



CITY OF OREGON CITY URBAN RENEWAL COMMISSION AGENDA

Hanlon Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, April 15, 2026 at 6:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email recorderteam@orcify.org or call 503-496-1509 by 3:00 PM on the day of the meeting to register)
 - Email recorderteam@orcify.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
 - Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045
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URBAN RENEWAL COMMISSION EXECUTIVE SESSION

The Executive Session will begin after the adjournment of the Urban Renewal Commission meeting pursuant to ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

URBAN RENEWAL COMMISSION MEETING

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. DISCUSSION ITEMS**
 - a. Contract Approval for Real Estate Agent
- 4. COMMUNICATIONS**
- 5. ADJOURNMENT**

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for

Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Urban Renewal Commission **Agenda Date:** April 15, 2026
From: Alexandra Troutman, Assistant City Manager

SUBJECT:

Item 3.a. - Contract Approval for Real Estate Agent

STAFF RECOMMENDATION:

Staff recommends Urban Renewal Commission authorize the Executive Director to enter into an agreement with Kayla McCaul, licensed Real Estate Agent, to sell the two homes owned by the City located at 214 Tumwater Dr., and 313 S. 2nd St. at a commission rate of 2% per home.

EXECUTIVE SUMMARY:

The Urban Renewal Agency directed staff to find an experienced Realtor to sell the two homes located at 214 Tumwater Dr., and 313 S. 2nd St. Staff conducted an intermediate procurement process and is recommending the Urban Renewal Commission authorize the Executive Director to enter into a contract with Kayla McCaul, a local, licensed Real Estate Agent. She has offered the Agency a commission rate of 2% per home.

BACKGROUND:

The Urban Renewal Agency directed staff to find an experienced Realtor to sell the two homes located at 214 Tumwater Dr., and 313 S. 2nd St. Staff conducted an intermediate procurement process and is recommending the Urban Renewal Commission authorize the Executive Director to enter into a contract with Kayla McCaul, a local, licensed Real Estate Agent.

Ms. McCaul has offered the Agency a commission rate of 2% per home and will include the following marketing package for that rate:

- **Professional photography** that captures the character honestly while still making the homes feel inviting
- **Deep cleaning + light prep guidance** to ensure the homes show as well as possible from day one without over-investing
- **Full MLS exposure** paired with **targeted digital marketing** focused on active Portland-metro buyers specifically searching in Oregon City
- **A strategic social media approach** built around lifestyle — highlighting the charm of these homes *and* what makes Oregon City such a special place to live
- **Intentional open houses** designed to attract serious buyers and create momentum early, not just casual foot traffic

