



**Banks Economic Development Commission
November 6th, 2019
MEETING MINUTES**

CALL TO ORDER Economic Development Commission Chair Will Moore called the meeting to order at 6:33 PM.

ROLL CALL

Present were: Chair Will Moore, Mayor Peter Edison, City Councilor Marsha Kirk, Rich Weitzel, Clint Jackson, and Jeremy Means (General Manager of Sunset Speedway), and Peter Grimm (Scott Edwards Architecture)

Absent: Kim Post, Margaret Holland, Carolyn McCormick, Mark Ward, and Jeff Leo.

Staff present: City Manager Jolynn Becker and City Planner Stacey Goldstein.

APPEARANCE OF INTERESTED CITIZENS – None

APPROVAL OF MINUTES:

1. Approval of October 2nd, 2019 minutes.

Clint Jackson made a motion to approve the minutes from the October 2nd, 2019 meeting as presented. Will Moore seconded, and the motion passed unanimously.

PRESENTATIONS - None

BUSINESS AGENDA

2. **Banks Entrance Sign Update:** Jolynn Becker presented two concept plans, which the Commissioners and Staff reviewed and discussed. City Manager Becker noted that the Fire Chief and Oregon Department of Transportation (ODOT) had not yet seen the concepts. Commissioners also reviewed and discussed ODOT sign regulations. Marsha Kirk preferred the Commission take public feedback on the concepts prior to approving one of the designs. However, other Commissioners believed that public opinions might not indicate a clear preference among community members or ODOT might not approve the design chosen by the community. The consensus was for the Commission to choose their preferred design and recommend that ODOT approve it, and then the design could be shared with the public. Chair Moore called for a straw poll, which indicated the concept design with the roof was the preferred option.

Staff presented a list of next steps necessary for getting the new sign in place and provided details about what work ODOT planned to do on the landslide sign and utilities. Commissioners discussed options for lighting the new sign, potential costs, and funding opportunities.

3. **Banks Façade Improvement Program**

- a. **Review Draft Scoring Form** – Stacey Goldstein handed out copies of the draft scoring form. She introduced Peter Grimm of Scott Edwards Architecture, who had experience with façade improvement programs in other communities and advised Staff on development of the scoring criteria. She and Mr. Grim provided details about similar programs in the area and the recommended scoring system. They explained how the scoring system should be used to prioritize projects in accordance with the EDC's goals and desired outcomes.

Staff asked the Commission to think about what scoring criteria would be appropriate for Banks and provide direction at a future meeting. Chair Moore asked Commissioners to provide Staff with direction

at this meeting so they could present a revised draft at the next meeting. After some discussion, he directed Staff to amend draft scoring Criteria 1, 2, 3, and 7 to make them relevant to Banks and add any other scoring criteria they recommend the EDC consider adopting. Staff noted they would have their revised draft reviewed by the City Attorney and ask if a criterion for women- and minority-owned businesses was necessary.

Mr. Grim addressed questions about how the City of Beaverton implemented its façade improvement program. Commissioners shared ideas about how to approve projects, disburse funds, and enforce the program's rules.

- b. **Discuss Project Outreach with Existing Businesses** – Jolynn Becker recommended outreach be done before the application was finalized. Commissioners discussed ways to reach as many businesses as possible. Mr. Grim suggested hosting an open house with an architect present to advise on projects. During the application process, businesses would be provided with examples of projects that would satisfy the eligibility criteria and the EDC would have the opportunity to ask applicants for more information about their projects if the details on the application were unclear.
- c. **Discuss Promotional Materials** – Commissioners and Staff reviewed the promotional materials and materials to be included in the application packet. The materials would convey the vision of what the EDC wanted to see in the building improvements. Chair Moore cautioned against being too restrictive and instead, allow the projects to be governed primarily by City Codes and covenants, conditions and restrictions (CC&Rs).
- d. **Choose Storefronts/Sites to Show Before and After** – Mr. Grim presented before and after photographs of businesses in Beaverton that had successfully participated in a façade improvement program. He explained how photos of the first project were used to advertise the program to the community. He shared details about each project, including the project budget and impact on the community.

Commissioners and Staff talked about choosing a pilot project or publishing redesign renderings of an existing building to demonstrate what could be accomplished through the program. They discussed specific buildings and agreed the hardware store was the best candidate. The Commission directed Staff to speak to the owner of the hardware store about allowing the EDC to use redesign renderings of the building to promote the program.

Commissioners also discussed how to ensure projects would align with the EDC's vision. Staff agreed to prepare a handout outlining project requirements, Comprehensive Plan requirements, City Codes, and other information to guide the applicant when planning their project.

ROUND TABLE:

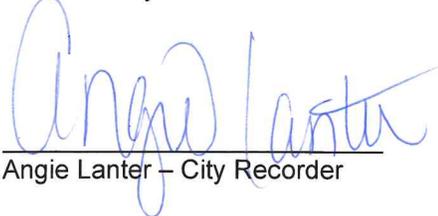
Stacey Goldstein – Announced she had taken a position with the State and Scott Segal would be taking her place with the City of Banks.

Will Moore – Provided details about the memorial for his father on Saturday and invited everyone to attend.

Marsha Kirk – Shared an update on the Northwest Oregon Area Commission on Transportation (NWACT) subcommittee's work to improve cell coverage along Highway 6.

ADJOURNMENT: The meeting adjourned at 8:23 pm.

Submitted by:



Angie Lanter – City Recorder