**MINUTES**

**CITY OF BANDON CITY COUNCIL  
AND URBAN RENEWAL AGENCY BOARD  
SPECIAL MEETING**COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411

MONDAY, MARCH 18, 2024  
Livestreamed via Zoom Meetings

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| **COUNCIL MEMBERS PRESENT:** | **STAFF PRESENT:** |
| Mary Schamehorn, Mayor | Torrey Contreras, City Manager |
| Joshua Adamson, Councilor | Dana Nichols, Planning Director |
| Peter Braun, Councilor | Tim Lakey, Public Works Supervisor |
| Chris Powell, Councilor | June Hinojosa, City Recorder |
| Geri Procetto, Councilor | Richard Taylor, Minutes Clerk |
| Madeline Seymour, Council President |  |
| Brian Vick, Councilor |  |
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**1. CALL TO ORDER****/ROLL CALL**

Schamehorn called the meeting to order at 1:30 p.m. Roll Call was taken as indicated above. All Councilors and City Staff were present in the Council Chambers.

**2. NEW AND OLD BUSINESS ITEMS**

**2.1 City Of Bandon Business Beautification Grants – A Discussion to Consider Modifications to the Existing Façade Improvement Loan/Grant Program**

Nichols: Staff proposes an overhaul of the loan/grant program. It was first offered in 2012 to properties in Urban Renewal District 1. In 2014 it was expanded to include properties in the C-2 (General Commercial) zone. The purpose is to improve the appearance of existing buildings.

Recently, the loan amount was increased to $10,000 or 70% of a total project’s cost, whichever is less. If a property remains in compliance, a portion of the loan is forgiven each year for four years. Eligible projects are limited to a $50,000 maximum cost, but the program does not limit the number of times one business or property owner may apply. Businesses must operate at least four days a week and at lease eight hours a day.

After researching the City of Ashland’s Business Beautification grant program, Staff recommended these modifications:

1. Change from a forgivable loan to a grant, which can be funded outright and would require less Staff time to manage. A deed restriction could require improvements to be in place for up to ten years.
2. Expand eligible activities to include landscaping, lighting, and other site elements. Only require a business to keep regular hours. Remove the $50,000 cap on project costs.
3. Expand access to include any business that operates on a city street. Use Transient Occupancy Tax (TOT) funds to augment the limited Urban Renewal and Block Grant Funds.
4. Establish separate grants for business owners and property owners, with a limited number of applications. Allow small grants for simple projects such as signage and painting.

Details of the proposal were provided to the Councilors with their agenda packet. The proposal received a positive reaction from the Mayor and Councilors. Contreras indicated there would be a line item for this loan/grant program in the City Budget, in response to the consensus direction from the Council.

**2.2 Request to Open a Portion of Broadway Street**

Nichols: Property owner Stephen Cowles requested that the City open a portion of Broadway Street, extending east 40 feet from the intersection with Jennie Street, to allow construction of a residence on Tax Lot 1600 of Map 28S15W36BB.

With City Manager approval, the extension would match the existing 16-foot width of Broadway Street from Jennie Street to Beach Loop Drive, with an exemption to sidewalk, curb and gutter, and street width requirements, while maintaining gravel shoulders and managing surface drainage. All associated costs would be borne by the applicant and the street plan would be approved by the City Engineer prior to construction. The applicant would be required to sign an anti-remonstrance agreement regarding participation in future local improvement districts for the purpose of street improvements.

Seymour made a motion to authorize the opening of the requested portion of Broadway Street, subject to the conditions listed in the City Staff Report. Vick seconded the motion and it carried unanimously by show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick  
 NAYS: None  
 ABSENT: None

**3. PUBLIC** **HEARING ITEMS**

**3.1 Public Hearing: Ordinance 1664, an Ordinance Vacating a Portion of 6th Street Between Lincoln Avenue and Kensington Avenue, a Portion of Kensington Avenue South of Jetty Road, and an Alley between Lincoln Avenue and Jetty Road in the Amended Breakwater Addition in the City of Bandon**

Schamehorn opened the Public Hearing at 1:44 pm.

Nichols: Tribal One, representing the Coquille Tribe, contacted the City regarding vacation of some unimproved rights-of-way on Tribal-owned property next to the Pacific View Senior Living facility. Council had previously agreed to initiate the vacation process, and public notice of the hearing had been posted and published in several ways.

Prior to the hearing, Staff learned that there were underground electric lines located in the City’s rights-of-way and water and sewer lines running through the private property. Staff asked the Council to continue the hearing after public testimony, so it could obtain additional information about easements that would be required.

Judy Farm, Tribal One Chief Executive Officer: The Tribe appreciates the Council’s consideration of the vacation of these rights-of-way. The land is important to the Tribe and its ancestral homelands. Portions of Grandmother Rock are located on the surrounding Tribal-owned property.

Seymour made a motion to continue the Public Hearing to the Council’s April 1, 2024, Regular Meeting. Braun seconded the motion, which carried by unanimous show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick  
 NAYS: None  
 ABSENT: None

**4. ADJOURN**

Schamehorn adjourned the Special Meeting at 1:50 p.m.