



URBAN RENEWAL AGENCY Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

May 7, 2025 – 6:30 PM

The Urban Renewal Agency meeting may be attended in person in the Council Chambers at 222 NE 2nd 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 or call 503-266-0637.

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

1. CALL TO ORDER

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

3. CONSENT AGENDA

- a. Approval of the Urban Renewal Agency, April 2, 2025, Meeting Minutes. Pg. 1
- b. Reappointment of Member Elizabeth Chapin to the Urban Renewal Agency Budget Committee with a term ending June 30, 2027. – **Added 5-2-2025** Pg. 3

4. NEW BUSINESS

- a. Consider Façade Improvement Program Application – 4:8 Financial Pg. 4

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 Teresa Ridgley at 503.266.0637. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.

**CANBY URBAN RENEWAL AGENCY
MEETING MINUTES
April 2, 2025**

PRESIDING: Chair Traci Hensley

COMMISSIONERS PRESENT: Brian Hodson, James Davis, Daniel Stearns, Paul Waterman, and Jason Padden.

COMMISSIONERS ABSENT: Herman Maldonado

STAFF PRESENT: Eileen Stein, Agency Director and Maya Benham, Administrative Director/City Recorder; Emily Guimont, City Attorney; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Scott Schlag, Finance Director; Ryan Potter, Planning Manager; and Spencer Polack, Public Works Manager.

CALL TO ORDER: Chair Hensley called the meeting to order at 6:01 p.m.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: Dr. Don Perman spoke on the work being done on the Logging Road Trail bridge and inquired if the neighboring property owners were notified. It was explained the project did not require a letter, but notice was given via newspaper and City's website. He thought the project would increase traffic and parking on SE 3rd Court, which was private property. He thought the City should create public parking on the south side of town for access to the Logging Road and SE 3rd Court should become a public street.

It was determined this was not an Urban Renewal Agency item to discuss and it would be referred to the City Council.

CONSENT AGENDA: **Commissioner Hodson moved to approve the consent agenda which included the minutes from the March 5, 2025, Urban Renewal Agency Meeting. Motion seconded by Commissioner Davis and passed 6-0.

RESOLUTION: URR 25-001 – Jerry Nelzen, Public Works Director, and Jamie Stickel, Economic Development Director/Communications Specialist, presented the project for a pathway to connect the Logging Road Trail to Highway 99E. They explained what was included in the project, bids received, and timeline.

****Commissioner Hodson moved to approve URR 25-001, A RESOLUTION AUTHORIZING THE URBAN RENEWAL DIRECTOR TO EXECUTE THE CONTRACT WITH KNL INDUSTRIES IN THE AMOUNT OF \$234,390 FOR CONSTRUCTION OF THE NEW WALKING PATH CONNECTING THE LOGGING ROAD TRAIL PATH WITH HIGHWAY 99E. Motion seconded by Commissioner Padden and passed 6-0.**

NEW BUSINESS: Finalize the Transition of the Current Urban Renewal District Expenses – Emily Guimont, City Attorney, presented the legal process for closing the Urban Renewal District. She suggested terminating the plan rather than the agency itself.

There was discussion regarding hypothetical scenarios for closing the district and options for opening another.

Ms. Stickel explained the tax increment financing would bring in enough to cover the final debt of the district. That payment would go forward on June 1, 2026, which would trigger Clackamas County to release the funds that had been previously held for the special taxing districts. They had to give the County 5 months' notice. It looked like they had \$1.8 million left to spend. The projects identified were N Fir Street between First and Second Avenues and Second Avenue between Fir and Elm Streets.

There was discussion regarding including the medallions in the Second Avenue project, budget, and accounting for salaries in next year's budget.

There was consensus for staff to move forward with all the projects if the funds were available, including the medallions, and to look at the options for transitioning the salaries early.

ADJOURN: Chair Hensley adjourned the meeting at 7:00 pm.

Maya Benham, CMC
City Recorder

Traci Hensley
Chair

Assisted with Preparation of the Minutes – Susan Wood



URBAN RENEWAL AGENCY Staff Report

Meeting Date: 5/7/2025

To: Chair Traci Hensley & Urban Renewal Agency Commissioners
Thru: Eileen Stein, Agency Director
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Urban Renewal Agency Budget Committee Reappointment

Summary

Every June there are several Committees, Commissions, and Boards terms that expire. These positions were all advertised and were notified if they would like to be re-appointed.

Discussion

The Urban Renewal Budget member below has a term which expired June 30, 2024.

Urban Renewal Budget Committee (3-year term)

Elizabeth Chapin

Attachments

None

Fiscal Impact

None

Options

1. Reappoint Member Elizabeth Chapin to the Urban Renewal Budget Committee.
2. Take no action.

Recommendation

Reappoint Member Elizabeth Chapin whose term expired June 30, 2024.

Proposed Motion

"I move to approve the reappointment of Member Elizabeth Chapin to the Urban Renewal Budget Committee with a term through June 30, 2027."



URBAN RENEWAL AGENCY Staff Report

Meeting Date: 5/7/2025

To: Chair Hensley & Urban Renewal Agency
Thru: Eileen Stein, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Consider Façade Improvement Program Application – 4:8 Financial

Summary

The City of Canby's Economic Development staff received an application for a Façade Improvement Program grant for 4:8 Financial, 266 Northwest 1st Avenue. The grant request is up to \$13,500, and the grant matches the private financial investment 1:1. The City of Canby requires three bids, and reimburses the applicant based on the lowest bid. The applicant requests funding for items outlined below:

- Replace awning with new black awning, complementary to neighboring awnings
- Dry rot repair and gutter
- Repaint entryway and window trims

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 in downtown Canby and along HWY 99E.

Discussion

4:8 Financial is located in downtown Canby at 266 NW 1st Avenue. The owner of the building is seeking to enhance the appearance of their building facing Northwest 2nd Avenue. This space faces many City of Canby events throughout the year such as the Canby Independence Day Celebration, Canby's Big Night Out Street Dance and the monthly First Thursday Night Market. Improving the façade of the building will contribute in welcoming visitors into an aesthetically appealing highly trafficked area of Canby.

As they seek to transform the space, they have discovered dry rot damage. In addition to repairing any dry rot, the owner will further improve the exterior of the building with an awning, paint and improved entryway. Owners of 4:8 Financial plan to repaint with same colors and update the awning in black which will complement neighboring features of the exterior. The project will include upgrades to the rear of the building seen from 2nd Avenue. The Economic Development staff has worked with the applicant so they are aware the grant can be only utilized for work started after approval from the Urban Renewal Agency.

The application has been sent to the Main Street Design Committee for comments. Staff requests any questions from the Urban Renewal Agency be emailed to Tyler Nizer, NizerT@CanbyOregon.gov prior to the Urban Renewal meeting.

Attachments

- Façade Improvement Program Application- 4:8 Financial
- 4:8 Financial Photo of area being updated
- Contractor Bids

Fiscal Impact

Matching grant of up to \$13,500 from the Urban Renewal Agency.

Options

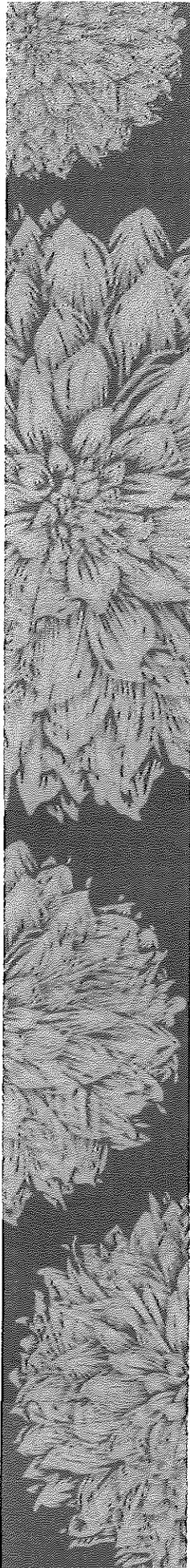
1. Approve matching grant of up to \$13,500 for 4:8 Financial under the guidelines of the Canby Façade Improvement Program.
2. Decline matching grant of up to \$13,500 for 4:8 Financial under the guidelines of the Canby Façade Improvement Program.

Recommendation

Staff recommends the Urban Renewal Agency approve the allocation of matching grant funds for the 4:8 Financial Façade Improvement project.

Proposed Motion

"I move to approve the matching grant of up to \$13,500 for 4:8 Financial under the guidelines of the Canby Façade Improvement Program."



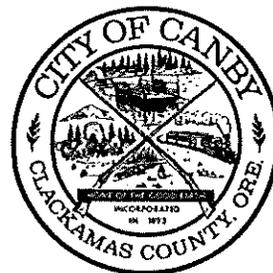
Canby Façade Improvement Program

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.



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: 4.9.2025

APPLICANT INFORMATION

Applicant's Name: Paul Carlson

Mailing Address: 22323 S. Central Point Rd. Oregon City OR 97045

Phone: 503.799.4427 Email: paul@48financial.com

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

Contact Name: Adrienne Navallo

Mailing Address: 22323 S. Central Point Rd. Oregon City, OR 97045

Phone: 503.800.1483 Email: adrienne.pscproperties@gmail.com

PROPERTY INFORMATION

Property Address: 266 NW 1st Ave. Canby OR 97013

Name(s) of owners: Paul Carlson

Land Use (Zoning) Designation: Commercial

Tax Lot Number: 31E33CD00303



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 awning.
 Dry rot repair and gutter added to awning.
 Repaint entryway and window trims.
 (All other details are included in the 'description' section of the attached quote)

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

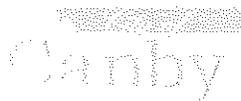
PROPOSED FAÇADE IMPROVEMENTS:

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.


 Applicant's Signature

Paul S. Carlson
 Print Name

4/22/25
 Date

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

Email: Tyler Nizer, Economic Development + Tourism Coordinator
NizerT@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





260 NW 2nd Ave

Canby, Oregon



Google Street View

Jun 2024 See more dates



Tone Star Painting LLC

PO BOX 93

Gervais, OR 97026

Estimate

Date	Estimate #
2/21/2025	190

Name / Address
4:8 Financial 266 NW 1st Ave, Canby, OR 97013

Project

Description	Qty	Cost	Total
<p>(New roof install back of building)</p> <p>To tear off and haul away exiting two layers of roofing material. Install High temp Synthetic felt underlayment. Any dry rot repairs will be billed extra at \$75.00 per man hour plus materials. All flashing will be replaced with new black flashing. Install new 12" OC Standing seam black metal roof. Install new black custom cap at top of roof wall 5 Year workmanship warranty included on new roof.</p> <p>Install 51' of new 2x6 Fascia board and paint (Black). Install 200 sf of new Hardie Soffit material and paint (Black). Install new 6" LED Fluorescent ext.can lights Install 51' of new Black 6-K gutter and 2-black downspouts Paint one entry way and two window trim (Black)</p> <p>Labor, Paint and all materials included in this bid.</p>		13,750.00	13,750.00
Total			\$13,750.00

Customer Signature _____

ESTIMATE



Prepared For

4:8 Financial 266 NW 1st Ave, Canby, OR
97013

Bold Elements Co

34817 S Meridian Rd
Woodburn, OR 97071
Phone: (503) 970-4155
Email: gk@boldelementesco.com
Web: Boldelementesco.com

Estimate # 554
Date 03/13/2025
PO # 266 NW 1st ave
Business / CCB# 216091 / COBID
Tax # CERTIFIED# 14265

Description

NEW ROOF BID

Demo

Remove and dispose of 2 layers on roofing

Dryrot

Dryrot repair will be \$85 per man hr, plus materials.

Vapor Barrier

install new High temp synthetic underlayment to current code and specs

Flahings

Install new flashings as necessary to current code and specs, including custom cap at roof wall.

Roofing

Install new 12" standing seam roofing to current code and specs

Fascia

Install new 2x6 cedar fascia as necessary

Lighting

Install new 6" led can lights as necessary to current code and specs

Soffits

Install new soffits as necessary to current code and specs

Gutters

Install new 6k gutters and down spouts to current code and specs

Paint

Paint required areas as discussed

Subtotal	\$15,300.00
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Total	\$15,300.00

Notes:

All labor and materials necessary to complete the project as discussed provided by Bold Elements Co,

Dumpster and facilities are included in this bid

Bold Elements Co

4:8 Financial 266 NW 1st Ave, Canby, OR 97013

ESTIMATE



Prepared For

4:8 Financial
266 Nw1st Ave
Canby, Oregon 97013

Avgi's Elite Construction

10237 S. Rosewood Way
Molalla , Oregon 97038
Phone: (503) 951-0384
Email: avgieliteconstruction@gmail.com

Estimate # 96
Date 03/11/2025
Expiration Date 04/30/2025
Business / Tax # ccb#169103

Description

Total

New metal roof \$16,600.00

SCOPE OF WORK.

- * Tear off existing roofing as needed. (Possibly 2 layers)
- *Inspect for dry rot and or water damage.
- *Install 52lf of 5/4x6 forest trim fascia.
- *Install 30lb peel and stick Underlayment.
- * Install 12" standing seam roofing metal and flashing as needed.
(Color to be determined)
- *Install new coping metal at top of wall as needed.(Color to be determined)
- *Install Hardie soffits and vents as needed. (Approximately 200sqft)
- *Install 52lf 6" fascia gutter with two downspouts.
- *Paint all newly installed fascia,gutters and soffits with Sherwin Williams Superpaint. (Colors to be determined)
- *Replace can lights with new led slim fit.
- *Remove all construction debris.

Subtotal	\$16,600.00
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Total	\$16,600.00