



AGENDA - Amended 7-27-2022

CANBY URBAN RENEWAL AGENCY MEETING

August 3, 2022 - 6:00 PM

Register here to attend the meeting virtually:

https://us06web.zoom.us/webinar/register/WN_V0TnY5FjRDipO_hzFEuNTw

Hybrid Meeting/Council Chambers

222 NE 2nd Avenue, 1st Floor

Chair Shawn Varwig

Commissioner Christopher Bangs

Vice-Chair Brian Hodson

Commissioner Traci Hensley

Commissioner Art Marine

Commissioner Greg Parker

Commissioner Sarah Spoon

1. CALL TO ORDER

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

3. CONSENT AGENDA

a. Minutes from the May 4, 2022, URA Work Session Meeting.

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b. Minutes from the May 18, 2022, URA Meeting.

Pg. 3

4. NEW BUSINESS

a. Façade Improvement Program Application – 426/428 NW 1st Avenue,
Canby, OR

Pg. 5

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 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

**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



URBAN RENEWAL STAFF REPORT

Meeting Date: 8/3/2022

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

Summary

The City of Canby's Economic Development staff received an application for a Façade Improvement Program grant for Canby Property LLC, 426/428 NW 1st Avenue, for up to \$25,000. The applicant requests funding for items outlined below:

- Replace Single Pane Windows with dark bronze storefront + insulated *Low-E glass
- Replace double doors with new storefront doors with panic devices
- Replace Glass in broken small window

*LOW-E GLASS: Is Low-Emissivity or Low-Emittance which minimalizes the amount of ultra violet and infrared light.

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

Canby Property LLC is located in downtown Canby at 426/428 NW 1st Avenue. This application is for the side of the building that can be seen from NW 1st Avenue (which is the front of the building).

The application is sent to the Main Street Design Committee for comments. Comments received:

- **"This looks to be a great improvement, especially at the West End of 1st Avenue. I definitely approve of this application."**
- **"...this works for me. Anything is better than now. Would like to see more..."**
- **"Thanks for sharing this. I have some concerns, but I will not oppose the project. However, I will be using it as a means to address the URA committee on the need for an updated recon survey and to remind them of the potential for a national historic district in the original townsite."** Design Committee member indicated further they would be sending additional comments directly to the Urban Renewal Agency.

Attachments

- Façade Improvement Program Application
- Canby Property LLC Photos
- 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 Canby Property LLC under the guidelines of the Canby Façade Improvement Program.

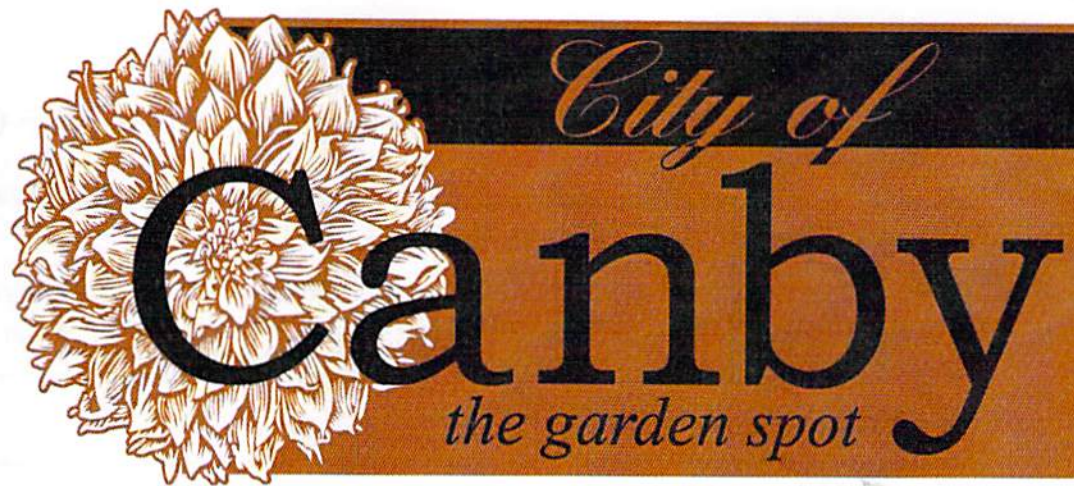
Option 2: Decline matching grant of up to \$25,000 for Canby Property LLC under the guidelines of the Canby Façade Improvement Program.

Recommendation

Staff recommends the Urban Renewal Agency approve the allocation of matching grant funds for the Canby Property LLC façade improvement project.

Proposed Motion

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



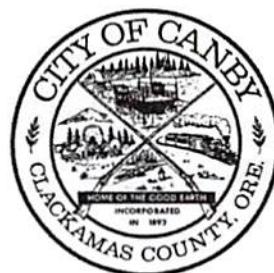
Canby Façade Improvement Program

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: 7/14/22

APPLICANT INFORMATION

Applicant's Name: Brant Walker / Canby Property LLC

Mailing Address: 452 NW 1st Ave.
Canby OR 97013

Phone: 971-983-7244 Email: brant@supertrees.com

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

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Property Address: 426/428 NW 1st Ave. Canby, OR 97013

Name(s) of owners: Canby Property LLC / Brant & Erin Walker

Land Use (Zoning) Designation: _____

Tax Lot Number: _____





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.

Replace single pane windows with dark bronze storefront + insulated low-E glass

Replace double doors with new storefront doors with panic devices.

Replace glass in broken small window

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.

Brant Walker

Applicant's Signature

Brant Walker

Print Name

7/14/22

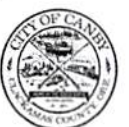
Date

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









103 SW 1ST AVE PH: 503-266-6000
CANBY, OR 97013 FAX: 503-266-3087
TAX ID# 93-1079642

Quote #	Q C0014282	Date	07/14/2022
Cust. #	CANBYLLC	Price Cat	1, CO
P.O. #		Sold By	PS
		Inst'l By	

CANBY PROPERTY LLC

Other: (971) 983-7244

Qty	Part	Thickness	Description	List	Price	Total
<p>SPECIAL INSTRUCTIONS</p> <p>We want to send out notice of the continued glass shortages in our industry. This shortage has continued to affect the supply of glass products. Clear glass in all thicknesses has become harder to secure with each passing week. Almost all glass types and materials are in short supply with uncertain or lengthy lead times between 4-16 weeks. Effective immediately, quotes are now valid from 21-45 days from the date of quote for all IGU'S (insulated glass units), lites fabricated items and stock sheets. If our supply source has to change for a certain product we will have to revise all quotes for that product. THESE MATERIAL SHORTAGES ARE CAUSING EXTENDED LEAD TIMES, AND ADDITIONAL PRICE INCREASES WITH VERY SHORT</p>						
					Subtotal	9784.50
					Labor	4200.00
					Tax	0.00
					Total	13984.50
					Balance	13984.50
RECEIVED BY:				URA Packet Page 13 of 17		
6/15/22 11:59am by ADMIN Updated 7/14/22 3:04pm by ADMIN						



103 SW 1ST AVE PH: 503-266-6000
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		Inst'l By	

CANBY PROPERTY LLC

Other: (971) 983-7244

Qty	Part	Thickness	Description	List	Price	Total
			JOB SITE: 426 NW 1ST			
1			FRONT ENTERANCE: 1 PAIR 6o X 7o DOORS WITH TRANSOMS BRZ 2 X 4 1/2" FRAME OFFSET PIVOTS, OUTSWING ONLY, SURFACE APPLIED PANIC DEVICE, LOWE INSULATED TEMPERED SAFETY GLASS. INCLUDING (1) BROKEN @ FRONT RIGHT OF ENTERANCE.	4256.50	4256.50	4256.50
1	LABOR		Labor Charge	1700.00	1700.00	1700.00
1			FRONT ENTERANCE WINDOWS: LEFT & RIGHT OF DOUBLE DOORS (1) 68 X 92 FIXED LOWE INSULATED TEMP PW (1) 72 X 92 FIXED LOWE INSULATED TEMP PW SET WITH 2 X 4 1/2" BRZ STOREFRONT METAL.	5528.00	5528.00	5528.00
1	LABOR		Labor Charge	2500.00	2500.00	2500.00
			NOTE THERE ARE LARGE ROUND METAL POSTS AT THE CORNER OF EACH WINDOW, OWNER WILL NEED TO BOX FRAME THOSE IN			
SPECIAL INSTRUCTIONS				Subtotal		9784.50
We want to send out notice of the continued glass shortages in our industry. This shortage has continued to affect the supply of glass products. Clear glass in all thicknesses has become harder to secure with each passing week. Almost all glass types and materials are in short supply with uncertain or lengthy lead times between 4-16 weeks Effective immediately, quotes are now valid from 21-45 days from the date of quote for all IGU'S (insulated glass units), lites fabricated items and stock sheets. If our supply source has to change for a certain product we will have to revise all quotes for that product. THESE MATERIAL SHORTAGES ARE CAUSING EXTENDED LEAD TIMES, AND ADDITIONAL PRICE INCREASES WITH VERY SHORT				Labor		4200.00
				Tax		0.00
				Total		13984.50
				Balance		13984.50
RECEIVED BY:				URA Packet Page 14 of 17		
6/15/22 11:59am by ADMIN Updated 7/14/22 3:04pm by ADMIN						



103 SW 1ST AVE PH: 503-266-6000
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		Inst'l By	

CANBY PROPERTY LLC

Other: (971) 983-7244

Qty	Part	Thickness	Description	List	Price	Total
<p style="text-align: center;">TO ALLOW ATTACH POINT FOR WINDOW.</p>						
SPECIAL INSTRUCTIONS					Subtotal	9784.50
<p>We want to send out notice of the continued glass shortages in our industry. This shortage has continued to affect the supply of glass products. Clear glass in all thicknesses has become harder to secure with each passing week. Almost all glass types and materials are in short supply with uncertain or lengthy lead times between 4-16 weeks Effective immediately, quotes are now valid from 21-45 days from the date of quote for all IGU'S (insulated glass units), lites fabricated items and stock sheets. If our supply source has to change for a certain product we will have to revise all quotes for that product. THESE MATERIAL SHORTAGES ARE CAUSING EXTENDED LEAD TIMES, AND ADDITIONAL PRICE INCREASES WITH VERY SHORT</p>					Labor	4200.00
					Tax	0.00
					Total	13984.50
					Balance	13984.50
RECEIVED BY:				URA Packet Page 15 of 17		
6/15/22 11:59am by ADMIN Updated 7/14/22 3:04pm by ADMIN						



Seeing Your Vision Through

Apt Academy

May 25, 2022

We have included the following:

- **Scope:**
 - Price to supply and install three openings and one set of double doors of Kawneer 451T Storefront.
 - Finish to be Dark Bronze, one-inch insulated glass with Low-E.
 - Doors figured with a 3-point lock and standard hardware.
 - Closers figured as LCN 4040's with drop plates.
 - Perimeter caulk joints figured with Tremco Spec 2 black.
 - Demo and disposal of existing frames and glass is included in the quote.
 - All material would need to be ordered upon acceptance of quote.

Total Bid as Described Above \$23,775.00

Jim Ross

General Clarifications, Assumptions and Exclusions:

- Cleaning and Protection is assumed to be by others.
- Includes Gross Receipt Taxes
- Water testing, if required, by others (If tested system is to be tested per AAMA with 1/3 reduction)

TERMS:

Pricing is good for a period of 30 days. Due to continued and rapidly rising material costs, please assume a 10% escalation in material costs every 90 days from the date of this proposal. Our bid is based upon a mutually agreed upon schedule, or if no schedule has been agreed to, then typical installation duration is assumed. This bid letter shall be part of the contract documents should we be awarded the project.

Excluded are any modifications to the structure necessary to provide support for the system components at reasonable locations and sufficient to meet design and Code criteria. We have not verified whether the structural design indicated in the bid documents provides such support and will not be responsible to design or provide modifications to the structural design that may be necessary to provide such support.

Approval: _____

A BETTER GLASS SHOP INC.

15330 SE 135th Ave
Clackamas, OR 97015 US
abetterglassshop@gmail.com
www.abetterglassshop.biz

Estimate**ADDRESS**

BRANT WALKER
426 NW. 1 ST. AVE.
CANBY, OR 97013

SHIP TO

BRANT WALKER
426 NW. 1 ST. AVE.
CANBY, OR 97013

ESTIMATE #	DATE	
1083	06/02/2022	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
STOREFRONT	INSTALL NEW PAIR OF PANIC DOORS-ADA RATED 6' X 7' W/TRANSOM- 3 STOREFRONT EXTERIOR WINDOWS	4	3,603.50	14,414.00

TOTAL**\$14,414.00**

Accepted By

Accepted Date