

**CANBY URBAN RENEWAL AGENCY
MEETING MINUTES
May 18, 2022**

PRESIDING: Chair Shawn Varwig

COMMISSIONERS PRESENT: Art Marine, Brian Hodson, Traci Hensley, Greg Parker, Sarah Spoon, and Christopher Bangs.

STAFF PRESENT: Scott Archer, City Administrator/Agency Director; Joseph Lindsay, City Attorney/Assistant City Administrator; Jamie Stickel, Economic Development Director; Maya Benham, Deputy City Recorder; and Jerry Nelzen, Public Works Director.

CALL TO ORDER: Chair Varwig called the meeting to order at 6:00 p.m.

CITIZEN INPUT: None

NEW BUSINESS: Appointments to Urban Renewal Budget Committee – Vice Chair Hodson said he, the Finance Director, and Budget Committee Chair, interviewed the candidates and recommended the four appointments.

****Vice Chair Hodson moved to approve the appointment of Eric Arndt to the Urban Renewal Budget Committee for a term ending June 30, 2024. Motion was seconded by Commissioner Hensley and passed unanimously.**

****Vice Chair Hodson moved to approve the appointment of Elizabeth Chapin to the Urban Renewal Budget Committee for a term ending June 30, 2024. Motion was seconded by Commissioner Hensley and passed unanimously.**

****Vice Chair Hodson moved to approve the appointment of Cara Hawkins to the Urban Renewal Budget Committee for a term ending June 30, 2022. Motion was seconded by Commissioner Hensley and passed unanimously.**

****Vice Chair Hodson moved to approve the appointment of Herman Maldonado to the Urban Renewal Budget Committee for a term ending June 30, 2022. Motion was seconded by Commissioner Hensley and passed unanimously.**

RESOLUTION: Resolution 22-001 – Scott Archer, Agency Director, said this was a resolution for the engineering and design services for the Gateway Project. He explained what was included in the contract. A procurement process was done and this firm was selected to do the work.

Jerry Nelzen, Public Works Director, explained the contract and cost estimates.

There was discussion regarding options for the design process, budget, phasing of the engineering work, warranty on the work, previous bridge plan, and getting input from City committees.

****Commissioner Bangs moved to approve Resolution No. 22-001, A RESOLUTION APPROVING AN ENGINEERING CONTRACT WITH HARPER HOUF PETERSON**

RIGHELLIS, INC. (HHPR) FOR THE GATEWAY PROJECT. Motion was seconded by Commissioner Spoon and passed unanimously.

FOLLOW UP DISCUSSION ON BLADE SIGN PROGRAM: Jamie Stickel, Economic Development Director & Communications Specialist, presented on the Blade Sign Program. She gave a background on the program, process for a sign permit, current blade sign request, and cost estimates. She recommended increasing the funding available from \$200 to \$500. No other cities currently had this type of program.

There was discussion regarding what the program covered, requiring the applicant to provide a match, limiting only one grant per business or allowing more for repairs, permitting process, using uniform mounting materials, and adding this to the design standards.

Mr. Archer said based on the conversation, he recommended increasing the amount up to \$350 and a one-time application per business, no waiving of permit fees, and the mounting hardware could not be removed from the building without permission.

****Commissioner Bangs moved to follow staff's recommendation for the Blade Sign Program. Motion was seconded by Commissioner Marine and passed unanimously.**

Chair Varwig adjourned the meeting at 7:01 p.m.

Melissa Bisset, CMC
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood