

**Technical Review Committee Meeting**  
**Downtown Gathering Place Site Recommendation**  
**December 20, 2017**

**Review Committee Members**

Tom Barry (City Manager)  
Shannon Straight (Alderman)  
John Zakian (NDR Program Manager)  
Leslie Bean (CDM Smith)  
Chris Owen (Federal Compliance Officer)  
Roger Reich (Downtown Business Association)  
Lance Meyer (City Engineer)  
Ron Merritt (Park District)

**Questions and Discussion**

John Zakian started out the meeting by discussing the input we want from the review committee members. He informed the public is free to listen but there is no need for engagement since there were 2 public meetings. He discussed the key elements, then scoring, and the basis of the scoring. The site that has the highest score will be the one that is recommended to council. On the score card, it already has the criteria from the public input (site 2 gets 28 points, and site 1 and site 3 gets 1 point each.)

John Zakian then went over the handouts. He stated we can't drill down on costs until we know which site we are going to pick. Such as we don't know how much demolition or acquisition will cost. Each site has possibilities of added miscellaneous cost besides acquisition. He stated this will be a voluntary buyout program and is not eligible for involuntary. He then explained the steps of acquisition (appraisal, review appraisal, and possibly URA).

Q: For clarification, the high score is better than low score?

A: John Zakian confirmed, yes and we cannot have more points than allowed for that column. He then explained the scoring criteria directions that were in the hand out.

Q: Will today's meeting result in a recommendation?

A: John Zakian said yes, that is the goal. Once the recommendation goes to city council, they will have the information they need to make a decision. They can send it back to the committee or approve it.

Q: How will scoring go? Do we all agree on a score for each criteria or does each member complete their own score card?

A: John Zakian said each member does their own scores and then the site among the group with highest score is the one recommended. We will have discussion, then we score, whichever site with highest score will be recommended. The group agrees to this process.

Q: How long will it take to build this site?

A: One construction season is ideal, and Tom Barry said with construction site prep it may take two construction seasons. John Zakian confirmed we do have time for two seasons since all the money must be spent by 9/20/2022.

Q: How long will the process take to know which site has the most votes?

A: Leslie Bean said we have a spreadsheet ready to input the scores once everyone votes.

Q: A question was asked to Roger Reich with Downtown Business Association what his thoughts on economic impact criteria were for the three sites?

A: Roger Reich stated what he envisions for the three sites. Site 1 could be the gateway to downtown, where it starts, it could flow traffic to the downtown area. Site 2 is in the middle of downtown so you can say people that are already downtown could gather there on a continuous basis to have activities, walk around at lunch, it also depends on if 1<sup>st</sup> Ave remains a street. Site 3 has a different direction input to work your way to the center of the community, has never been real productive area so it could change that. He believes each site will be safe and could work.

Q: Are these 3 sites available for purchase?

A: John Zakian confirmed the planning department has sent letters to each site and advised them of the potential purchase and none have indicated that they wouldn't sell.

John Zakian stated we cannot spend any money on a site until the site has passed an environmental review. All of the 6 million will have to be spent. In the handout it states the assessed value, and this can be very different from an appraised value. Leslie Bean said that an environmental and historical review will have to be completed on each site and they need to be cleared by SHIPO. If site 2 were to be chosen, it may require URA. She also stated none are in known brownfield areas.

Tom Barry suggested ranking them so we would not have to re do this meeting. John Zakian said he is comfortable with this ranking. He said these 3 sites within the 40 blocks in downtown are the only ones that are available for what we are looking for. He also said if the council chooses a different site we can still default to our next recommendation. Tom Barry stated to the public that the rules will not change in this process.

The results were given (average of all the score cards) and team recommendation. The total was as follows: Site 1 at 25.6%, Site 2 at 56.8% and Site 3 at 17.5%. Site 2 will be the recommendation that will go to the city council meeting on January 2<sup>nd</sup>.

Committee				
Member		Site 1	Site 2	Site 3
	1	30	49	21
	2	8	81	11
	3	44	40	16
	4	26	58	16
	5	27	51	22
	6	37	40	23
	7	6	83	11
	8	27.33	52.33	20.33
Average		25.67	56.79	17.54