



AGENDA

CANBY URBAN RENEWAL AGENCY MEETING

November 16, 2022 – 6:00 PM

Register here to attend the meeting virtually:

https://us06web.zoom.us/webinar/register/WN_oZ11xrd1RDOZHOPFoU9hQ

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. Approval of the Minutes from the August 3, 2022 URA Meeting Pg. 1
- b. Approval of the Minutes from the August 17, 2022 URA Meeting Pg. 3

4. FOLLOW UP DISCUSSION REGARDING PUBLIC ART MURAL PROGRAM 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
MEETING MINUTES
August 3, 2022**

PRESIDING: Chair Shawn Varwig

COMMISSIONERS PRESENT: Brian Hodson, Traci Hensley, Greg Parker, Sarah Spoon, and Christopher Bangs (Bangs attended virtually but not participating).

STAFF PRESENT: Scott Archer, City Administrator/Agency Director; Joseph Lindsay, City Attorney/Assistant City Administrator; Jamie Stickel, Economic Development Director; Melissa Bisset, HR Director/City Recorder; Tyler Nizer, Economic Development Tourism Coordinator; Jerry Nelzen, Public Work Director; and Jeff Snyder, Public Works Supervisor.

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

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Carol Palmer discussed the façade improvement request on the agenda. She was in support of the application, however she was concerned that the building was in a recommended historic district area. She thought they needed to do an updated historic survey of downtown. She then explained the benefits of creating a historic district.

There was discussion regarding the work that had been done so far to create a historic district, whether or not the survey was an Urban Renewal project, and cost of the survey.

Erin Walker discussed her concerns about creating a historic district, especially the costs and preservation regulations.

CONSENT AGENDA:

****Vice Chair Hodson moved to approve the consent agenda including the minutes from the May 4, 2022 URA Work Session and the minutes from the May 18, 2022 URA Meeting. Motion seconded by Commissioner Hensley and passed 6-0.**

NEW BUSINESS:

Façade Improvement Program Application – 426/428 NW 1st Avenue – Tyler Nizer, Economic Development Tourism Coordinator, presented the application to replace the windows and doors for the businesses at 426/428 NW 1st Avenue. He gave a background on the Façade Improvement Program. The Main Street Design Committee had reviewed the application and he shared their comments. Staff recommended approval.

Erin Walker, applicant, explained how they wanted to replace the glass and the doors both for sun protection and safety.

There was discussion regarding the building tenants.

****Commissioner Spoon moved to approve the matching grant of up to \$25,000 for 426/428 NW 1st Avenue. Motion was seconded by Commissioner Hensley and passed 6-0.**

There was discussion regarding establishing a mural program.

Chair Varwig adjourned the meeting at 6:25 p.m.

Melissa Bisset, CMC
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood

**CANBY URBAN RENEWAL AGENCY
MEETING MINUTES
August 17, 2022**

PRESIDING: Chair Shawn Varwig

COMMISSIONERS PRESENT: Brian Hodson, Traci Hensley, Greg Parker, Sarah Spoon, Art Marine, 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; Tyler Nizer, Economic Development Tourism Coordinator; Jerry Nelzen, Public Works Director; and Jeff Snyder, Public Works Supervisor.

CALL TO ORDER: Chair Varwig called the meeting to order at 7:08 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

NEW BUSINESS: Façade Improvement Program Application – Ebner’s Custom Meats – Tyler Nizer, Economic Development Tourism Coordinator, presented the Façade Improvement application for Ebner’s Custom Meats. The applicant planned to repair and replace the siding and build a new parapet. He gave a background on the program, previous application approval in 2011, and comments from the Design Committee.

Mike Ebner, applicant, further described the project.

There was discussion regarding how this was a second grant request, adding a spot of color to the building, changing the ability to apply for a grant every year, and support for the project.

****Commissioner Bangs moved to approve the matching grant of up to \$25,000 for Ebner’s Custom Meats under the guidelines of the Canby Façade Improvement Program. Motion was seconded by Commissioner Hensley and passed 7-0.**

Mural Program Update – Jamie Stickel, Economic Development Director, presented on the mural program. She gave a background on the program and asked for input on final details including the mural committee members, deadlines and meetings, funding, priority projects, and additional considerations.

There was discussion regarding the program only being in the Urban Renewal District, timeline, allocation per mural, whether or not to require a match, rolling deadline, holding a Work Session on this topic, proceeding with a pilot program, letting the mural committee work out the details, and funding options.

There was consensus for staff to move forward with a pilot program prioritizing a downtown or 99E building and creating a mural committee to discuss the details and make recommendations to the URA.

Chair Varwig adjourned the meeting at 7:50 p.m.

Melissa Bisset, CMC
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood

DRAFT



URBAN RENEWAL AGENCY WORK SESSION STAFF REPORT

Meeting Date: 11/16/2022

To: Urban Renewal Chair Varwig & Commissioners

Thru: Scott Archer, City Administrator

From: Jamie Stickel, Economic Development Director

Agenda Item: Public Art Mural Program

Goal: N/A

Objective: N/A

Summary

City Staff will provide an update on the 2022-2023 Public Art Mural Pilot Program which is funded in the 2022-23 fiscal year with Urban Renewal District funding.

Background

The Public Art Mural Program was originally created in 2010 as a program of the Canby Urban Renewal Agency. The program was approved via Ordinance 1341. The Ordinance created Chapter 2.80 in the Canby Municipal Code, which outlines the foundation for the Public Art Mural Program. Despite staff's efforts over the years, there has not been a mural as part of the program. The program was reinvigorated for the 2022-23 fiscal year and the Canby Urban Renewal Agency allocated \$50,000 to invest in murals within the Urban Renewal District. Staff has worked to create a pilot program which can help to determine the overall effectiveness of the Public Art Mural program and help make determinations on changes in the future.

Discussion

City staff will present the Public Art Mural Pilot Program. This overview will provide insight into the amount of funding, process, and eligibility. City staff seeks input and discussion from the City Council on the Public Art Mural Pilot Program.

Attachments

- 2022 – 2023 Public Art Mural Pilot Program

Fiscal Impact

None.

Options

None.

Recommendation

None.

Proposed Motion

None.



Canby Mural Pilot Program

Grant Program Manual

A Project of Canby Urban Renewal Agency

(Updated, November 2022)

Managed By:

City of Canby

Jamie Stickel

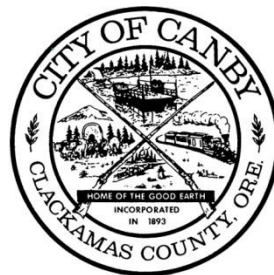
Economic Development Director

222 NE 2nd Avenue

PO Box 930

Canby, Oregon 97013

(503) 266-0701 | StickelJ@CanbyOregon.gov





Canby Mural Program Manual

I. Program Background and Goals & Objectives

The Public Art Mural Program was created in 2010 as a City of Canby Urban Renewal Agency program. The program was created to permit and encourage Public Art Murals located within Canby's Urban Renewal District for acquisition by the Urban Renewal Agency. The City of Canby reinvigorated the Public Art Mural Program in the 2022 – 2023 fiscal year which runs from July 1st, 2022 through June 30th, 2023 and hopes to identify a pilot project to fund. Public Art Murals are to be placed on an exterior wall space visible from the public Right-of-Way and paid for in full or in part with Urban Renewal Funds. The Urban Renewal Agency recognizes public murals as a way to increase community identity, foster a sense of place and inclusion, and provide an opportunity for community discussion. ***For more information, see:*** Canby Municipal Code, 2.80 Public Art Mural Program.

Mural Projects are managed by the City of Canby's Economic Development Department and overseen by the Urban Renewal Agency Director. Proposed murals are reviewed by the Public Mural Advisory Committee (PMAC), a standing committee of the Urban Renewal Agency. Committee membership should include seven members comprised of artists, art advocates and professionals, business owners, city staff, and a representative from Canby's Main Street Design Committee. The PMAC will utilize the City's volunteer management system, NeoGov, to oversee volunteer management.

The program provides funding for murals that embody the spirit of the City's economic development strategy of promoting the City as "Canby, the Garden Spot". The mural program will fund murals that reflect diversity in style and media and encourages artists from diverse backgrounds and range of experience to apply. Murals approved through this program become part of the City of Canby's Urban Renewal Agency's public mural collection for as long as the Mural Art Easement remains in effect. All building owners must sign a Mural Art Easement form that will be recorded with Clackamas County.

All applicants are required to meet with the Mural Project Manager at least one month prior to submitting an application. To set up an appointment, contact Jamie Stickel, Economic Development Director, 503-266-0701 or StickelJ@CanbyOregon.gov.

II. Eligibility and Funding Criteria

ELIGIBILITY CRITERIA

Any individual or organization intending to create a mural on an exterior wall that is visible from the public right-of-way and within the boundaries of the City of Canby's Urban Renewal District can apply for funding through the Public Art Mural Program.





Canby Mural Program Manual

Applicants to the Public Art Mural Program may be:

1. An individual artist or a group of artists
2. Students enrolled in an art program at a degree granting institution
3. Property Owner or Business Owner; or
4. “Not –for-profit” organization. This includes registered neighborhood associations, citizen based groups, and organizations with IRS 501 (c) (3) status. However IRS 501 (c) (3) status is not required. The definition of a ‘not-for-profit organization’ is an organization whose primary purpose is to serve and to provide general benefit to the public and the organization’s or group’s net earnings are not distributed to those who control it.

Applications will be accepted only if the property owner has approved the project and signed the application before it is turned into the City of Canby.

FUNDING CRITERIA

The number of Public Art Murals awarded funding is dependent on the funds available and the number of applicants submitting each year. Applicants may be funded one time only in each fiscal year (July 1 through June 30).

1. Public art murals approved through this program must be at a minimum partially funded with public funds.
2. Funds will be awarded based on the Public Mural Advisory Committee’s evaluation of the mural projects based on:
 - Artistic quality: strength of the artist’s concept and demonstrated craftsmanship;
 - Context: architectural, geographical, socio-cultural and historical;
 - Media: paint, collage, relief, etc.;
 - Scale: appropriateness of scale to the surrounding neighborhood;
 - Diversity: race, age, style, media, experimentation, range of professional experience;
 - Feasibility: budget, timeline, etc.;
 - Originality: uniqueness;
 - Structural and surface soundness: resistance to vandalism and weather;
 - Building owner’s signed easement form: minimum 5 years unchanged, on site;
 - Building owner’s signed agreement for maintenance: over life of mural;
 - Community Support: Key neighborhood representatives notified of PMAC review meetings and opportunity to provide comment;
 - Lighting provisions (if any): as allowed by city code;
 - Public Safety: meets city codes for safety;
 - Accessibility: meets city codes for accessibility





Canby Mural Program Manual

3. Projects that include cash and/or in kind contributions may be given priority over projects that do not provide for cash and/or in kind contributions
4. Items not eligible for funding through this program include operating costs for organizations; purchase of equipment; administrative costs of sponsoring organization; costs related to projects that have already taken place; refreshments, meals and/or beverages.





III. APPROVAL PROCESS

1. At least one month prior to the deadline, meet with Public Art Mural staff for initial review of imagery, location, funding, and building owner's approval. Applicants who fail to meet this requirement will not have their project reviewed and must wait until the next deadline to resubmit.
2. Complete the Public Art Mural Application before January 2nd, 2023 at 11:59pm.
3. Provide all required supplementary materials, including
 - a. JPEG image of a color rendering of proposed mural
 - b. JPEG images of site and physical surroundings
 - c. Up to 6 JPEG images of artist's past work: if more than one artist, submit 6 images per artist
 - d. Project timeline
4. Mural proposal reviewed by Public Mural Advisory Committee. A meeting notice is sent to adjoining business and property owners within 200 feet of project location. The committee's decision is based upon adopted review criteria for public art murals listed on page 2. If proposal is not approved, applicant may resubmit additional materials as requested. The applicant is encouraged to attend the committee meeting when the decision is being made.
5. The Urban Renewal Agency Director and Mural Project Manager review/approve the Public Mural Advisory Committee recommendations for funding.

IV. After Funding Approval:

If awarded funding, the following will apply to all applicants:

1. Building owner provides a notarized Public Mural Art Easement agreement which is then signed by the City of Canby and recorded with Clackamas County.
2. Mural Project Manager sends applicant a contract outlining the terms of the mural project and the payment schedule. Once Mural Project Manager receives the signed agreement, processing of funding begins. Payment is generally made in two or three payments, depending on amount awarded and length of mural project. The final payment is made after the Final Report, documentation and evaluation form are received.
3. Artist signs form agreeing to terms of Public Art Mural Easement and the waiver of any rights covered in the federal Visual Artist Rights Act that would interfere with the performance of all rights under the Public Art Mural Easement agreement.
4. Applicant notifies Public Art Mural Project Manager of completion of mural. Murals must be completed within 12 months from approval.





Canby Mural Program Manual

5. Applicant submits a final report within 45 days of completion of the mural summarizing the completed project and detailing the use of Public Art Mural funds. Copies of invoices, receipts and checks are required documentation for the final report.
6. Applicant completes a Public Art Mural Evaluation Form.

V. Deaccessioning:

Deaccessioning is a procedure for the withdrawal of public art mural from the public collection. Deaccessioning should be considered only after ten years have elapsed from the date of installation or under special circumstances (e.g., the mural has been damaged beyond repair). Deaccessioning will be considered only after a careful and impartial evaluation of the mural within the context of the collection as a whole. At the beginning of the process, Public Art Mural staff will make reasonable effort to notify any living artist whose mural is being considered for deaccessioning.

Deaccessioning Procedure

A Deaccessioning Subcommittee of the Public Art Mural Advisory Committee (PMAC) will be appointed. This subcommittee will consist of no more than five arts professionals/experts (including 4 members of the PMAC).

As part of the ongoing evaluation of the collection, the Deaccessioning Subcommittee of the PMAC will review the collection when deemed appropriate. Public Art Mural Manager will be responsible for recommending murals for consideration/evaluation for deaccessioning. The Deaccessioning Subcommittee reserves the option of hiring a consultant.

Criteria for Deaccessioning

The PMAC may consider the deaccessioning of a public art mural for one or more of the following reasons:

1. The condition or security of the mural cannot be reasonably guaranteed.
2. The mural has been damaged or has deteriorated and repair is impractical or unfeasible.
3. The mural is destroyed by severely altering its relationship to the site.
4. The mural has been determined to be significantly incompatible or inferior in the context of the collection.
5. The Urban Renewal Agency wishes to replace the mural with a work of more significance by the same artist.
6. The mural requires excessive maintenance or has faults of design or workmanship.
7. There has been sustained and overwhelming public objection to the mural.

Sequence of Action

1. A Subcommittee appointed by the PMAC determines that a mural meets one of the criteria listed above.
2. The Public Art Mural Manager prepares a report that includes:





Canby Mural Program Manual

- a. The opinion of the Urban Renewal Agency Attorney on any restrictions which may apply to this specific work.
 - b. Approval of appropriate Agency authority
3. The PMAC reviews report at its regularly scheduled meeting. The Committee may seek additional information regarding the work from the artists, art galleries, curators, appraisers or other professionals prior to making a recommendation to the Urban Renewal Agency Director
 4. A recommendation for action is sent to the Urban Renewal Agency for approval. Upon confirmation of its recommendation, the PMAC shall take action to have the mural removed.

