



A place where families and businesses thrive.

**CFC Meeting Minutes September 15, 2021
Zoom Community Auditorium**

Minutes approved by the CFC on October 13, 2021

1. **Called to Order:** The meeting was called to order by Vice Chair Michael Howell at 5:33 p.m. noting a quorum was present

Present: Michael Howell, Bruce Countryman, David Hunter, Declan Lynch, Jeremy Sapp, Jen Warren

Absent: Mark Nakajima, Lance Schamberger

Staff Present: Dan Riordan

Guest Present: Stephanie Rose, Mayor's Sesquicentennial Committee

- 1.A. **Approval of Minutes:**

Jen moved/Jeremey seconded and passed a motion to approve the June 16, 2021, meeting minutes.

2. **CFC Discussion:**

- a) **Sesquicentennial Tree Planting Idea – Stephanie Rose:** Stephanie Rose, a member of the Mayor's sesquicentennial committee, presented an idea for a tree planting event to commemorate the City's sesquicentennial in 2022. Stephanie asked the Commission for guidance on types of trees to plant and possible locations. Stephanie also asked about the best time to plant trees and equipment needed. Jen suggested a tree planting event be held in April as part of the annual Arbor Week celebration. Jen also noted that the City's official tree is the Oregon white oak. Bruce noted that consideration be given to planting the right tree in the right place. David recommended planting 2-inch or 3-inch caliper trees. David also suggested the Thatcher Park woods as a possible location where the fir trees could be replaced with oaks over time. Reuter Farm Park was another location suggested since oak trees have been planted there in the past.
- b) **Public Service Video Web Hosting:** Dan noted that City staff are working on a communication plan for approval by City Council. The communication plan will include a policy for hosting videos prepared by City departments and Boards and Commissions. Currently, individual staff accounts are being used for hosting videos. City staff are looking into departmental and board and commission needs before finalizing recommended guidance. Due to file size limitations the Commission's public service video cannot be uploaded to the City's website. Until a video web hosting policy is approved the public service

video cannot go live.

- c) Downtown Streetscape Project Update/Main Street Tree Replanting: Dan provided a brief update on the downtown streetscape project noting that the project consultant presented a recommended design to the Urban Renewal Agency Board on September 13th. The Festival Street design has been narrowed to a phased approach starting with the segment of 21st Avenue from College Way through the Main Street intersection. The second phase would extend the festival street to A Street. The recommended design is to change traffic flow to one way between College Way and Main Street. The project consultant will be asking individual businesses and the broader community for comments on the design before finalizing the recommendation for Board approval.

Dan also noted that the City would like to replace the missing street trees on Main Street between Pacific Avenue and 21st Avenue now that fall has arrived. Dan presented several tree varieties for Commission consideration. Varieties included a maple, Zelkova serrate and ginkgo. David volunteered to look at the potential varieties and provide recommendations for further consideration. The Commission agreed to discuss this subject at the next meeting. Dan suggested several varieties be identified for selection by businesses near the locations where the trees will be planted.

- d) Declare Lance Schamberger's Position Vacant: Lance contacted staff and indicated he will no longer be able to continue serving as a CFC member. David made a motion, seconded by Jen, to vacate Lance's position. The motion passed unanimously.

3. **Council Liaison Report:** Kristy noted the Council is considering local option levy renewal options. Options being discussed include keeping the current levy rate which could result in cutting services; a minor increase to retain services; or a higher amount to bring back services previously cut. A levy ask could be placed on the ballot in May or November 2022.
4. **Staff Liaison Report:**
5. **Commissioner Communications:** David mentioned that hopefully people noticed the display ad in the News-Times asking property owners to water street trees.
6. **Adjournment and Announcement of Next Meeting:** David moved and Jeremy seconded a motion to adjourn the meeting at 6:20 p.m. The next meeting will be held on October 13, 2021.