



CITY OF West Linn

22500 Salamo Road, West Linn, Oregon 97068

www.westlinnoregon.gov

ECONOMIC DEVELOPMENT COMMITTEE AGENDA

Thursday March 9, 2023

Willamette Conference Room, West Linn City Hall

6:00 p.m. – Regular Meeting*

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| Members: | Chair Shannon Ilas, Vice Chair Shannen Knight, Russel Williams, Heather Jones, Josh Cheney, and Josh Carter. |
| Council Liaison: | Pending |
| Staff Liaison: | Lynn Schroder, Community Development Assistant |

- **Call Meeting to Order:** (6:00 pm)
- **Public Comment:** Non-Agenda items - 3 minutes per speaker (6:05 pm)
- **Approve Meeting Notes:** [February 9, 2023](#) (6:10 pm)
- **Tourism Video** | Shatrine Krake/West Linn's Chamber of Commerce (6:15 pm)
Update on video project and funding in collaboration with Mt. Hood Territories.
- **Business Toolkit** | Shatrine Krake (6:30 pm)
Alena Schnarr (WL Business Support Staff) & Shatrine Krake are designing Business Toolkit - a guide on "Doing Business in West Linn". Shatrine will provide brief update on layout/progress.
- **Business Recovery Center & Chamber of Commerce Update** | Shatrine Krake (6:40 pm)
- **Technical and Marketing Grant** | Lynn Schroder (6:45 pm)
Review eligible projects/criteria for grant, launching end of March/early April.
- **2023 Work Plan** | Discussion | Shannon Ilas (7:00 pm)
- **Items of Interest from EDC Members** (7:20 pm)
- **ORD 1704** | Gather copies of signed ORD 1704 (7:28 pm)
- **Adjourn** (7:30 pm)

Meeting Notes:

- **The EDC meeting will be conducted in a hybrid format with some Members, staff, presenters, and members of the public attending in-person at City Hall and others attending remotely via Webex.*
- *Submit written comments to aschnarr@westlinnoregon.gov before 12:00 pm on the meeting day. To participate remotely during the meeting, please complete the speaker sign-up form at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> by 4:00 pm on the meeting day.*
- *Staff will email a Webex invitation before the meeting. If you do not have email access, please call 503-742-6061 for assistance 24 hours before the meeting. If you require special assistance under the Americans with Disabilities Act, please call City Hall 48 hours before the meeting date, 503-657-0331.*