



**Banks Economic Development Commission
October 2, 2019
MEETING MINUTES**

CALL TO ORDER Economic Development Commission Chair Will Moore called the meeting to order at 6:30 PM.

ROLL CALL

Present were: Chair Will Moore, Vice Chair Kim Post, Mayor Peter Edison, City Councilor Marsha Kirk, Clint Jackson.

Absent: Margaret Holland, Katie Erickson, Rich Weitzel, Carolyn McCormick, Mark Ward, and Jeff Leo.

Staff present: City Manager Jolynn Becker.

APPEARANCE OF INTERESTED CITIZENS – None

APPROVAL OF MINUTES:

1. Approval of September 4th, 2019 minutes.

Kim Post made a motion to approve the minutes from the September 4th, 2019 meeting as presented. Clint Jackson seconded, and the motion passed unanimously.

PRESENTATIONS - None

BUSINESS AGENDA

2. **Catalyst Project – Banks Entrance Sign – Staff Update:** City Manager Becker provided details about the current Banks entrance sign and the landscaping around it. Councilor Kirk added that the Chamber was willing to let the City have the sign and the property. Champion Signs was chosen by the Chamber of Commerce to do the repairs and maintenance and had already completed mockups. A permit from Oregon Department of Transportation (ODOT) would be necessary. ODOT would impose strict limitations on height and size because the property was currently being used as a helipad. The Board and Staff discussed options for lighting, height and materials, ODOT's permitting process, and potential funding sources. Board members also shared ideas for designs, themes, structural elements, and landscaping. The first step would be for Staff to work with ODOT to find out about their requirements. Then, renderings could be developed. Staff would also pursue grant opportunities. After some discussion about anticipated costs, the consensus was to set the budget at \$20,000. Board members briefly discussed the Chamber's involvement in the project.
3. **Banks Façade Improvement Program – Review Draft Application Forms and Discussion:** City Manager Becker reviewed the details of the proposed Façade Improvement Program, which was included in the agenda packet. The Board and Staff discussed the program description, eligibility requirements, application, requirements and guidelines, and agreed that the following elements should be added:
 - A map showing the Urban Renewal District boundaries
 - The City's annual funding limit
 - A point system for ranking applications
 - Application acceptance dates
 - Limit applications to one project per business per year

Once the program is implemented, the EDC would be tasked with reviewing the applications and making recommendations to the Urban Renewal Agency.

The Board and Staff shared ideas for developing a point system. They liked the criteria listed in the draft program description but agreed that the point system should demonstrate the EDC's priorities to applicants. City Manager Becker noted she would find out what types of point systems other cities use and provide examples to the Board for consideration.

The Board briefly discussed interest in the Façade Improvement Program. City Manager Becker noted the City could start taking applications as early as January 2020. She answered questions about the Urban Renewal District and Urban Renewal funding.

Chair Moore suggesting prioritizing projects with a high cost of upgrades compared to the value of the property. A higher cost to value project would result in more significant improvements than a project with a lower ratio and prioritizing such projects could incentivize façade improvements that make a bigger difference.

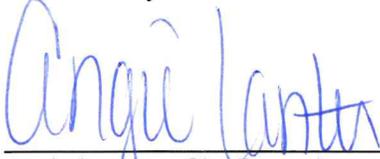
Mayor Edison believed the theme should be narrow in scope. He suggested the EDC start with City's branding survey results. He made copies of the survey results available to Board members and suggested putting together a graph showing four to six acceptable architectural styles with criteria for each style. The Board discussed the survey results and the styles included in the survey. City Manager Becker said Staff was already working with a consultant to put together a style book for applicants to reference. The Board discussed preferred materials, architectural features, design guidelines, and how the Vision 2037 Plan Guidelines would apply to façade improvement projects. The City was currently in the process of amending Codes to implement the guidelines in the Vision 2017 Plan.

City Manager Becker handed out copies of the EDC's 2016 Strategy Plan and Mission Statement. Councilor Kirk provided an overview of the process used by the original members of the EDC to develop their first vision and mission statement. She asked the Board to review the mission statement and at the next meeting they could decide whether it should be amended.

ROUND TABLE: None.

ADJOURNMENT: The meeting adjourned at 8:10 pm. Next Regular Meeting will be held on Wednesday, November 6th, 2019 at 6:30 pm.

Submitted by:



Angie Lanter – City Recorder