

**CANBY URBAN RENEWAL AGENCY
SPECIAL MEETING MINUTES
August 3, 2016**

PRESIDING: Chair Tim Dale.

COMMISSIONERS PRESENT: Todd Rocha, Greg Parker, Brian Hodson, Tracie Heidt and Clint Coleman. Commissioner Traci Hensley was absent.

STAFF PRESENT: Rick Robinson, Urban Renewal Director; Joseph Lindsay, City Attorney; Jamie Stickel, Main Street Manager; and Kim Scheafer, City Recorder.

OTHERS PRESENT: Bob Cornelius, Loren Bell, Jennifer Bell, and Sarah Spoon.

CALL TO ORDER: Chair Dale called the Special Meeting to order at 9:09 p.m. in the City Council Chambers.

CONSENT AGENDA: ****Commissioner Hodson moved to adopt the minutes of the June 15, 2016 Urban Renewal Agency Special Meeting. Motion was seconded by Commissioner Rocha and passed 6-0.**

CITIZEN INPUT: None.

NEW BUSINESS: Facade Improvement Application for Bell Properties, LLC – Jamie Stickel, Main Street Manager, said this was an application for 358 NW 1st Avenue for improvements to the front and rear of the building. She explained the changes proposed.

Loren Bell, property owner, spoke about his vision for the property. He intended to raise the height of the building and discussed the lighting, windows, doors, and a metal skin he had planned.

There was discussion regarding the project and how the Bells were long-time residents of Canby.

Ms. Stickel thought this was the kind of project that could be a catalyst for other projects and would be a good addition to downtown. She recommended approval.

****Commissioner Hodson moved to approve the matching grant of up to \$25,000 for Bell Properties, LLC under the guidelines of the Downtown Canby Façade Improvement Program. Motion was seconded by Commissioner Parker and passed 6-0.**

Canby Main Street Annual Report – Ms. Stickel gave a PowerPoint presentation on the events that the Main Street program completed during the past year. She explained the mission and four-point approach of the Main Street program, marketing materials, and events such as First Friday, Canby's Big Night Out, Downtown Spooktacular, Light up the Night, and Canby Independence Day Celebration. She then discussed the business

outreach, marketing of available space, retail market analysis, community partnerships, Oregon Main Street networking, National Main Street Conference, Historic Review Board work, grants received, downtown flower program, design toolbox, and key initiatives for next year.

Commissioner Hodson had heard positive comments about the Independence Day parade being in the morning.

There was discussion regarding the need to repair banners on 99E and the need for more volunteers for events.

Commissioner Parker asked that the Urban Renewal Chair and Vice-Chair meet with the Urban Renewal Director to look at the workload and discuss if they needed to do less events. He thought there were options for getting more funds for consultants and help with staffing.

Mr. Robinson agreed that Ms. Stickel's plate was full and said there might be a time when the Main Street Program should become its own entity separate from the City.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Façade Improvement Application for Bell Properties, LLC

Chair Dale adjourned the Special Meeting at 9:57 p.m.

Kimberly Scheafer, MMC
City Recorder

Tim Dale
Chair