

**CANBY URBAN RENEWAL AGENCY  
WORK SESSION MINUTES  
May 4, 2022**

**PRESIDING:** Chair Shawn Varwig

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

**STAFF PRESENT:** Scott Archer, City Administrator/Agency Director; Joseph Lindsay, City Attorney; Jamie Stickel, Economic Development Director; Tyler Nizer, Economic Development & Tourism Coordinator, and Melissa Bisset, City Recorder/ HR Director.

**OTHERS PRESENT:** Matt English, Peter Hostetler, and Art Marine.

**CALL TO ORDER:** Chair Varwig called the Work Session to order at 6:31p.m.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None.

**CONSENT AGENDA:** **\*\*Vice Chair Hodson moved to adopt the minutes of the March 16, 2022 Urban Renewal Agency Work Session. Motion was seconded by Commissioner Hensley and passed 6-0.**

**NEW BUSINESS**

**Consider Façade Improvement Grant Application from Ace Glass**

Jamie Stickel, Economic Development Director, presented the grant application. The façade would be updated through painting the exterior, repairing the CME block wall, and repairing and replacing windows. She gave a background on the Façade Improvement Grant program and the damage that was done in 2020 when a truck struck the front of the building.

Peter Hostetler, applicant, said the project mainly consisted of the block wall restoration and painting.

Commissioner Parker asked about the age of the building. Ms. Stickel did not know the age or if it had been surveyed. The Design Committee had commented that the historic integrity of the building would not be greatly diminished with this project. Repairing of the windows was preferred to replacing them.

Commissioner Bangs asked if insurance would cover the cost of the block wall. Mr. Hostetler said it covered some but not all.

Commissioner Spoon asked if demolition was included in the façade improvement program. Ms. Stickel said yes, it was.

Mayor Hodson was in favor of the improvements as they had needed to be done for a long time.

Commissioner Bangs asked if the building was slated for removal in any City plan. Ms. Stickel said not at this time.

**\*\*Commissioner Spoon moved to approve the Façade Improvement Grant for Ace Glass. Motion was seconded by Vice Chair Hodson and passed 6-0.**

### **Blade Sign Program Discussion**

Ms. Stickel gave a background on the blade sign program. She had recently received a request to increase the amount available for blade signs and if the sign permit could be waived.

There was discussion regarding the amount requested, cost of the sign permit fee, getting more estimates for the cost, increasing the funding for the blade sign costs, Urban Renewal to pay the permit fees, business would need to pay for the sign, setting a time limit for picking up these costs, and pros and cons of paying for permit fees.

There was consensus for staff to research the costs for the blade sign hardware and bring back a recommendation. They did not wish to move forward with paying the permit fees.

Chair Varwig adjourned the Special Meeting at 7:05p.m.

Melissa Bisset, CMC  
City Recorder

Shawn Varwig  
Chair

Assisted with Preparation of Minutes - Susan Wood