



AGENDA
CANBY URBAN RENEWAL AGENCY WORK SESSION

May 4, 2022

6:30 PM***

Join on Zoom: <https://us06web.zoom.us/meeting/register/tZAscuqrqDwpG90UVoG8XD28qsbylQiqdHm8>

Hybrid Meeting/Council Chambers
222 NE 2nd Avenue, 1st Floor

Chair Shawn Varwig

Commissioner Christopher Bangs

Commissioner Greg Parker

Vice-Chair Brian Hodson

Commissioner Sarah Spoon

Commissioner Traci Hensley

1. CALL TO ORDER

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

3. CONSENT AGENDA

- a. Minutes from the March 16, 2022, URA Work Session Meeting. Pg. 2

4. NEW BUSINESS

- a. Façade Improvement Program Application – Ace Glass Pg. 5
b. Blade Sign Program Discussion Pg. 19

5. 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 Maya Benham at 503.266.0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.

**CANBY URBAN RENEWAL AGENCY
WORK SESSION MEETING MINUTES
March 16, 2022**

PRESIDING: Vice Chair Brian Hodson

COMMISSIONERS PRESENT: David Bajorin (Virtual), Traci Hensley, Greg Parker, Sarah Spoon, and Christopher Bangs

COMMISSIONERS ABSENT: Chair Varwig

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: Vice Chair Hodson called the Work Session to order at 6:01 p.m.

CITIZEN INPUT: Shawn Carroll was representing the Canby Fire District Board of Directors. They urged the Commissioners to limit the number of projects in the future. They would like the Urban Renewal District to sunset in 2025-26 which would help with hiring more Fire District personnel.

CONSENT AGENDA: ****Commissioner Hensley moved to adopt the minutes of the February 16, 2022, Urban Renewal Agency Work Session and reappointment of Jack Pendleton to the Urban Renewal Budget Committee for a term expiring on June 30, 2024. Motion was seconded by Commissioner Spoon and passed 5-0-1 with Commissioner Bangs abstaining.**

NEW BUSINESS: Discussion Regarding URA Projects –

Jamie Stickel, Economic Development Director, presented the possible Urban Renewal projects that would use the remaining URA Funds. She discussed Urban Renewal refinancing which resulted in approximately \$6 million in savings. She reviewed the URD goals, eligible projects in the current plan, current and continued use of the URA funds, and possible uses of the remaining funds. Those uses included: painting the Logging Trail Bridge over Hwy 99E, installing foot bridge access to the Logging Trail Bridge at the south side (Fred Meyers), Community Park waterline, bathrooms, and sewer, NW 2nd Avenue from Grant Street to Elm Street, 12 downtown alleyways (1st Ave – 4th Ave, Ivy Street – Cedar Street), 1st to 2nd on Fir Street and Grant Street, NW 1st Avenue from Elm Street to Douglas Street, Township Road from Baker Prairie Middle School to Sequoia, and Wait Park improvements. She then gave preliminary cost estimates and options for the projects. Staff recommended the HWY 99E roadway improvements, HWY 99E gateway improvements, Logging Trail access to Fred Meyer, Community Park upgrades, 2nd Avenue upgrades, alleyway improvements, contingency, and project management consultant. These projects would cost a total of \$5,152,000.

Mayor Hodson asked why they were proposing colored concrete on Hwy 99E. Ms. Stickel said it would help slow traffic down. Scott Archer, Agency Director, said the idea was taken directly from the 99E Plan. It would also act as a visual gateway.

Councilor Parker thought they should put the colored concrete at the bottom of the priority.

Commissioner Spoon was not in favor of spending the money on the colored concrete. She suggested considering something else on the south side of town.

Council President Hensley was also not in favor of the colored concrete.

Discussion ensued around staff's recommended list of improvements.

Commissioner Spoon asked about the improvements to the NW 2nd Avenue intersections.

Jerry Nelzen, Public Works Director, explained it was currently stamped concrete at those intersections, and they could reconstruct it to match NW 1st or they could go with black top and striping.

Commissioner Spoon asked about the improvements to the alleyways. She would like to add lighting to the alleyways for pedestrians. Mr. Nelzen said the project would improve the road surface.

Vice Chair Hodson asked if the funding that had been freed up from the Walnut Street project could be used for the alleyways and intersections.

Mr. Archer said the \$2.9 million going to the Walnut Street project did give them a cushion. There were other potential funding sources to use other than Urban Renewal. Anything that was not spent went back into the Urban Renewal District. They needed to make sure the projects could be completed within the life of the district.

Commissioner Bangs asked about the improvements to Community Park. Mr. Nelzen explained the Boy Scout house was currently on a septic system. They were proposing one unisex restroom with two stalls to replace the existing bathroom.

Vice Chair Hodson suggested setting funds aside to purchase land and/or leverage projects.

Commissioner Spoon thought they should advance the bridge gateway design, pedestrian access, and Community Park projects sooner rather than later. Those three projects amounted to about \$3 million and the rest could be used for land purchase or set aside.

Commissioner Hensley thought the funding should be used on the alleyways, 2nd Avenue upgrades, and Community Park. She was not interested in purchasing property.

Commissioner Bajorin thought the gateway improvements, Logging Trail access, and Community Park were highest priority.

Commissioner Parker would like to explore the possibility of purchasing land. He would like staff to find out how much money would buy them how much time off of the URA.

Vice Chair Hodson thought the top priorities should be the gateway improvements, Logging Trail access to Fred Meyer, and Community Park. They should look at other funding options for 2nd Avenue and the alleyways.

Commissioner Bangs asked how quickly Community Park could be fixed. Mr. Nelzen said the City had a project ready for bid for a nearby pump station, and they could add onto the bid the sewer and water for Community Park with that project.

Vice Chair Hodson asked about staff's work load and moving forward with the projects.

Mr. Archer said the Community Park upgrades would be the easiest project for staff to proceed with.

There was consensus that Community Park should be top priority, followed by the Gateway improvements, and then the Logging Trail access. There should be fluidity that if there was time and money, they could also work on the 2nd Avenue upgrades and alleyway improvements.

Vice Chair Hodson adjourned the Work Session at 7:14 p.m.

Melissa Bisset, CMC
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood



URBAN RENEWAL STAFF REPORT

Meeting Date: 5/4/2022

To: Chair Varwig & Urban Renewal Agency
Thru: Scott Archer, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Façade Improvement Program Application – Ace Glass
Goal: N/A
Objective: N/A

Summary

The City of Canby received an application for a Façade Improvement Program grant for the Ace Glass commercial property located at 103 SW 1st Avenue for up to \$25,000. The applicant intends to update their façade to improve the property located at the prominent corner of Grant Street and HWY 99E in Canby.

The proposed façade improvement project includes the following:

- Refurbish the building's exterior appearance with painting prep
- Repair CMU block wall
- Repair or replace windows
- Prime and paint exterior

Background

Since 2010, The Canby Urban Renewal Agency has funded construction grants of up to \$25,000 to encourage private investment within Canby's Urban Renewal District. The Façade Improvement Program partners with property owners and businesses to make improvements to the exterior of buildings clearly visible from the street. This partnership helps the Canby Business District revitalize and become more inviting to tenants, customers, and residents. This program has been successful in generating design improvements at approximately 3 properties per year in downtown Canby and along HWY 99E.

Discussion

The Ace Glass building is located along HWY 99E on the prominent corner of Grant Street and HWY 99E. The building was damaged in October 2020 when a truck struck the front of the building. The damage was temporarily mended with a piece of plywood, which remains in place at this time. In addition to repairing the damaged facade along HWY 99E, the owner will further upgrade the exterior of the building with new paint and new windows.

Attachments

- Façade Improvement Application
- Ace Glass Photos

- Elevations of the property
- Contractor Bids

Fiscal Impact

Matching grant of up to \$25,000 from the Urban Renewal Agency.

Options

Option 1: Approve matching grant of up to \$25,000 for Ace Glass under the guidelines of the Canby Façade Improvement Program.

Option 2: Decline matching grant of up to \$25,000 for Ace Glass under the guidelines of the Canby Façade Improvement Program.

Recommendation

Staff recommends the Urban Renewal Agency approve the allocation of matching grant funds for the Ace Glass façade improvement project.

Proposed Motion

“I move to approve the matching grant of up to \$25,000 for the Ace Glass property under the guidelines of the Canby Façade Improvement Program.”



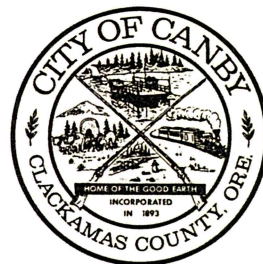
Canby Façade Improvement Program

Façade Grant Application Form

A Project of Canby Urban Renewal Agency

Please refer to the Canby Façade Improvement Program Manual for specific questions relating to this grant program.

The Canby Urban Renewal Agency reserves the right to deny funding to any project or project component it deems to be incompatible with the façade improvement goals.





Facade Improvement Program Grant Application

PLEASE NOTE:

Applying for the Canby Façade Improvement Program does not obligate the Canby Urban Renewal Agency to allocate funds for the specified project. Only after review and approval of the application will the Agency authorize funds for the specified project and only after completion of the project pursuant to the Canby Façade Improvement Program will the Agency be obligated to provide the authorized grant.

Date: Mar 02 2022

APPLICANT INFORMATION

Applicant's Name: KHC inc

Mailing Address: PO Box 1147
Canby, OR 97013

Phone: 5032665754 Email: info@khcbuilt.com

If someone other than the property owner will be the contact person for this project, please list here.

Contact Name: Peter Hostetler

Mailing Address:

Phone: 5035050149 Email:

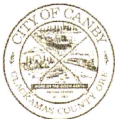
PROPERTY INFORMATION

Property Address: 103 SW 1st Ave, Canby, OR 97013

Name(s) of owners: Kym Buyers

Land Use (Zoning) Designation: C-2

Tax Lot Number: 31E33CD08200





Facade Improvement Program Grant Application

I intend to complete the following (check any or all that apply):

- ☒ Design Services Application
 - Architectural Renderings (up to \$1,500 reimbursement, no match)
 - Construction Drawings (up to \$1,500 reimbursement, no match)
- ☒ Façade Construction Application (50% matching grant, up to \$25,000)
- ☐ Blade Sign Application (up to \$200 Reimbursement)

PROJECT VISION/IDEAS:

PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- ☒ Pictures of property – several views are preferable – 4"x6" minimum

Please describe desired façade improvements (i.e. blade sign, paint, awnings, cornice repair, windows, etc.)

Include any visuals that may assist in describing desired outcomes. Attach additional pages if needed.

Reburbish the buildings exterior appearance with painting prep and repair of block wall, repair or replace windows, and prime and paint exterior.

The following steps are to be completed after meeting with City Staff.

PROPOSED FAÇADE IMPROVEMENTS:

Please provide copies of architectural renderings, including scaled and colored drawings, exterior elevations, site plans showing landscaping, parking and public improvements, and perspective drawings showing building and context appearance. Please also provide a copy of the financial analysis including summary of construction costs as provided by the architect.

CONSTRUCTION QUOTES:

The applicant will provide required quotes based on cost for completing the façade construction. Once all quotes have been received, a contractor will be selected for the project.





Façade Improvement Program Grant Application

- Façade improvements costing \$15,000 or below will require submittal of a minimum of two competitive contractor quotes.
- Façade improvements costing more than \$15,000 will require submittal of a minimum of three competitive contractor quotes

PLEASE SUBMIT THE FOLLOWING TO SUPPLEMENT YOUR APPLICATION:

- ✓ Copies of proposed design
 - ✓ Construction quotes
-

CERTIFICATION

I certify to the City of Canby Urban Renewal Agency that ALL of the information contained in this application is true and correct to the best of my knowledge. I acknowledge that the funding source of the Façade Grant program is the City of Canby's Urban Renewal Agency and I understand that I must comply with all the regulations of the Urban Renewal Agency and the City of Canby.

_____	Peter Hostetler	Apr 12 2022
Applicant's Signature	Print Name	Date

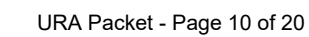
EMAIL, MAIL OR DELIVER COMPLETED APPLICATION AND REQUESTED DOCUMENTATION TO:

Email: Jamie Stickel, Economic Development Director
StickelJ@CanbyOregon.gov

Mail: City of Canby
 PO Box 930
 Canby, OR 97013

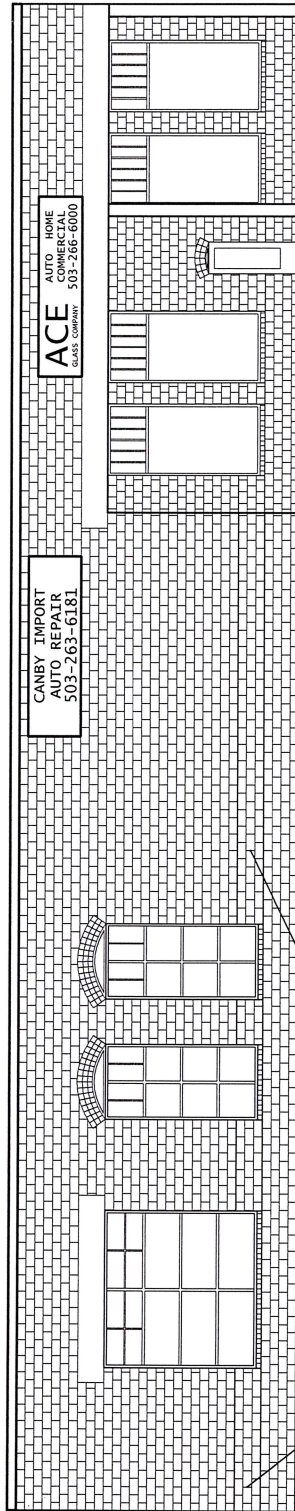
Drop: City of Canby | Development Services
 222 NE 2nd Ave, 2nd Floor
 Canby, OR 97013







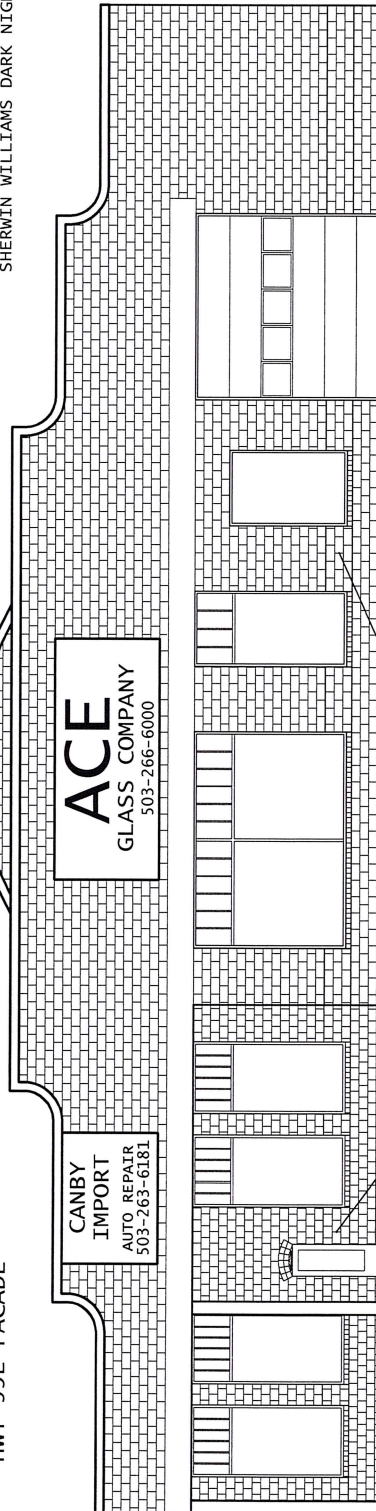
IVY STREET FACADE



CONTRASTING TRIM COLOR

MAIN BODY COLOR:
SHERWIN WILLIAMS FAWN BRINDLE SW7640
CONTRASTING TRIM INCLUDING - WINDOW TRIM
DOOR TRIM, CONTRASTING STRIPE, TOP WALL CAP:
SHERWIN WILLIAMS DARK NIGHT SW6237

HWY 99E FACADE



CONTRASTING TRIM COLOR

DRAFT CRAFT	CLIENT Ace Glass Company	PAGE Street Facade Elevations	DATE February 7, 2022
	CONTRACTOR TBD	REVISION 1	SCALE 1" = 8'

Ace Glass Façade Improvement

103 SW 1st Avenue, Canby, OR 97013

Preliminary Budgetary Proposal Due: February 18th 5pm

Owner:

Kym Buyers
Ace Glass
103 SW 1st Avenue
Canby, OR 97013

Representative:

Peter Hostetler, Draft Craft LLC
design@draftcraft.com

Description:

This façade improvement includes window repair/replacement, masonry repairs, prep for painting, and repainting building exterior.

Requesting Budgetary Proposal based on the included preliminary drawings and following descriptions.

Construction Start: TBD

Bid Specifications

Date:

2/1/2022

Owner to provide:

Construction Drawings

Electrical Light Fixtures

Base Bid to include:

Demolition - Removal of old and/or unused building exterior features including lighting, conduits, etc...

Masonry - Replace broken masonry units with similar clay units and repair mortar joints as necessary.

Windows/Doors - Repair or replace windows as necessary. New windows to resemble existing which are wood with divided lights. windows to remain shall have glazing repaired or replaced.

Exterior Painting - Prep existing by removing loose paint, applying caulk as necessary, prime as necessary and apply (2) coats of finish paint.

Bid Form

Project:

Ace Glass Façade Improvement, 103 SW 1st Avenue, Canby, OR
97013

Contractor:

Kite Inc

Address:

Po Box 1147

Canby OR 97013

Phone:

503 266 5754

Email:

info@khcbuilt.com

CCB Number:

159836

The following sum includes the demolition, masonry, windows/doors, and exterior paint as described in the bid specifications and preliminary drawings. Final contract subject to final drawings.

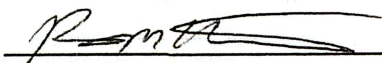
Base Bid Amount:

\$62,324.00

Authorized Signer Printed Name:

Peter Hostetler

Authorized Signer Signature:



Bid Form

Project:

Ace Glass Façade Improvement, 103 SW 1st Avenue, Canby, OR
97013

Contractor:

VERA Construction, INC

Address:

P.O. Box 1843

Wilsonville, OR 97070

Phone:

(805) 868-0253

Email:

josh@veraconstruction.us

CCB Number:

204915

The following sum includes the demolition, masonry, windows/doors, and exterior paint as described in the bid specifications and preliminary drawings. Final contract subject to final drawings.

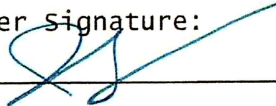
Base Bid Amount:

\$78,500.00

Authorized Signer Printed Name:

Joshua M. Vera

Authorized Signer Signature:



Bid Form

Project:

Ace Glass Façade Improvement, 103 SW 1st Avenue, Canby, OR
97013

Contractor:

Dynamic Exterior's LLC

Address:

PO Box 215 Woodburn OR 97071

Phone:

503-964-3984

Email:

Julian@dmex+us

CCB Number:

219898

The following sum includes the demolition, masonry, windows/doors, and exterior paint as described in the bid specifications and preliminary drawings. Final contract subject to final drawings.

Base Bid Amount:

\$105,300

Authorized Signer Printed Name:

Julian Kacachov

Authorized Signer Signature:





URBAN RENEWAL STAFF REPORT

Meeting Date: 5/4/2022

To: Chair Varwig & Urban Renewal Agency
Thru: Scott Archer, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Blade Sign Program Discussion
Goal: N/A
Objective: N/A

Summary

City of Canby Economic Development staff recently received a Blade Sign Program application for the businesses housed in the Dahlia Apartment building. City staff met with representatives from two of the businesses. During the discussion on the Blade Sign Program, the businesses asked if the amount of funds available for each individual business could be increased.

Background

The Blade Sign Program is part of the beautification efforts throughout the Canby Urban Renewal District. The Blade Sign Program partners with property owners and businesses to add a unique and attractive design feature to their buildings.

The program was created to enhance the vibrant and interesting business district for visitors and residents. The program provides up to \$200 for sign hardware, mounting materials, and installation. Blade signs need to have a maximum sign face area of 20 square feet; a clearance of 8 feet, extend no more than 8 feet from the building, and, be located 2 feet away from the curb.

Discussion

City staff will present a brief overview of the Canby Blade Sign Program. The discussion will explore whether or not to expand the funding available to businesses who utilize the Blade Sign Program.

Attachments

- Blade Sign Program

Fiscal Impact

None

Options

None.

Recommendation

None.

Proposed Motion

None.

Canby Blade Sign Program

Funding for hardware and mounting materials to beautify your commercial building



The Canby Urban Renewal Agency supports local businesses with resources to help them succeed. The Blade Sign Program partners with property owners and businesses to add a unique and attractive design feature to their buildings and create a vibrant and interesting business district for visitors and residents. Eligible businesses must be located within the blue boundary to the right and have a building permit for erecting blade signs.

The Blade Sign Program offers:

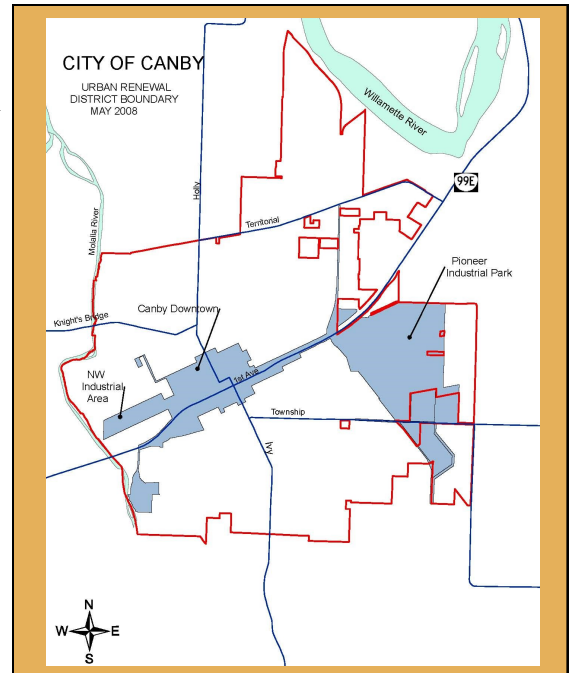
- Grants of up to \$200 to purchase hardware, mounting materials, and install the blade sign.
- Assistance in choosing blade sign hardware that complements the building style and business type, connections to local artists to create original, eye-catching blade sign designs and options for blade sign installation.

Eligible projects include:

- Buildings within the Urban Renewal District
- Blade signs attached to the building or hanging from the awning
- Blade signs that: have a maximum sign face area of 20 square feet; a clearance of 8 feet, extend no more than 8 feet from the building and are 2 feet away from the curb
- One sign per building frontage for each business license issued

Ineligible projects:

- Projects for businesses not in the Urban Renewal District
- Blade signs that project over the roof line or top of the parapet wall, whichever is higher



Special consideration for signs that are:

- Downtown area businesses
- Unique designs that add artistic flair and character to Canby's business districts
- Signs created by local artists
- Signs that use higher end materials and construction techniques

Ineligible participants:

- Properties for residential use, unless it is a mixed use development

Note: The sign is revocable at any time if it is determined to be in the public interest when located within the public right of way.

For More Information, Contact:

Tyler Nizer, Economic Development + Tourism Coordinator

(503) 266-0772 | NizerT@CanbyOregon.gov

222 NE 2nd Avenue, Canby, OR 97013

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