

BUSINESS ASSISTANCE COMMITTEE
MEMBERS:

MAUREEN WRIGHT (CHAIR)
BRITTANY LEHMAN (VICE-CHAIR)
LARISSA MAYFIELD

GINA HALEY-MORRELL
MCKENZIE GIBSON

MINUTES

Business Assistance Committee
Friday, August 29, 2025 9:00 AM
Veneta City Hall – J.W. “Bill” Smigley Room
88184 8TH Street, Veneta, Oregon

Present: Chair Maureen Wright, Vice-Chair Brittany Lehman (phone), Member McKenzie Gibson,

Absent: Member Gina Haley-Morrell (excused), Member Larissa Mayfield

Staff: Management Analyst (MA) Jacob Thode, City Recorder (CR) Jennifer Mirabile

Attendees: Tim Perkins, Jason Smith, Matt Smith

1. CALL TO ORDER

Chair Wright called the Business Assistance Committee meeting to order at 9:04 a.m.

2. PUBLIC COMMENTS

None.

3. ADMINISTRATIVE

a. Approve Minutes of July 25, 2025

Moved to approve the July 25, 2025 minutes as presented.

Moved by Gibson. Second by Vice-Chair Lehman.

The motion passed unanimously (3-0).

4. NEW BUSINESS

a. Our Daily Bread Façade Grant Request

Mr. Tim Perkins, Our Dailey Bread Owner, Veneta, OR

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Mr. Perkins presented his project for his business ,Our Daily Bread. He estimated the project would cost \$30,000 and was interested in applying for business grant.

MA Thode mentioned Mr. Perkins was present and wished to speak on behalf of the project which was fast tracked for the month of September.

Mr. Perkins agreed that the project would be completed by the end of the month and would like to apply for that grant although he was late to the process. He further stated there was a sense of urgency because the site really was showing wear and he wanted his business to show well for the City of Veneta.

Mr. Perkins also stated the grant would help his business with a cash flow short fall he believed the project expense would create.

MA Thode shared he planned to work with Mr. Perkins to complete the application by the next BAC meeting.

Consensus: Members agreed that they would be willing to review the application for the grant; however, they could not guarantee an award would be granted. They encouraged Mr. Perkins to submit his application as soon as possible..

Mr. Perkins left the meeting at 9:13 AM.

b. Attic Extension Request

MA Thode presented his agenda item summary regarding the Attic Project request for a year extension. He further stated the Smith Family were delayed even though they had two years to improve the site and create their business at the Attic Property.

Jason Smith, Smith Family, Veneta Oregon

Mr. Smith related that finding a structural engineer was the biggest challenge to the Attic Project because the larger architectural firms would not consider the project which put their timeline back six months.

Mr. Smith shared they were fortunate to find someone in the Elmira area to contract for these services and have developed the site plan . He further shared they received the approved plans from the City and work would start the third week in September.

MA Thode stated the BAC would need to recommend to City Council that the extension request be approved.

Member Gibson asked if the Smith's could provide information on their strategic plan.

Mr. Smith related they were in discussions about a coffee bar and other retail space and they were hoping there would be a large sliding glass door to open up the space to the food truck patrons.

Discussion ensued about what the conceptualization of the final project would look like.

Chair Wright confirmed the only change would be adding a small retail area and that the Smiths were keeping the structural integrity of the building.

Chair Wright shared that the City's Planning Department also contributed to the delay of this project.

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Chair Wright was concerned about the food truck business and their struggles and wondered what could be done to help them.

Mr. Smith addressed the difficulty of not having inside seating and understood it would be a problem until the project was complete. He further stated the unhoused group was also a problem at the site.

Discussion ensued about fencing on the property, unhoused group and the commitment from the food cart vendors.

Member Gibson and Chair Wright thanked the Smith's for their candid conversation. Vice-Chair Lehman shared she would like to see the project completed prior to next summer especially before the Country Fair and Harvest Festival to increase consistency with set hours.

Vice-Chair Lehman was in favor of an extension rather than have the project fail; she proposed a six-month extension.

Mr. Smith shared they would place a temporary fence around the construction area.

Motion to recommend that City Council grant the Smith Family a one-year extension to the Development and Disposition Agreement (DDA) for the W. Broadway "The Attic" property.

**Motion made by Member Gibson Second by Chair Wright.
Motion was approved unanimously (3-0).**

c. Signage Assistance Program

MA Thode presented his agenda item summary and stated the Economic Development Committee reviewed the Signage Assistance Program and requested the following updates:

- Increase the grant to up to \$2,500 (from \$1,000)
- Only existing businesses/signage would be eligible for program
- Update the program information with language to require maintenance of the property to maintain "curb appeal"

MA Thode stated he was working with the Code Enforcement Officer to determine if there was a way to enforce maintenance.

Chair Wright stated a timeline should be included in the application form or language stating it would take up to 30 days to review the application based on scheduled meetings and required approvals.

Member Gibson believed the demonstration of need was problematic.

MA Thode stated there was a reason that demonstration of need language was somewhat vague and shared it allowed the Committee to make decisions based on what was important to the Veneta community and enable them to support Veneta businesses that align with the community's values and needs.

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Discussion ensued about criteria for funding and community needs.

MA Thode shared a few examples of businesses coming to Veneta because of these grants.

Vice-Chair Lehman also believed the demonstration of need was problematic and understood that MA Thode would vet these applications for eligibility.

Motion to recommend City Council adopt Signage Assistance Grant application package as recommended by the EDC.

Motion made by Member Gibson. Second by Vice-Chair Wright.

Motion was approved unanimously (3-0).

d. Streetscape Improvement Program

MA Thode presented his agenda item summary and stated the Economic Development Committee reviewed this Program and made similar recommendations:

- Only existing businesses/streetscape would be eligible for program
- Update the program information with language to require maintenance of the property to maintain "curb appeal"

Motion to recommend City Council adopt Streetscape Improvement Program application package as recommended by the EDC.

Moved by Member Gibson. Second by Vice-Chair Lehman.

The motion passed unanimously (3-0).

e. Façade Improvement Program

- Only existing businesses/façade would be eligible for program
- Update the program information with language to require maintenance of the property to maintain "curb appeal"

Motion to recommend City Council adopt Façade Improvement Program application package as recommended by the EDC.

Moved by Member Gibson. Second by Chair Wright

The motion passed unanimously (3-0).

6. OLD Business

a. Business Grant Program – Required Material for Startups

MA Thode noted that the Economic Development Committee agreed startups should apply for the Business Grant Program with the following documents:

- Proforma documents that outlined a 3-year forecast of revenue/expenses

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- Resume and qualifications of applicant
- Personal financial documents

7. OPEN DISCUSSION

None

8. OTHER

- a. October, November, December 2025 meeting dates

MA Thode asked if there should reschedule these meetings to a week prior.

Consensus: Members agreed to meet a week prior to their usual scheduled meetings in October, November and December.

9. HARVEST FESTIVAL TABLE

MA Thode asked what materials the BAC would like to see at the Harvest Festival table.

Chair Wright proposed a laminated card to give to interested applicants.

MA Thode shared the Park Board's events card and agreed he could develop something similar for the BAC.

Member Gibson stated sharing future dates on the card made the most sense.

10. NEXT MEETING

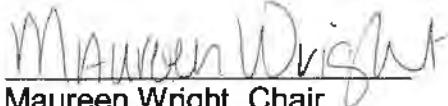
The next meeting was scheduled for Friday, September 26, 2025, 9:00 a.m.

Vice-Chair Lehman left the meeting at

11. ADJOURN

Chair Wright adjourned the meeting at 10:15 a.m.

ATTEST:


Maureen Wright

Maureen Wright, Chair


Jennifer Mirabile

Jennifer Mirabile, City Recorder