage guideline; including City facility signage, ie City shops, parks and plazas
- 1.5 Review gateway locations with City staff to determine optimum location
- 1.6 Public/stakeholder meeting #1
- 1.7 Review stakeholder comments and record precedent study results

- 1.8 Review existing City logos and prepare comments for refinement
- 2.0 Preliminary Gateway and signage family design
  - 2.1 Produce 2-3 gateway signage alternatives, indicate materials and general dimensions
  - 2.2 Produce typical secondary sign type to coincide with each gateway alternative
  - 2.3 Produce photo simulation of each gateway sign concept
  - 2.4 Staff meeting #2
  - 2.5 Public Meeting #2
  - 2.6 Develop cost estimate for each alternative
  - 2.7 Produce two concepts for refined City logo
- 3.0 Final design and outline details
  - 3.1 Based on all input develop final signage family guidelines
  - 3.2 Guidelines will include plan and elevation view of all signs, material descriptions, dimensions and details. (structural design of footings not included)
  - 3.3 Produce final signage guidelines booklet
  - 3.4 Produce final refined City of Tremonton logo.

FEES:

The proposed fees for the scope of work as outlined above are as follows:

1.0 Data collection and precedent studies	\$7,300.00
2.0 Preliminary Gateway and signage family design	\$9,450.00
3.0 Final design and outline details	<u>\$7,750.00</u>
<b>Total Fees</b>	<b>\$24,500.00</b>

Fees include travel and expenses to 3 meetings in Tremonton.

If I have missed anything please let me know.  
We are available to begin immediately.

Sincerely,

Stanley Consultants



Mark Kopatz, Project Principal