



## URBAN RENEWAL AGENCY Agenda

---

222 NE 2<sup>nd</sup> Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | [www.canbyoregon.gov](http://www.canbyoregon.gov)

**January 22, 2025 – 6:30 PM**

The Urban Renewal Agency meeting may be attended in person in the Council Chambers at 222 NE 2<sup>nd</sup> Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:  
<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the Deputy City Recorder; [ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275; [media@wfmcastudios.org](mailto:media@wfmcastudios.org)

---

### 1. CALL TO ORDER

### 2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

### 3. CONSENT AGENDA

- a. Approval of the Urban Renewal Agency, September 4, 2024, Meeting Minutes. Pg. 1
- b. Approval of Member Shawn Varwig to the Urban Renewal Agency Budget Committee with a term ending June 30, 2027. Pg. 3

### 4. ADJOURN

---

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Teresa Ridgley at 503.266.0637. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov).

**CANBY URBAN RENEWAL AGENCY  
MEETING MINUTES  
September 4, 2024**

**PRESIDING:** Chair Traci Hensley

**COMMISSIONERS PRESENT:** Brian Hodson, James Davis, Daniel Stearns, Scott Sasse, and Jason Padden (attended virtually).

**COMMISSIONERS ABSENT:** Herman Maldonado

**STAFF PRESENT:** Eileen Stein, Agency Director; Maya Benham, Administrative Director/City Recorder; Scott Schlag, Finance Director; Jamie Stickel, Economic Development Director/Communications Specialist; Tyler Nizer, Economic Development and Tourism Coordinator; and Monica Stone, Wastewater Treatment Plant Manager.

**CALL TO ORDER:** Chair Hensley called the meeting to order at 6:07pm.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** None

**CONSENT AGENDA: \*\*Commissioner Hodson moved to approve the consent agenda which included minutes from the July 17, 2024, URA Meeting. Motion seconded by Commissioner Sasse and passed 6-0.**

**NEW BUSINESS:**

Presentation of the Urban Renewal Annual Report: Jamie Stickel, Economic Development Director/Communications Specialist, and Scott Schlag, Finance Director presented the 2024 Annual Report for the Urban Renewal Agency. Ms. Stickel shared agency goals and projects completed. Projects complete during the year were downtown quiet zone including ongoing costs for annual signal fees, Community Park upgrades, and beautification and marketing including new banners downtown and at Wait Park. Final Urban Renewal projects included downtown alleyways, logging bridge pathway, street improvements on N Fir Street from NW 1<sup>st</sup> to NW 2<sup>nd</sup> and on N Grant Street, and downtown medallions. Mr. Schlag shared a breakdown of the maximum indebtedness and revenues, total expenditures, and the amount for future projects as of June 30, 2024. Also shared were increases in incremental assessed value which documented property value increases from 2002 through 2024 equaling a 1,078% increase. Also shared was a tax increment revenue which increased 927% over 22 years, impacts on taxing entities, cash flow projections which included revenues of property tax and interest (conservative estimates, expenditures, and debt service) through the end of the URA's life in 2026.

Commissioner Davis wanted to clarify the record that the fire district made an agreement with the URA to receive less than in order to sunset the district early.

Commission Stearns asked about the remaining funds at the sunset. Mr. Schlag verified the money would return to the taxing districts, including the city.

Ms. Stickel mentioned the information would be posted on the website for public view.

Le Nest Façade Update

Tyler Nizer, Economic Development and Tourism Coordinator, presented on the Façade Improvement Application for Le Nest. Le Nest was approved for \$15,000 in July for the Façade Improvement Program. Recipients of the Façade Improvement Program can receive up to \$25,000 and have up to two years to receive matching funds from the City. Due to an outstanding application and being considerate of the current fiscal budget, the Urban Renewal Agency requested City staff return once the previous applicant's deadline had passed. The City did not receive any further invoices to be reimbursed, allowing the full \$25,000 to be granted to Le Nest without going over budget.

**\*\*\*\*Commissioner Sasse moved to approve an additional \$10,000 for a total up to \$25,000 for Le Nest under the guidelines with the Canby Façade Improvement Program. Motion seconded by Vice Chair Hodson and passed 5-1.**

**\*\*Vice Chair Hodson moved to adjourn the meeting. Motion seconded by Commissioner Sasse.**

**ADJOURN:** Chair Hensley adjourned the meeting at 6:31pm.

Maya Benham, CMC  
City Recorder

Traci Hensley  
Chair

Assisted with Preparation of the Minutes – Teresa Ridgley



## URBAN RENEWAL AGENCY Staff Report

Meeting Date: 1/22/2025

To: Urban Renewal Chair Hensley and Commissioners  
Thru: Eileen Stein, Agency Director  
From: Maya Benham, Administrative Director/ City Recorder  
Agenda Item: Urban Renewal Agency Budget Appointment

---

### **Summary**

There is currently one vacancy on the Urban Renewal Agency Budget Committee. The vacancy has been advertised on the City's website.

### **Background**

The City has [11 various Boards, Commissions and Committees](#): Bike and Pedestrian Committee, Budget Committee, Canby Utility Board, Heritage and Landmark Commission, Library Board, Parks and Recreation Advisory Board, Planning Commission, Public Transit Advisory Committee, Traffic Safety Commission, Urban Renewal Agency and the Urban Renewal Budget Committee. Each Board, Commission and Committee has members that are appointed by the City Council and the term lengths are established through the Canby City Charter or the City Code.

### **Discussion**

Vice Chair Hodson, Commissioner Wiegand, and Staff Liaison Scott Schlag recommend appointing Shawn Varwig to the Urban Renewal Agency Budget Committee.

### **Attachment**

Shawn Varwig Application

### **Fiscal Impact**

None

### **Recommendation**

1. Appoint Shawn Varwig to the Urban Renewal Agency Budget Committee.
2. Take no action.

### **Proposed Motion**

"I move to approve the appointment of Member Shawn Varwig to the Urban Renewal Agency Budget Committee with a term ending June 30, 2027.



Maya Benham

My HR Jobs Applicants Tests

Career pages Library Post a Job

Lists Reports

### Application Detail

[View Exam Plan](#) [View All Applicants](#) [View Applicants By Step](#) [Education Scoring](#) [Work Experience Rating](#) [Special Credit Rating](#) [Add Skills](#)  
[View Master Profile](#) [View E-References](#)

[Print View](#)

#### 2022-VOL-BC - Budget Committee Member

##### Contact Information -- Person ID: 56714176

Name: Shawn P Varwig Address: [Redacted] Canby, Oregon 97013 US  
Home Phone: [Redacted] Alternate Phone: [Redacted]  
Text Messaging Mobile No: [Redacted] Email: [Redacted]  
Notification Preference: Email Former Last Name: [Redacted]

##### Education

**Professional**  
*Covenant Bible College*  
Strathmore, Alberta  
Did you graduate: Yes  
Major/Minor:  
Degree Received: Professional

**Professional**  
*Business Computer Training Institute*  
Fife, Washington  
Did you graduate: Yes  
Major/Minor:  
Degree Received: Professional

##### Work Experience

**CEO**  
6/2023 - Present  
Hours worked per week: 40  
Name of Supervisor: Shawn Varwig - CEO  
May we contact this employer? Yes  
Home Staging Northwest  
Beaverton, Oregon  
9713406615

##### Duties

Home Staging Northwest -  
Home Staging Northwest is a regional company serving the Pacific Northwest states with Home Staging, Design and Vacation Rental Styling services.  
-----  
\* Spearhead the overall strategic directions and operations of the company, focusing on sustainable growth and client satisfaction.  
\* Leading a dynamic team in the execution of high impact home staging and design projects, consistently exceeding client expectations  
\* Developing and implementing innovative marketing strategies to expand the company's market reach and enhance brand visibility.

##### Reason for Leaving

Still Employed

##### Certificates and Licenses

##### Skills

Office Skills  
Typing:  
Data Entry:

##### Additional Information

##### References

Professional  
**Bernal, Sami**  
Title Red  
[Redacted]

Personal  
**Varwig, Jessica**  
Facilities



Professional  
**Hodson, Brian**  
Mavor



**Resume**

**Text Resume**

**Attachments**

Attachment	File Name	File Type	Created By	Action
Shawn Varwig Resume.pdf	<a href="#">Shawn Varwig Resume.pdf</a>	Resume	Job Seeker	<a href="#">Edit</a> <a href="#">View Redacted File</a>

**Agency-Wide Questions**

- Q: Do you have a high school diploma or equivalent?  
A: Yes
- Q: Have you ever been employed by the City of Canby?  
A: No
- Q: Licenses and Certificates required for or related to this position.  
A: Former member and city councilor
- Q: Are you legally eligible for employment in the USA?  
A: Yes
- Q: How did you become aware of this employment opportunity?  
A: City Website
- Q: I understand that if I am offered employment, I will be required to pass a criminal history check and may also be required to pass a drivers record check, credit check, pre employment drug screen and or physical as a condition of being hired, depending on position for which I am being hired and consistent with applicable laws.  
A: Yes

**Supplemental Questions**

- Q: What are your community interests (committees, organizations, special activities)?  
A: All city events, helping the city thrive and be the best that it can be
- Q: What are your major interests or concerns in the City's programs?  
A: I have children who I am raising here and want to see them continue to love Canby after they are grown.
- Q: Why are you interested in this volunteer position?  
A: I want to serve and help lead the city
- Q: Please share your experience and educational background.  
A: I served on City Council and the Budget committee previously
- Q: Please list any other City or County positions on which you serve or have served.  
A: City Countil, Planning Commission
- Q: If you were referred by someone, please list.  
A: