



## Staff Report

---

**File #:** 17-367

**Version:** 1

**Date:** 7/24/2017

**Item #:** 3.3a.

---

**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Kristin Retherford, Director Urban Development Department

### **SUBJECT:**

Short term retail lease with Salem Creative Network for space located at 365 Ferry Street SE, Suite A.

Ward(s): 1

Councilor(s): Kaser

Neighborhood(s): CANDO

### **ISSUE:**

Shall the City Council authorize the City Manager to execute the attached lease with Salem Creative Network for short term use of the vacant retail space located at 365 Ferry Street SE, Suite A?

### **RECOMMENDATION:**

Authorize the City Manager to execute the attached lease with Salem Creative Network for short term use of the vacant retail space located at 365 Ferry Street SE, Suite A.

### **SUMMARY AND BACKGROUND:**

The retail space located at 365 Ferry Street SE, Suite A (within the Liberty Parkade) consists of 1,010 square feet and was vacated by the previous tenant in May 2017. The space is currently being marketed for rent and receives periodic inquiries. Salem Creative Network desires to temporarily use the space to display artwork and encourage visitors to come downtown. Staff has proposed leasing the space to the prospective tenant for \$150 per month for two months to cover utility expenses.

### **FACTS AND FINDINGS:**

Salem Creative Network, an Oregon non-profit corporation whose President is Ross Swartzendruber, desires to lease the space to display and exhibit artwork and encouraging visitors to come downtown.

The key terms of the proposed lease (Attachment 1) are as follows.

- No rent will be charged for the use of the space in exchange for art displays/exhibitions to be shown/held in the space during the lease period.
- Tenant will pay \$150 per month (\$300 total) as a utility reimbursement.
- Term: August 1, 2017 - September 30, 2017
- The City will maintain its right to show the premises to prospective tenants or enter the premises at any time. If the premises is leased to a long term user, Salem Creative Network will be required to vacate upon seven days' notice.
- Staff believes allowing the use of the temporary space to display artwork for nominal consideration is in the public interest, as the use will draw visitors to the space, which increases its visibility and likelihood of finding a long term tenant, and avoids the appearance of an empty storefront in the downtown.

Clint Dameron  
Real Property Services Manager

**Attachments:**

1. Proposed Lease