



SCAPPOOSE
Oregon

**MONDAY, MARCH 7, 2022
URBAN RENEWAL AGENCY MEETING 6:00 pm
Council Chambers
33568 East Columbia Avenue
Scappoose, OR 97056**

Call to Order

Roll Call

Approval of the Agenda

Public Comment

Approval of Minutes

- **December 13, 2021**

District Improvement Grant Programs

- **New Development**
- **Storefront**

Adjournment

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

MONDAY, DECEMBER 13, 2021
URBAN RENEWAL AGENCY MEETING 6:00 pm
Council Chambers
33568 East Columbia Avenue
Scappoose, OR 97056

Call to Order

Chair Scott Burge called the Urban Renewal Agency meeting to order at 6:00 p.m.

Roll Call

Chair Scott Burge; Megan Greisen (arrived at 6:06 pm); Joel Haugen; Brandon Lesowske; Tyler Miller; City Manager Rains; Interim Police Chief Davis; City Recorder Reeves; Assistant to City Manager Butman; and Legal Counsel Watts (arrived at 6:05 pm).

Remote: Josh Poling; Pete McHugh (joined at 6:39 pm); Consultants Elaine Howard and Scott Vanden Bos and Amy Prince (joined at 6:53pm).

New Business

Follow up on Downtown Store Front Improvements Program

City Manager Rains explained this is a follow up to the last Urban Renewal Meeting that was held where you all discussed a downtown storefront improvement program that you would like to see as part of the plan. She gave a brief overview and explained the consultants have brought back today essentially results that reflect feedback they received from Council. The consultants are just looking for additional feedback and ideas to see how Council would like to move forward.

Scott Vanden Bos, consultant, explained this whole process started with staff approaching them about designing a storefront improvement program and then after the meeting Elaine had with the City and the results of the survey, they discovered that perhaps the term storefront improvement program didn't describe the goals of the program desired by Council. He explained they took a look at those survey results, and they decided to develop two programs. He gave an overview of the two different developments.

Business Development

The business development program allows the urban renewal agency to provide funds for improvements, equipment, and other incidental services required to complete the applied for improvement as detailed in the attached program description. Examples of improvements from programs such as this include but are not limited to exterior renovations including windows, doors and awnings, painting, and signage.

New Development Incentives

The new development incentives program allows the Agency to increase the likelihood of developing desirable tax lots or existing structures to their highest and best use. Examples of incentives provided by programs like this include but are not limited to site preparation, providing necessary infrastructure for development, and cash incentives paid from future property tax revenues generated by the new development itself.

Next Steps

Upon incorporating the feedback from Agency review we will prepare applications for the programs. The minimum feedback needed from the Agency is the specifics on matching percentages, minimum (if any) cost of projects for each program, and any desired criteria for the new development incentives program concerning the cost of improvements or amount of cash incentives.

Elaine Howard, consultant, explained Scott Vanden Bos researched a number of different programs and put together a list of the types of things that can be done under the Business Development program. She explained you can't pay salaries of staff or pay those kinds of expenses that aren't leading to a capital expense.

Scott Vanden Bos explained you also can't pay maintenance expenses.

Brandon Lesowske asked about asset purchasing to help, is that something that is common, or would it be recommended that we not incorporate that type of language?

Elaine Howard replied it is actually common because it is so expensive, but it's understood that those stay with the building if they are purchased with Urban Renewal funds.

Josh Poling asked about the approval process.

Scott Vanden Bos replied, the ultimate selection will always be up to you the Agency. He explained another city's process. He explained if he were to make the process it would be an informal sit down, just getting the rough ideas of is this what we want or not, then there is the more formal process, what are the details of this so you can make sure it's something you want.

Elaine Howard explained as great as these are most cities only do two to three of these a year because of the budget they have and because it is hard to get these businesses to come in. She explained you do have to work with the businesses and encourage them that doing something is good for everybody.

Tyler Miller asked if we know what the percentage is of multi-tenant buildings within the City versus stand alone single businesses because obviously the building owner would have to be on board and how does that impact this?

Elaine Howard replied they actually have seen these types of grants and participation where one side or store front in a building is improved and not the other. She stated Tyler Miller is right, it would be better if both of them get improved.

Scott Vanden Bos explained a little more about the New Development Incentives program.

Elaine Howard explained this program is very flexible. She explained this program seems to get the most votes from people when they did the survey and interest.

Scott Burge explained he doesn't think this should be site specific.

Scott Vanden Bos asked the Agency do they feel like they have a basic understanding of these programs, and do you feel like each individual program is headed in the right direction and would you like them to pursue more specific details on perhaps the application process and to give the Agency some information on what matching percentages look like?

Chair Scott Burge apologized for not running this as an Urban Renewal Agency meeting. He asked for an approval of the agenda.

Approval of the Agenda

Joel Haugen moved, and Tyler Miller seconded the motion to approve the agenda. Motion passed 6-0. Scott Burge, aye; Megan Greisen, aye; Joel Haugen, aye; Josh Poling, aye; Brandon Lesowske, aye; and Tyler Miller, aye.

Public Comment

There were no public comments.

Approval of Minutes ~ September 7, 2021

Joel Haugen moved, and Megan Greisen seconded the motion to approve the minutes from the September 7, 2021 Urban Renewal Agency meeting. Motion passed 6-0. Scott Burge, aye; Megan Greisen, aye; Joel Haugen, aye; Josh Poling, aye; Brandon Lesowske, aye; and Tyler Miller, aye.

Chair Scott Burge went back to the meeting at 6:30 pm.

Scott Vanden Bos explained what he and Elaine are looking for is the general approval - do you like where the programs are headed, and do you want the ability to do the things that these programs will allow. He thinks it might be better to get feedback from Council about match percentages after this has had some time to sit and maybe they could even give some examples of projects that happened around the State in these types of programs to give you an idea of

what other cities have been doing in terms of their match percentages, especially new development incentives.

Megan Greisen asked to be excused at 6:36 pm to attend the School Board meeting virtually. She came back to the meeting at 6:46 pm.

Tyler Miller asked have Scott and Elaine if they have seen any cities do different criteria like based on their priorities as Council for different types of improvements, maybe the percentages change in what they will match/contribute?

Scott Vanden Bos replied absolutely.

Tyler Miller stated that might be something for Council to think about based on our priorities for what we want to see happen within the City, that they maybe adjust the contributions based on their priorities.

Chair Scott Burge likes that idea of some sort of ranking system on projects.

Tyler Miller suggested just in the interest of efficiency and saving time, he is wondering if it would be a better use of time for them to task staff coming up with these different packages as a presentation to them. He feels staff has a better idea of what the Agency's expectations are versus the consultants.

Joel Haugen stated he would like to focus on something we can make sure we can get done or at least have a reasonable expectation of it. He would like to take a cautious approach, but he would also like to leverage Elaine and Scott's expertise and experience in this because they have much more broader experience then they do, and knowledge and so forth. He stated maybe working with staff and come up with a list of what elements they see would be the best fit in our circumstances as we launch into this. His personal preference is for store front enhancements.

Elaine Howard replied they can absolutely do that. She explained they will work with staff on what the application and the process would look like.

Scott Vanden Bos asked when speaking of specific qualities of a project getting different amounts of aid is that in reference to both programs or just new development incentives?

Chair Scott Burge welcomed Pete McHugh who joined remotely at 6:39 pm.

Pete McHugh feels we need to come up with a theme.

Brandon Lesowske explained he would rather we keep an eye on the store front improvements, getting the framework on how that application process would move forward and then getting

the word out for our local businesses to utilize those funds. He explained as we develop and continue to increase our funds for the Urban Renewal Agency, he would look at potentially building out with more of a themed aesthetics, but he just doesn't think we are there yet. He would like to really focus on the business development grant and on learning more about how we could utilize that grant application process to fund potential improvements within the URA.

Chair Scott Burge feels we need to move forward with both of these programs.

Scott Vanden Bos and Elaine Howard talked about the theme or aesthetic being a bigger project than what they have the expertise to do, so you would have to hire a designer or an architect or someone who does have that expertise.

Chair Scott Burge explained the City does have a downtown overlay currently and asked does that put us ahead of the game in looking at what we can tweak with that?

Elaine Howard replied, sure.

Legal Counsel Peter Watts suggested a theme of exploring.

Josh Poling stated it might be a good idea to engage the community at the Annual Town Meeting with some of this especially with possible thoughts on design work or a theme.

Scott Vanden Bos feels that a program like this would be best done with computer programming philosophy which is to get a program out there and then iterate from learning from the application process. He stated yes, the aesthetics are very important, but it almost seems as though having a program that can function first and then being able to really home in on those aesthetics might be a better philosophy just in terms of functionality of this program when you really do want to move with the aesthetics otherwise you are starting with this whole iterative process when you could be making a big impact.

Elaine Howard stated she thinks they can work with staff on your design overlay and see what that gives you.

Chair Scott Burge stated it sounds like we'll move forward on both of these programs.

Adjournment ~ Chair Scott Burge adjourned the Urban Renewal Agency meeting at 6:59 pm.

Chair Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

MEMO

TO: Alexandra Rains, Isaac Butman
FROM: Elaine Howard, Scott Vanden Bos
RE: Loan programs in Urban Renewal Area
DATE: March 1, 2022

The draft documents for a Scappoose Storefront Program and a Scappoose New Development Program are attached.

We will want input from the City Council on these issues:

1. What is the max amount they want to stipulate on the two programs per loan?
2. Is there a max amount for design work?
3. How long do they want to give for the completion of a project for the new development program? One year is not enough. Maybe two years with the ability to extend?
4. Do you want to be more specific about the types of expenditures for the new development projects? We prefer to leave that open to you to provide the most flexibility.

These documents are a compilation of documents from Hillsboro, Sandy and Astoria. Developing eligible activities for the New Development program has been the hardest task to finish as most cities who have done this do not have a specific program, they are using the authority under development activities generally as identified in their urban renewal plan.

We look forward to reviewing these with you next week.



DISTRICT IMPROVEMENT GRANT PROGRAM – NEW DEVELOPMENT

The City of Scappoose has adopted a City Vision Statement that includes:

“We take pride in our locally owned businesses that add quality and character to our town, and we respect our abundant natural resources that have sustained our community for years. We can forge a path to a balanced, local economy by opening doors for entrepreneurs, clean industry, higher education and research. We seek sustainable, living-wage jobs and careers that support families and future generations.”

As part of the support for that vision statement, the city through the Scappoose Urban Renewal Agency (Agency) has created a New Development Grant Program to provide financial assistance to property owners and developers. The program is designed to promote the revitalization of the Scappoose Urban Renewal District.

Eligibility: All properties and/or businesses located within the urban renewal district are eligible for the New Development Grants. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30], with the ability to apply again in future fiscal years.

Purpose: Promote new development in the urban renewal area to eliminate blight, increase the number of jobs, attract new investment and economic activity, and inspire community pride.

Maximum Grant Amount and Required Match: For each business or property, the maximum possible grant award is \$_____. All project grants require a \$1 to \$1 match from the property or business owner, equaling at least 50 % of the total project costs.

Grant Application Cycle: The Scappoose Urban Renewal Agency will accept and consider applications in the order they are received, on a year-round basis, until total grant funds are expended for the fiscal year

Grant Eligible Improvements:

The types of eligible projects include:

1. Site preparation
2. Design services
3. New site development, new construction

Grant Application Process:

1. Submit a letter (or email) of interest to City of Scappoose Urban Renewal Agency describing your proposed project.
2. Meet with City/Agency for consultation to discuss and review the proposed project.
3. Design assistance up to \$ [redacted] may be available upon receipt of design product and completed application. City/Agency reviews project description and design proposal and determines if a grant for design assistance is appropriate.
4. If applicable, Applicant contracts with an architect and/or design professional for design assistance and a project cost estimate.
5. Applicant submits New Development Grant application packet to City/Agency staff for review and coordination. Please use these items as a checklist of required information:
 - ✓ A completed Scappoose New Development Grant Application.
 - ✓ A business license if you are a business owner
 - ✓ Evidence of ownership of property or written authorization from property owner.
 - ✓ Project budget estimate.
 - ✓ A detailed written description of the proposed project.
 - ✓ A statement on source of project funding that includes the required match, plus a 10% contingency. This could include a letter from bank or lender, account balance statement, or other as approved.
 - ✓ A depiction of the proposed improvements, i.e. a photo with marked revisions, or hand drawing.
 - ✓ A materials specifications board or detailed description of materials and colors.
 - ✓ A construction schedule.
 - ✓ Other required information as requested.
6. When a complete application package is received, City/Agency staff will have a minimum of 60 days to:
 - ✓ Review application for completeness.
 - ✓ Schedule and conduct a site visit for the New Development Grant Review Committee.
 - ✓ Conduct a New Development Grant Committee meeting to consider grant award.
7. Authorization and funding of a grant will be determined by conformance with city requirements and subject to the following conditions:
 - ✓ All projects must comply with City of Scappoose Municipal Code, Land Development Code, area plans and all other City, State and Federal regulations.
 - ✓ Land use and building permit approvals (if necessary).
 - ✓ For projects requiring building permits, drawings from a licensed architect.
 - ✓ Copy of City of Scappoose Business License (if applicable).
 - ✓ A certificate of insurance showing adequate coverage and naming the City/Agency as additional insured with respect to the work proposed.
 - ✓ Applicants signed acceptance of the Letter of Approval and Grant Agreement with City of Scappoose Urban Renewal Agency.
 - ✓ Applicant posting grant information sign – City/Agency to provide.
 - ✓ Copy of contracts between the business/property owner and contractor. All contractors are to be licensed, registered and bonded.

Grant Application Process Cont'd:

Grant Period:

Projects will have (time frame) from the date of grant approval to be completed. Applicants receiving funding through this program are not eligible to apply the following fiscal year. If a grant is awarded and the building is sold during the grant period, the grant award is not transferrable to the new owner.

General Conditions:

The following general conditions will apply to all projects:

- ✓ All applications are subject to available funding and shall be processed on a first come, first served basis.
- ✓ City/Agency staff may waive any requirement or condition on an application at its discretion.
- ✓ Improvements funded by the grant must be maintained in good order for a period of at least five (5) years.

Applications will be considered and awarded or denied by the New Development Grant Review Committee as determined by the City of Scappoose and Agency. The City/Agency reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

Disbursement of Funds:

Downtown Scappoose New Development Grant funds will only be disbursed to property owners or businesses upon receipt of a contractor invoice(s) and satisfactory progress observed on the completed work. In-kind work performed by the applicant will not be eligible for reimbursement.

All work must be consistent with the approved grant application and the Agency must approve any changes in work scope or materials in advance of that work being performed.

Criteria for Nonperformance:

If a project is not complete (time frame) after grant award date, the applicant will only be reimbursed for expenses that have occurred up to that date.

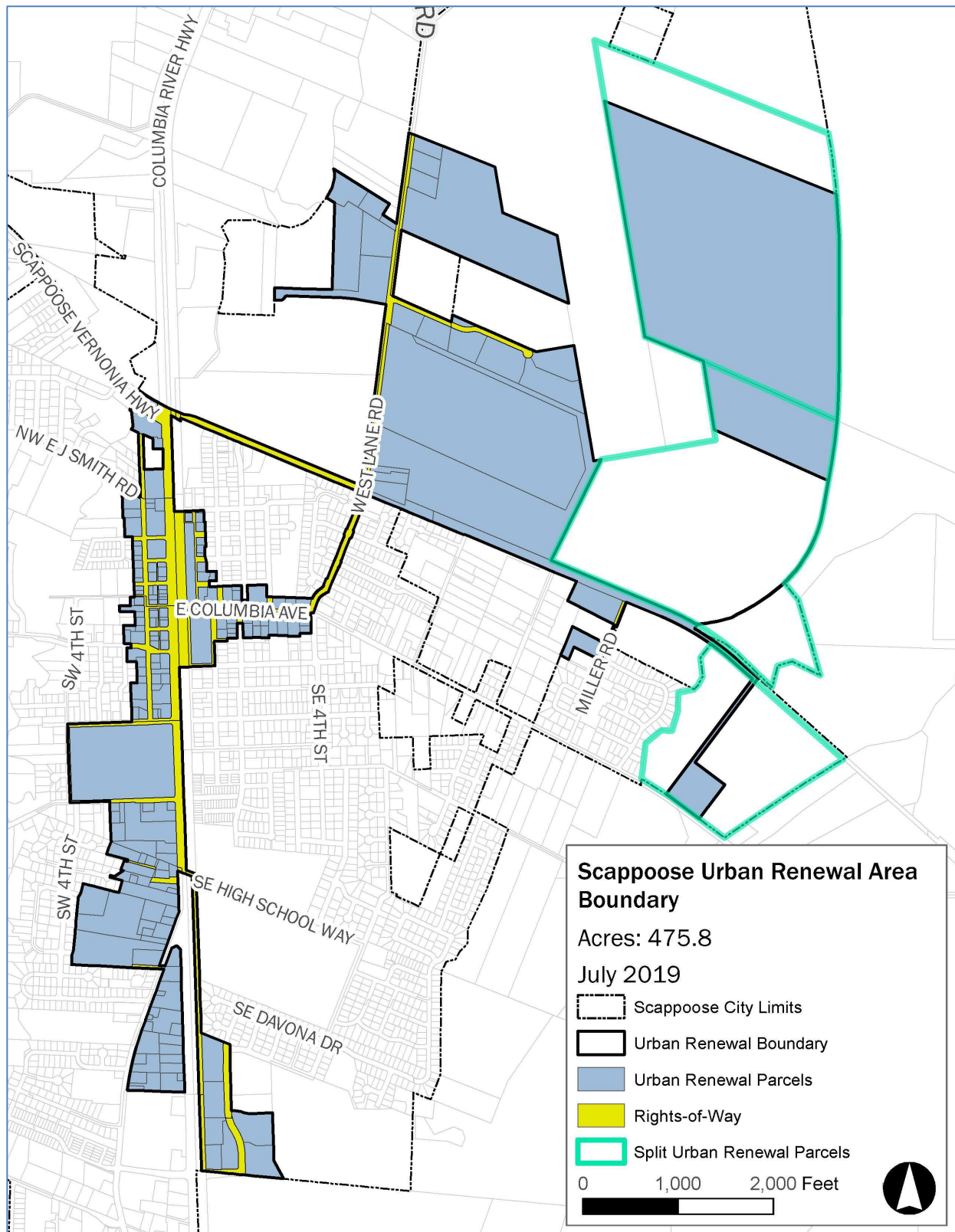
Contact Us

Give us a call for more information about our Grant Program

City of Scappoose
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Visit us on the web at www.ci.scappoose.or.us

New Development Grant Program Boundary





DISTRICT IMPROVEMENT GRANT PROGRAM – STOREFRONT

The City of Scappoose has adopted a City Vision Statement that includes:

"We take pride in our locally owned businesses that add quality and character to our town, and we respect our abundant natural resources that have sustained our community for years. We can forge a path to a balanced, local economy by opening doors for entrepreneurs, clean industry, higher education and research. We seek sustainable, living-wage jobs and careers that support families and future generations."

As part of the support for that vision statement, the city through the Scappoose Urban Renewal Agency (Agency) has created a Storefront Grant Program to provide financial assistance to property and business owners. The program is designed to promote the revitalization of the Scappoose Urban Renewal District. Business development activities can include but are not limited to interior or exterior improvements and eligible equipment purchases.

Eligibility: All properties and/or businesses located within the urban renewal district are eligible for the Storefront Improvement Grants. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30], with the ability to apply again in future fiscal years.

Purpose: Improve the economic performance of businesses within the urban renewal area to increase the number of jobs, attract new investment, and inspire community pride. Improve the visual appearance of businesses to encourage overall improvements in the city.

Maximum Grant Amount and Required Match: For each business or property, the maximum possible grant award is \$_____. All project grants require a \$1 to \$1 match from the property or business owner, equaling at least 50 % of the total project costs.

Grant Application Cycle: The Scappoose Urban Renewal Agency will accept and consider applications in the order they are received, on a year-round basis, until total grant funds are expended for the fiscal year

Grant Eligible Improvements:



Dallas, Oregon

The storefront is usually the most prominent feature of a downtown commercial building. Storefront façade improvements should consider the entire building - window patterns on the upperfloors, cornice elements, and other decorative features should be carefully considered, in addition to the storefront itself.

The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details.
3. Repair, replacement, or installation of exterior lighting.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting exterior walls, trim, or metal roofing in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Internal remodel to improve functionality of business,
9. Equipment needed to allow for improved performance or new opportunities.
10. Other improvements as approved.

Grant Application Process:

1. Submit a letter (or email) of interest to City of Scappoose Urban Renewal Agency describing your proposed storefront improvement project.
2. Meet with City/Agency for consultation to discuss and review the proposed project. A preliminary design sketch may be generated to assist applicant with approaching a design professional/architect.
3. Design assistance up to \$2,500 may be available upon receipt of design product and completed application. City/Agency reviews project description and design proposal and determines if a grant for design assistance is appropriate.
4. If applicable, Applicant contracts with an architect and/or design professional for design assistance and a project cost estimate.
5. Applicant submits Storefront Improvement Grant application packet to City/Agency staff for review and coordination. Please use these items as a checklist of required information:
 - ✓ A completed Scappoose Storefront Improvement Program Grant Application.
 - ✓ A business license if you are a business owner
 - ✓ Evidence of ownership of property or written authorization from property owner.
 - ✓ Project budget estimate.
 - ✓ A detailed written description of the proposed improvement project.
 - ✓ A statement on source of project funding that includes the required match, plus a 10% contingency. This could include a letter from bank or lender, account balance statement, or other as approved.
 - ✓ A depiction of the proposed improvements, i.e. a photo with marked revisions, or hand drawing.
 - ✓ A materials specifications board or detailed description of materials and colors.
 - ✓ A construction schedule.
 - ✓ Other required information as requested.
6. When a complete application package is received, City/Agency staff will have a minimum of 30 days to:
 - ✓ Review application for completeness.
 - ✓ Schedule and conduct a site visit for the Storefront Improvement Review Committee.
 - ✓ Conduct a Storefront Improvement Grant Committee meeting to consider grant award.
7. Authorization and funding of a grant will be determined by design criteria and subject to the following conditions:
 - ✓ All projects must comply with City of Scappoose Municipal Code, Building and Community Development codes, area plans and all other City, State and Federal regulations.
 - ✓ Land use and building permit approvals (if necessary).
 - ✓ For projects requiring building permits, drawings from a licensed architect.
 - ✓ Copy of City of Scappoose Business License (if applicable).
 - ✓ A certificate of insurance showing adequate coverage and naming the City/Agency as additional insured with respect to the work proposed.
 - ✓ Applicants signed acceptance of the Letter of Approval and Grant Agreement with City of Scappoose Urban Renewal Agency.
 - ✓ Applicant posting grant information sign – City/Agency to provide.
 - ✓ Copy of contracts between the business/property owner and contractor. All contractors are to be licensed, registered and bonded.

Grant Application Process Cont'd:

Grant Period:

Projects will have one (1) year from the date of grant approval to be completed. Applicants receiving funding through this program are not eligible to apply the following fiscal year. If a grant is awarded and the building is sold during the grant period, the grant award is not transferrable to the new owner.

General Conditions:

The following general conditions will apply to all projects:

- ✓ All applications are subject to available funding and shall be processed on a first come, first served basis.
- ✓ City/Agency staff may waive any requirement or condition on an application at its discretion.
- ✓ Improvements funded by the grant must be maintained in good order for a period of at least five (5) years.

Applications will be considered and awarded or denied by the Storefront Improvement Review Committee as determined by the City/Agency. The City/Agency reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

Disbursement of Funds:

Downtown Scappoose Storefront Improvement Grant funds will only be disbursed to property owners or businesses upon receipt of a contractor invoice(s) and satisfactory progress observed on the completed work. In-kind work performed by the applicant will not be eligible for reimbursement.

All work must be consistent with the approved grant application and the City/Agency must approve any changes in work scope or materials in advance of that work being performed.

Criteria for Nonperformance:

If a project is not complete one year after grant award date, the applicant will only be reimbursed for expenses that have occurred up to that date.

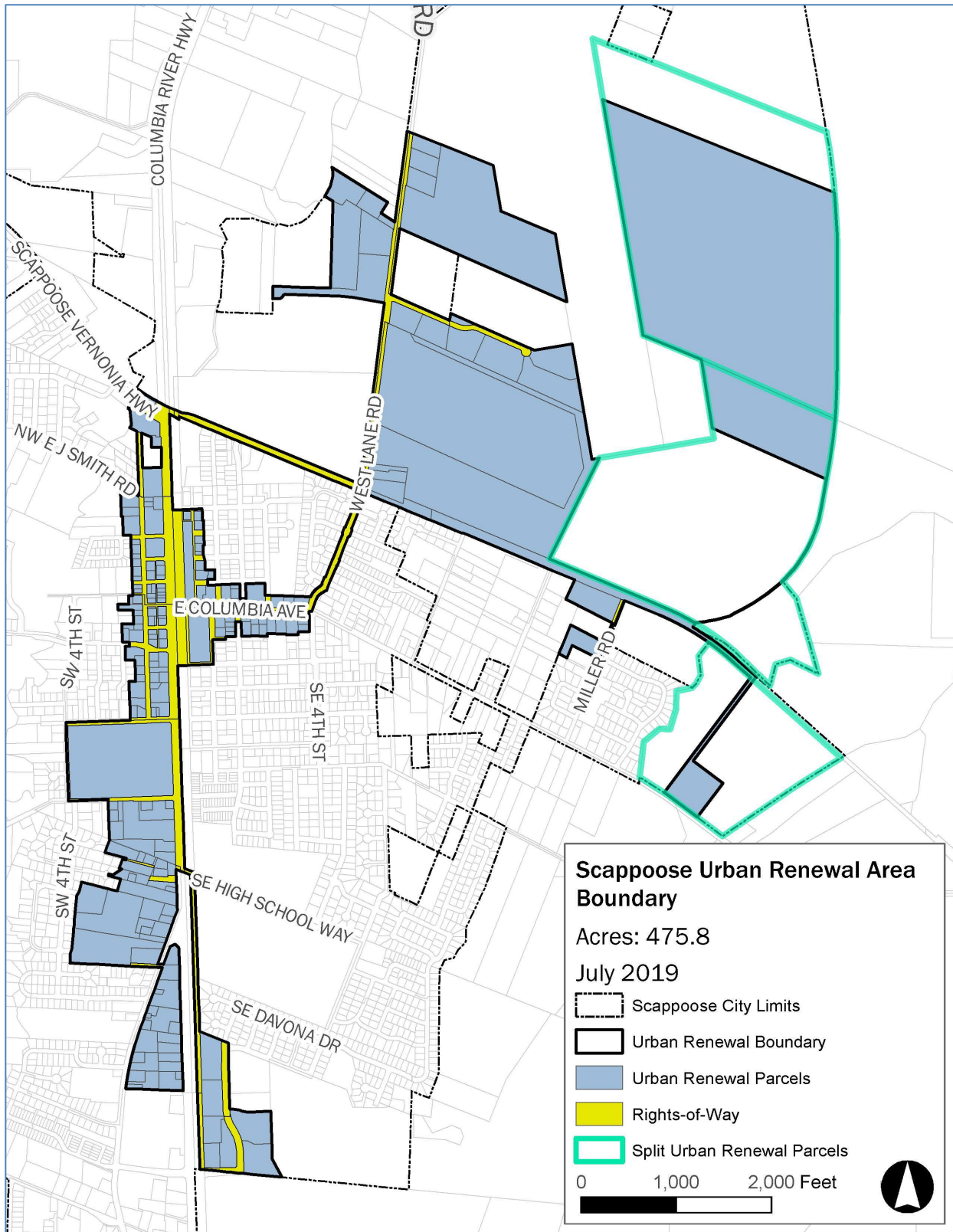
Contact Us

Give us a call for more information about our Grant Program

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Visit us on the web at www.ci.scappoose.or.us

Storefront Improvement Grant Program Boundary:



Scappoose Business Development and Storefront Improvement Grant Program Application

APPLICANT INFORMATION

Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Home Phone:

()

Email:

Tax ID Number:

BUILDING/BUSINESS TO BE IMPROVED

Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Property Tax Account
Number:

R-

OWNER OF PROPERTY (IF NOT APPLICANT)

Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone Number:

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AUTHORIZATION TO UNDERTAKE WORK

If the applicant is not the owner of the property, please provide written evidence that the owner authorizes this work to be undertaken.

DESCRIPTION OF PROPOSED EXTERIOR STOREFRONT IMPROVEMENTS:

ESTIMATED COST OF STOREFRONT IMPROVEMENTS: \$

STATEMENT OF UNDERSTANDING

The applicant understands that the City of Scappoose must approve the proposed exterior storefront improvements. Certain changes or modifications may be required by the City prior to final approval. Any work commenced prior to a commitment letter issuance will not be eligible for reimbursement, and any work deviating from approved work must be pre-approved by the City of Scappoose to be eligible for reimbursement.

ENCLOSE IMAGE OF PRELIMINARY DESIGN OF IMPROVEMENTS

This can be a photograph with marked changes, a hand drawing, architectural drawing, plans, etc.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated or if the applicant is not the sole owner of the property, the applicant certifies he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

Verification of any of the information contained in this application may be obtained by the City of Scappoose from any available source.

Applicant Signature

Date

PLEASE RETURN APPLICATION AND REQUIRED INFORMATION TO THE CITY OF Scappoose ECONOMIC DEVELOPMENT DEPARTMENT:

[project manager from Scappoose staff]

Project Manager

City of Scappoose

[Address]

[phone]

APPLICATION CHECKLIST:

Check off each item as included in/with your application:

- ☐ Application (including signature and Federal Tax ID number)
- ☐ Copy of Business License, if you are a business owner
- ☐ Written permission for improvements from building owner, if you are not the owner
- ☐ Estimated project costs/budget and project description
- ☐ Statement on source of private match funding
- ☐ Pictorial depiction of proposed design of improvements
- ☐ A materials spec. board or detailed description of materials and colors
- ☐ Construction schedule for the project
- ☐ Other required information outlined in the program guidelines, as requested