



# SCAPPOOSE *Oregon*

**MONDAY, APRIL 17, 2023**

**URBAN RENEWAL AGENCY MEETING WITH ECONOMIC DEVELOPMENT COMMITTEE 6:00 pm**

**Scappoose Council Chambers**

**33568 E Columbia Avenue**

**Scappoose, Oregon 97056**

**ITEM AGENDA TOPIC**

**Action**

**Call to Order**

**Roll Call**

**Approval of the Agenda**

**Public Comment**

**Approval Minutes**

**February 6, 2023 Urban Renewal Agency meeting minutes**

**Approval**

**New Business**

**1. Status of Active Applications**

Associate Planner N.J. Johnson

**2. Basics of Urban Renewal**

Scott Vanden Bos, Elaine Howard Consulting, LLC

**3. Urban Renewal Grant Program Goal(s)**

Associate Planner N.J. Johnson

**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



# SCAPPOOSE *Oregon*

MONDAY, FEBRUARY 6, 2023

URBAN RENEWAL AGENCY MEETING, 6:00 pm

Scappoose Council Chambers\*33568 E Columbia Avenue\*Scappoose, Oregon 97056

## Call to Order

Agency Member Joe Backus called the meeting to order at 6:00pm.

## Roll Call

**Present:** Agency Member Joe Backus; Agency Member Megan Greisen; Agency Member Tyler Miller; Agency Member Jeannet Santiago; Agency Member Kim Holmes; Agency Member Andrew Lafrenz City Manager Alexandra Rains; Legal Counsel Peter Watts; City Recorder Susan M. Reeves; Associate Planner NJ Johnson; Community Development Director Laurie Oliver Joseph; and Finance Administrator Carol Almer.

**Remote:** Anna Del Savio, South County Spotlight joined at 6:05pm; Agency Member Pete McHugh joined at 6:18pm; Holly Greener joined at 6:40pm; Mike joined at 6:43pm; Casey Heiges joined at 6:56pm and Paul Fidrych joined at 6:57pm.

## Approval of the Agenda

Agency Member Tyler Miller moved, and Agency Member Jeannet Santiago seconded the motion to approve the agenda. Motion passed 6-0. Agency Member Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Agency Member Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

## Elect Chair and Vice Chair

Agency Member Megan Greisen moved, and Agency Member Kim Holmes seconded the motion to nominate Joe Backus as Chair. Motion passed 6-0. Agency Member Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Agency Member Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

Agency Member Tyler Miller moved, and Agency Member Andrew Lafrenz seconded the motion to nominate Kim Holmes as Vice Chair. Motion passed 6-0. Chair Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Agency Member Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

## **Public Comment**

There were no public comments.

## **Approval Minutes**

### **October 3, 2022 Urban Renewal Agency meeting minutes**

Agency Member Megan Greisen moved, and Agency Member Tyler Miller seconded the motion to approve the October 3, 2022 Urban Renewal Agency meeting minutes. Motion passed 6-0. Chair Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Vice Chair Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

## **Old Business**

### **Status of Active Urban Renewal Applications**

Associate City Planner NJ Johnson explained four Urban Renewal Grant applications were presented to the Urban Renewal Agency at the most recent meeting on October 3, 2022. At this meeting, two of the four grant applications were awarded the following:

- Cathedral Coffee was awarded their full request of \$7,000.
- Healthy Smiles was awarded \$15,000, a portion of the \$50,000 they requested.

With an initial fund of approximately \$55,000 and the two grant awards above, there remains \$33,000 that the Agency could award to any of the four grant applicants, including those that have and have not already been awarded grant dollars. The URA can also elect to preserve any amount of the remaining \$33,000 for future projects. The Agency requested that CCPOD, LLC return to a future meeting to provide the Agency with more information on their application. City Staff has reached out to their representative and is hopeful that they will attend the URA meeting on February 6, 2023. At the October meeting, the Agency expressed sentiments that the Pyramid Holdings LLC application was premature to review or award at this time. However, given the flexibility that the Urban Renewal Agency enjoys, grant funding can be awarded to Pyramid Holdings LLC if the Agency chooses.

Chair Backus asked when would we see our next allocation of funds?

City Manager Rains replied same fiscal year cycle as the City's regular budget. She explained the funds that are in there have accumulated over a couple of years and then there are certain amounts that will continue to be allocated over time. They do grow slowly over the years, but it is not a whole lot in the beginning.

Chair Backus explained CCPOD, LLC is here this evening to go over their application that they submitted.

Nick Hurliman explained he is one of the partners of CCPOD, LLC, and the other partners are Jeffrey Schultz and Matthew McHugh. He gave an overview of the food cart they are proposing. He said the goal is next month to start breaking ground, but they just don't know. He explained there are eleven spots, and they already have vendors reaching out to them. He stated their goal for the food pod is 100% family friendly. He explained on the application they put the maximum because of the rising costs.

Matt McHugh explained the grant would help with the out-of-pocket expenses they will have in the beginning of this project.

Agency Member Kim Holmes asked if there is a specific next step or piece of the project that a grant award would change the outcome of the timeline of this project?

Jeffrey Schultz explained this grant would definitely help to put the finishing touches on.

Christine Turner, Economic Development Committee Chair, explained she thinks that we would definitely be setting a precedent if every new building comes to the Agency and asks for money and now we have exhausted the funds with Healthy Smiles and the food carts and we have no money for what she thinks the heart of what the program is supposed to be. In considering giving all of the money away for like a blank check and we don't really have something specific she feels you are setting a precedent for every business to come here and say they want money to start their business.

Chair Backus stated he believes they are aligned to getting something and he is just trying to figure out what that is. He is looking for a recommendation or ideas.

Agency Member Megan Greisen asked if staff could explain the purpose of these funds and why the Agency would be awarding funds to one project and maybe not another, what is the goal of this money.

Legal Counsel Peter Watts explained the program and the purpose of the funds.

The Agency discussed their thoughts on awarding funding to the applicants.

Christine Turner explained as the Economic Development Committee they were part of making this Urban Renewal thing happen. They did a lot of the upfront work to present to Council and their intent was to work on the facades of the buildings and make Scappoose a little bit more aesthetically pleasing in offering these grants. She believes the sum was \$2,000 and it was a matching grant for paint and some facade improvements versus a new espresso machine.

Chair Backus asked the Agency if they are ready to make an award?

Agency Member Tyler Miller and Agency Member Pete McHugh recused themselves.

Agency Member Kim Holmes asked if they don't discuss an amount now would it be an option to have the applicant to come back with more tailored requests for a certain sum with direct demonstrated impact?

Legal Counsel Peter Watts explained the Agency really has the flexibility to handle this however you would like.

Agency Member Jeannet Santiago agrees with having the applicant come back with a more detailed request showing what impact the money would make.

Matt McHugh explained they are absolutely going to go forward with this project either way, the grant is not a matter of make it or break it for them. It is a matter of maybe taking some stress off of them trying to make them meet the threshold maybe with some nicer features or something like that.

Agency Member Kim Holmes explained typically with grant programs you have a very direct impact associate with the money that's being requested so that it can be justified and measured. She stated as the application currently reflects those are absent.

Community Development Director Laurie Oliver Joseph explained she thinks it was just in the interest of the previous Council and Urban Renewal Agency to keep it as flexible as possible. She explained that was repeatedly the goal, was to keep it flexible so that there was as much option to do what the Agency wanted as possible. She explained if the desire is to change the parameters around how you are awarding the grants, then staff would need to know that to reflect that in the application.

Chair Backus stated he thinks with the new Agency it might be good for them to look at the application and see if they want to have different parameters.

Agency Member Kim Holmes suggested looking at how other communities are structuring their criteria.

Chair Backus stated the Agency will keep this application open and then revisit it at the next meeting after they go through the process.

Community Development Director Laurie Oliver Joseph explained because she is a planner, and she thinks of the goal post rule of you don't change the rule in the middle of the game. She doesn't think that applies here like technically legally, but it is just something to consider.

Legal Counsel Peter Watts explained he thinks a core question to think about is what are you hoping to achieve.

## **New Business**

## Scappoose Economic Development Committee Council Goal Recommendation

Christine Turner, Economic Development Committee Chair, went over the Council Goal recommendation letter in the Council packet.

Dear Scappoose Urban Renewal Agency,

The Scappoose Economic Development Committee (EDC) has proposed to the Scappoose City Council the following goal (among others) be adopted for Fiscal Year 23-24: “Work with the Urban Renewal Agency to request that the Economic Development Committee be the first to review grant proposals.” The EDC proposes this to increase stakeholder involvement in the awarding process of Urban Renewal grants. The EDC believes that their members’ collective business experience and involvement in the local Scappoose economy would be a valuable perspective for the Urban Renewal Agency (URA) to have available to them when making final decisions on grant applications.

Now therefore, the Scappoose Economic Development Committee recommends amending the process for receiving, reviewing, and approving Urban Renewal grant requests. The following steps convey the proposed process, as recommended by the EDC:

- 1) City Staff receives the Urban Renewal grant applications to document them and ensure they comply with the applicable regulations.
- 2) Once reviewed by Staff and deemed complete, the Urban Renewal grant application will be included in the EDC packet to be reviewed at the upcoming meeting. Copies of these applications shall also be sent to the URA at this time. If the grant application cannot be included in the upcoming meeting packet, it will be reviewed at the next available meeting.
- 3) The EDC will review and discuss the grant application with an emphasis on the application’s potential contribution to economic development, enhancement of the Scappoose economy, and beautification of the city. The grant applicant will be given the opportunity to present an overview of their application and its benefits to the EDC.
- 4) The EDC will vote to recommend approval, modified approval, or denial of the grant application to the Urban Renewal Agency. The motion will include a brief justification of the EDC’s decision.
- 5) The Urban Renewal Agency will receive the grant application and the EDC’s associated recommendation and review it at their next meeting. The URA will be the final decision-making body.

A member of the Scappoose Economic Development Committee shall not participate in any proceedings or action in which any of the following has a direct or substantial financial interest:

The member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member, any business in which the member is then serving or has served within the previous two years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Economic Development Committee where the recommendation is being considered. Members must also declare on record any ex parte contact they have with regards to the application, whether the communication was invited or uninvited. When doing so, members must also state whether or not it will impact their ability to impartially participate in the proceedings.

The EDC looks forward to discussing this new process with you.

Respectfully submitted,

Christine Turner, Scappoose Economic Development Committee Chair  
Brian Rosenthal, Scappoose Economic Development Committee Vice Chair  
\*\*\*\*End of letter\*\*\*\*

Agency Member Megan Greisen explained she appreciates the partnership with Economic Development Committee, and she thinks that is really important. She feels it is important for the Urban Renewal Agency to know that the purpose of this is that we are generating something more for our community and she feels it will be great to get a narrative from the Economic Development Committee but also that the Agency keep in mind what is the end goal that we are trying to get out of this, then we can make really good decisions together.

Agency Member Megan Greisen moved, and Agency Member Tyler Miller seconded the motion to continue the Urban Renewal Agency meeting after the start of the City Council meeting. Motion passed 7-0. Chair Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Vice Chair Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

## **Adjournment**

Chair Backus adjourned the Urban Renewal Agency meeting at 7:00pm

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Chair Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC



**To:** Scappoose Urban Renewal Agency  
**From:** N.J. Johnson, Associate Planner  
**Date:** April 17, 2023  
**Subject:** Status of Active Urban Renewal Applications

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There are currently two outstanding applications with the Scappoose Urban Renewal Agency:

The Agency heard a presentation from the CCPOD, LLC (applicant of the food cart pod grant request) at the February 6, 2023 Urban Renewal Agency meeting. Given the holistic considerations the Agency is undergoing related to the purpose and process of the Urban Renewal program, the Agency decided to delay a final decision on CCPOD, LLC’s application until the program is better defined. This application will be reviewed for consideration at a future meeting of the Urban Renewal Agency.

The second outstanding application is related to Healthy Smiles, who was awarded a grant of \$15,000 at the October 3, 2022 meeting for their new development project on another site. City staff received a letter the week of March 20, 2023 returning their grant award since the project has been cancelled due to cost. In this letter, Healthy Smiles requested that the Agency consider allowing them to retain the \$15,000 award and repurpose it to expand the existing Healthy Smiles building. City staff has not yet received an application related to the proposal to expand the existing building. The Agency may make a motion to proceed in a few ways:

- Allow Healthy Smiles to use the \$15,000 previously awarded to them, for the purposes of the newly proposed expansion.
- Have Healthy Smiles return the \$15,000 to the Agency and allow Healthy Smiles to apply for a new grant.
- Have Healthy Smiles meet with the Agency at the next meeting to discuss their new project before the Agency authorizes the use of the grant. Healthy Smiles would not have to complete a new grant application.

If the Agency chooses to allow Health Smiles to keep the grant money for the new project, the URA will have approximately \$33,000 to award in grants for the remainder of the fiscal year. If the Agency chooses to have Healthy Smiles return the grant, the URA will have approximately \$48,000. The URA can also elect to preserve any amount of the remaining funds for future projects in future fiscal years.

Suggested motion:

“I move to \_\_\_\_\_ [select option from list above].”



**To:** Scappoose Urban Renewal Agency  
**From:** N.J. Johnson, Associate Planner  
**Date:** April 17, 2023  
**Subject:** Fundamental Goal of the Urban Renewal Grant Program

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The Scappoose Urban Renewal Agency (URA) was established via Ordinance 886 on November 19, 2019. This established a frozen base revenue line where property tax revenue collected in excess of the frozen base will support the overall Scappoose Urban Renewal District. A subset of those funds are allocated annually to the Scappoose Urban Renewal Agency to award grants for either New Development or Business Development. Since the URA's inception, four grant applications have been submitted and two grants have been awarded. The first Urban Renewal Agency meeting where grants were awarded took place on October 3, 2022. At the time, the Urban Renewal grant fund had accumulated to approximately \$55,000 and \$22,000 was awarded, leaving roughly \$33,000 for the remainder of Fiscal Year 2022-2023.

Before moving forward with the consideration of any further grants, the Agency has expressed the need to establish a fundamental purpose of the Urban Renewal grant program. Establishing the program's overall mission provides the Agency's Commissioners with criteria to apply when making decisions on awarding grants. Below is a summary of a few fundamental directions the Agency can establish for its grant programs, with a list of advantages and challenges.

### **Option 1 - Further Increasing the Tax Increment**

Description: The Agency will award grants with the primary focus of increasing the value of the applicant's property, thus expediting the process of collecting Urban Renewal funds.

#### Advantages:

- A significantly improved tax increment allows the impacted taxing districts to collect more property tax revenue when the Urban Renewal District sunsets because the property values will have increased by greater margins.
- Collecting greater than expected tax increment will accumulate revenues quicker.

#### Challenges:

- Anticipating what projects will generate more or less property tax increases is a projection and appraisal expertise is not expected to be on hand as the Agency makes decisions on grants.
- Property owners with substantial enough improvements to their property value will see an increase in their property taxes beyond the statutorily capped 3% annual increase.



## **Option 2 - Advancing Exterior Beautification**

Description: The Agency will award grants with a primary focus of advancing the visible aesthetics and beauty of businesses to make the District as a whole more visually attractive.

Advantages:

- Helps create a more attractive and vibrant downtown core.
- May lead to an increase in tourism and economic activity.

Challenges:

- Exterior improvements are not expected to substantially increase property values.

## **Option 3 - Assist with Interior Structural Improvements**

Description: The Agency will award grants with a primary focus of increasing the ability of businesses in the District to make interior improvements to the structure of their buildings.

Advantages:

- Improves the building quality of local businesses in the District.
- Assists the financial condition and flexibility of local businesses.

Challenges:

- Impacts of the awards are not visually apparent from the exterior.
- The Agency would be limited to improvements that stay with the structure permanently. Urban Renewal grant funds may not be used to purchase equipment that may leave the business or the District.

## **Option 4 - Financing Large Projects**

Description: The Agency will award grants with a primary focus on larger projects in the future. Depending on how the Agency applies this, this may result in withholding funds for current projects until more funds are available.

Advantages:

- Larger projects are often more visible to the community. Financing larger projects could provide the Urban Renewal program with more noteworthy achievements.
- Larger contributions would make a greater difference to a project's completion and success than, for example, a small grant would to a project that is going to happen regardless of an Urban Renewal grant award.
- Larger projects typically increase the tax increment.



Challenges:

- Withholding grant money for years may damage the reputation of the Urban Renewal Program to the point where businesses are not interested in applying even if there are large funds available.