



SCAPPOOSE
Oregon

MONDAY, AUGUST 7, 2023, 6:00PM

**URBAN RENEWAL AGENCY MEETING WITH THE ECONOMIC DEVELOPMENT COMMITTEE
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

ITEM AGENDA TOPIC

Action

Call to Order

Roll Call

Approval of the Agenda

Public Comment

Approval Minutes

- | | |
|---|-----------------|
| 1. April 17, 2023 Urban Renewal Agency meeting minutes; June 19, 2023 Urban Renewal Agency meeting minutes | Approval |
|---|-----------------|

Old Business

- 2. Grant Program Funding Update**
- 3. Review and Discuss Grant Program Criteria & Application Form**

Adjournment

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

TTY 1-503-378-5938



MONDAY, APRIL 17, 2023

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

Call to Order

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

Roll Call

Present: Agency Member Chair Joseph A. Backus; Agency Member Megan Greisen; Agency Member Pete McHugh; 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; Community Development Director Laurie Oliver Joseph; Associate Planner NJ Johnson; Economic Development Committee Chair Christine Turner; Economic Development Committee Vice Chair Brian Rosenthal; Economic Development Committee Member Paul Fidrych; Economic Development Committee Karl Fenstermaker and Port Liaison Nancy Ward.

Remote: Scott Vanden Bos, Elaine Howard Consulting, LLC and "Guest" (joined at 6:43pm).

Approval of the Agenda

Agency Member Jeanett Santiago moved, and Agency Member Megan Greisen seconded the motion to approve the agenda. Motion passed 7-0. Agency Member Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Pete McHugh, 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

February 6, 2023 Urban Renewal Agency meeting minutes

Agency Member Kim Holmes moved, and Agency Member Pete McHugh seconded the motion to approve the February 6, 2023 Urban Renewal Agency meeting minutes. Motion passed 7-0.

Agency Member Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Agency Member Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

New Business

Status of Active Applications

Associate Planner N.J. Johnson went over the staff report. 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.

Agency Member Kim Holmes moved, and Agency member Tyler Miller seconded the motion to have Healthy Smiles return the \$15,000 to the Agency and allow Healthy Smiles to apply for a

new grant. Motion passed 7-0. Agency Member Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Agency Member Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

Basics of Urban Renewal

Scott Vanden Bos, Elaine Howard Consulting, LLC went over a presentation.



WHAT IS URBAN RENEWAL

- ❖ Urban renewal is a local government tool used to improve and revitalize areas within a city.
- ❖ It is used to implement economic development strategies and comprehensive plan goals. Urban renewal allows local governments to focus investments on a particular area to encourage public and private development.

Elaine Howard Consulting LLC

WHY USE URBAN RENEWAL?



Many opportunities for improvements and redevelopment in cities that need funding



City general funds typically lack the funds to contribute to these opportunities



Urban Renewal provides a funding source to bridge the gap

Elaine Howard Consulting LLC

URBAN RENEWAL 101

NOT A NEW TAX!



Elaine Howard Consulting LLC

CRASH COURSE | UR 101

Elaine Howard Consulting LLC

HOW DOES AN URBAN RENEWAL AREA FUNCTION?

1. Income Source

- Yearly property tax collections based on growth within Boundary (more detail on mechanism in later slide)

2. Expenses

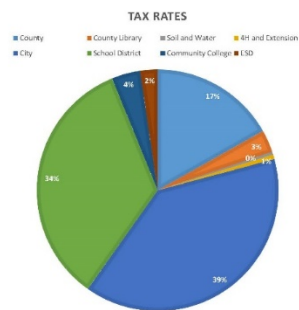
- Projects, programs, and administration

3. Spending Limit

- Capped by Maximum Indebtedness (MI):
 - The total amount of money that can be spent over the life of the district on projects, programs, and administration.

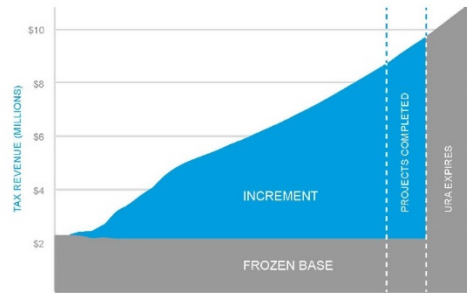
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LEVERAGING CITY TAX RATE



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HOW DOES URBAN RENEWAL FINANCING WORK?



Elaine Howard Consulting LLC

PROPERTY TAX SUMMARY

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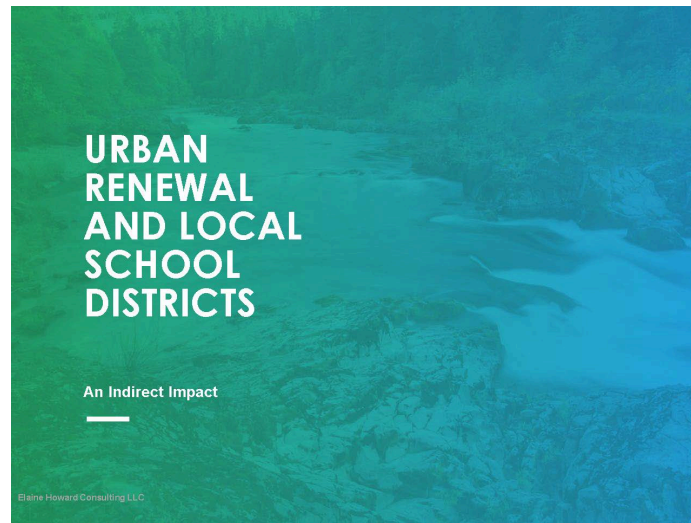
- No new taxes due to the division of taxes from Urban Renewal
- Schools are indirectly impacted by urban renewal
- There will be a line item for Urban Renewal on your property tax bill if this Plan is adopted
- There are no bonds or local option levies impacted by the urban renewal plan

IMPACTS TO TAXING DISTRICTS

- ❖ Urban Renewal does not provide new money
 - Diverts funds that would go to other property tax districts
- ❖ Continue receiving taxes on frozen base
- ❖ Temporarily forego taxes on any growth in Urban Renewal area
- ❖ Growth may not have occurred but not for urban renewal

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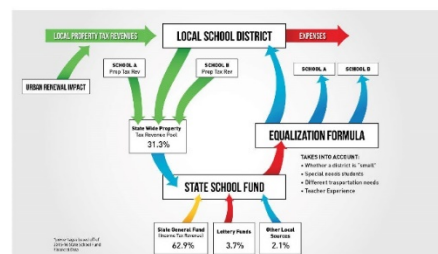


URBAN RENEWAL IMPACT Regular Taxing District



Elaine Howard Consulting LLC

URBAN RENEWAL IMPACT Local Schools



Elaine Howard Consulting LLC

PROPERTY TAXES AND URBAN RENEWAL

- Urban Renewals Division of Taxes does not increase property taxes, it uses increases in property taxes that were already happening
- Urban Renewal is a line item on your property tax bill
- The Assessor must go through the following steps when distributing Urban Renewal Taxes:
 - "Calculation" of TIF to be collected
 - "Distribution" of TIF Citywide to property tax payers
 - "Collection" of property tax revenues

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A HYPOTHETICAL PROPERTY TAX BILL

Taxing District	Rate	Property Value
Property Value		\$100,000
County	\$ 2.2052	\$220.52
County Library	\$ 0.3947	\$39.47
Soil and Water	\$ 0.0500	\$5.00
4H and Extension	\$ 0.0800	\$8.00
City	\$ 5.1067	\$510.67
School District	\$ 4.4614	\$446.14
Community College	\$ 0.5019	\$50.19
ESD	\$ 0.3049	\$30.49
Urban Renewal		
Total	\$ 13.1048	\$1,310.48

Elaine Howard Consulting LLC

A HYPOTHETICAL PROPERTY TAX BILL

Taxing District	Rate	Property Value	Property Value without UR
Property Value		\$100,000	\$103,000.00
County	\$ 2.2052	\$220.52	\$227.14
County Library	\$ 0.3947	\$39.47	\$40.65
Soil and Water	\$ 0.0500	\$5.00	\$5.15
4H and Extension	\$ 0.0800	\$8.00	\$8.24
City	\$ 5.1067	\$510.67	\$525.99
School District	\$ 4.4614	\$446.14	\$459.52
Community College	\$ 0.5019	\$50.19	\$51.70
ESD	\$ 0.3049	\$30.49	\$31.40
Urban Renewal			
Total	\$ 13.1048	\$1,310.48	\$1,349.79

Elaine Howard Consulting LLC

A HYPOTHETICAL PROPERTY TAX BILL

Taxing District	Rate	Property Value	Property Value without UR	Property Value With UR
Property Value		\$100,000	\$103,000.00	\$103,000.00
County	\$ 2.2052	\$220.52	\$227.14	\$220.52
County Library	\$ 0.3947	\$39.47	\$40.65	\$39.47
Soil and Water	\$ 0.0500	\$5.00	\$5.15	\$5.00
4H and Extension	\$ 0.0800	\$8.00	\$8.24	\$8.00
City	\$ 5.1067	\$510.67	\$525.99	\$510.67
School District	\$ 4.4614	\$446.14	\$459.52	\$446.14
Community College	\$ 0.5019	\$50.19	\$51.70	\$50.19
ESD	\$ 0.3049	\$30.49	\$31.40	\$30.49
Urban Renewal				\$39.31
Total	\$ 13.1048	\$1,310.48	\$1,349.79	\$1,349.79

Elaine Howard Consulting LLC

QUESTIONS?

Elaine Howard Consulting LLC

Urban Renewal Grant Program Goal(s)

Associate Planner N.J. Johnson went over the Fundamental Goal of the Urban Renewal Grant Program memo. 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.

Adjournment ~ Agency Member Chair Backus adjourned the meeting at 6:59pm.

Chair Joseph A. Backus

Attest:

City Recorder Susan M. Reeves



SCAPPOOSE *Oregon*

MONDAY, JUNE 19, 2023
URBAN RENEWAL AGENCY MEETING
6:30 PM COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

Call to Order

Chair Joseph Backus called the Urban Renewal Agency meeting to order at 6:00pm.

Roll Call

Chair Joseph Backus; Agency Member Pete McHugh; Agency Member Tyler Miller; Agency Member Andrew Lafrenz; City Manager Alexandra Rains; Legal Counsel Peter Watts; Finance Administrator Carol Almer; and Assistant to City Manager Isaac Butman.

Remote: Vice Chair Kim Holmes; and Community Development Director Laurie Oliver Joseph.

Excused: Agency Member Megan Greisen; Agency Member Jeannet Santiago; and City Recorder Susan Reeves.

Approval of the Agenda

Agency Member McHugh moved, and Agency Member Holmes seconded the motion to approve the agenda. (Motion passed 5-0).Chair Joseph Backus, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Vice Chair Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

Public Comment

There were no public comments.

New Business

Election of Chair and Vice Chair

Chair Backus explained they just recently elected the chair and vice chair and he wanted to make sure everyone was okay to have them just continue as the chair and vice chair.

Vice Chair Holmes explained she is fine with continuing as vice chair.

Chair Backus explained he is chair, and he would be fine if the Agency wants to just keep him in that role.

Agency Member McHugh moved, and Agency Member Miller moved that Joseph Backus remains as Chair and that Kim Holmes remains as Vice Chair. (Motion passed 5-0). Chair Joseph Backus, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Agency Member Andrew Lafrenz, aye; and Vice Chair Kim Holmes, aye.

Consideration of the Fiscal Year 2023-2024 Budget

Resolution No. URA 1-23: Hold a Public Hearing on the proposed Approval budget for the Fiscal Year 2023-2024, Making Appropriations, Imposing the Tax, and Categorizing the Tax.

Chair Backus opened the public hearing and closed it due to no one wanting to comment on this matter.

City Manager Alexandra Rains explained Resolution URA 1-23 is for adopting the City of Scappoose's Urban Renewal Agency budget, making appropriations, declaring the ad valorem tax levy, and classifying the levy as approved by ORS 310.0602, for fiscal year 2023/2024. She explained it is presented in the same matter that it was presented to the Budget Committee. There were no requested changes.

Agency Member McHugh talked about getting something going regarding the branding and to him it is kind of urgent.

City Manager Rains explained the money for the branding is actually in the regular budget, not the Urban Renewal budget. They have had a couple of meetings with the Economic Development Committee about the process and to talk about the scope of work they want to put together. She explained there is a work session planned with Council later in the summer to have that similar conversation and bring that feedback to the Urban Renewal Agency, from EDC, basically so we can kind of wrap up doing the scope of work, then put out the RFP to actually hire the consultant team to help with the branding. That is a Council goal for this year, and it is in process, it is moving along.

Agency Member McHugh explained he would like to see more involvement from the community in this process then maybe what we normally do. Sometimes surveys aren't quite enough.

City Manager Rains explained she doesn't see the branding happening by the first of the year if we want to do all that public input, but she thinks the public input makes the end product better.

Chair Backus stated he would like some guidance as well.

Agency Member Miller moved, and Agency Member Lafrenz seconded the motion that the Urban Renewal Agency adopt Resolution No. URA 1-23: Hold a Public Hearing on the proposed Approval budget for the Fiscal Year 2023-2024, Making Appropriations, Imposing the Tax, and Categorizing the Tax with the amendments that the Agency discussed. (Motion passed 5-0). Chair Joseph Backus, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Agency Member Andrew Lafrenz, aye; and Vice Chair Kim Holmes, aye.

Adjournment

Chair Backus adjourned the meeting at 6:20pm.

Chair Joseph A. Backus

Minutes typed by:

City Recorder Susan M. Reeves, MMC



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2.

To: Scappoose Urban Renewal Agency
From: N.J. Johnson, Associate Planner
Date: August 7, 2023
Subject: Grant Program Funding Update

The Scappoose Urban Renewal Agency has awarded \$22,000 in grants. Of that amount, \$15,000 was refunded to the Agency due to the awarded project being canceled.

The Agency currently has one application on hold, CCPOD LLC's Food Cart Pod proposal. This will remain on hold until the Agency has completed its establishment of criteria and procedural amendments to the Urban Renewal Grant Program.

Following the most recent turn of the Fiscal Year, the Grant Program currently has \$76,594 that can be awarded by the Agency. This fund will increase next on July 1, 2024.



SCAPPOOSE URBAN RENEWAL AGENCY GRANT PROGRAM GUIDELINES

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."

In support of that vision statement, the City has established the Scappoose Urban Renewal District. One of the mechanisms the Urban Renewal District and Agency uses to advance these goals is the Urban Renewal Grant Program, which provides financial assistance to property owners, developers, and businesses. The Program is designed to promote the revitalization of the Scappoose Urban Renewal District.

Urban Renewal Plan Goals:

1. Improve transportation, water, wastewater and stormwater infrastructure to support job growth.
2. Promote the emergence of a vibrant town center as a civic and cultural hub for Scappoose that is connected to surrounding neighborhoods and employment areas.
3. Encourage redevelopment and infill in the town center.
4. Support the growth and retention of local businesses.

Grant Program Purpose: Improve the aesthetics and economic performance of new and existing businesses within the Urban Renewal District to increase economic activity, promote economic tourism, create local jobs, attract new investment, inspire community pride, and improve the visual appearance of businesses to encourage overall improvements in the city.

Eligibility: All properties and/or businesses located within the Urban Renewal District are eligible for grant funding. Only one grant per business and/or building will be allowed in any one fiscal year period (July 1 through June 30), with the ability to apply again in future fiscal years.

Maximum and Minimum Grant Amount: For each business or property, the minimum grant award is \$1,000 and the maximum grant award is \$50,000 or the allocated annual budget for Urban Renewal grants, whichever is lower. By way of a separate vote in advance of the vote to award a grant, the Urban Renewal Agency reserves the right to exceed the maximum grant award.

Required Match: All grant awards above \$5,000 require a \$1 to \$1 match from the property or business owner, meaning that a grant award may not cover more than 50% of the total project



cost. By way of a separate vote in advance of the vote to award a grant, the Urban Renewal Agency reserves the right to eliminate the match requirement.

Grant Application Cycle: Grant requests may be submitted at any point in the year. Grant requests are processed on a first come, first serve basis. See Process section below for more details.

Projects of Primary Preference:

- New development or expansion of an existing building
- Repair, restoration, or installation of exterior masonry and siding materials
- Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details
- Repair, replacement, or installation of exterior lighting
- Repair or construction of entryways
- Cleaning, preparation, and painting of exterior walls and trim
- Exterior landscaping for the purpose of beautification
- Exterior patio improvements that allow for outdoor seating/dining

Projects of Secondary Preference:

- Removal of barriers to access for people with disabilities
- Internal remodel to improve functionality of business
- Internal equipment that is part of the permanent building structure and would allow for improved performance or new opportunities, including:
 - Elevators
 - HVAC
 - Water heaters
 - Communications or electrical wiring
 - Freezer that is built into the structure

Ineligible Projects:

- Design work
- General project administration
- Employee/personnel expenses
- Nonpermanent equipment that does not stay with the building, including:
 - Tables, chairs, and other furniture
 - Ovens, refrigerators, and other movable appliances
 - Items that are integral to the function of the business and would be moved from the location if the business were to leave the building
 - Office machines and supplies
- Promotion of the individual business such as signage or logo design
- City of Scappoose permit/license fees



- City of Scappoose System Development Charges (SDCs)
- Other projects that are not found to be aligned with the goals of the Scappoose Urban Renewal Grant Program or the Scappoose Urban Renewal Agency

General Requirements:

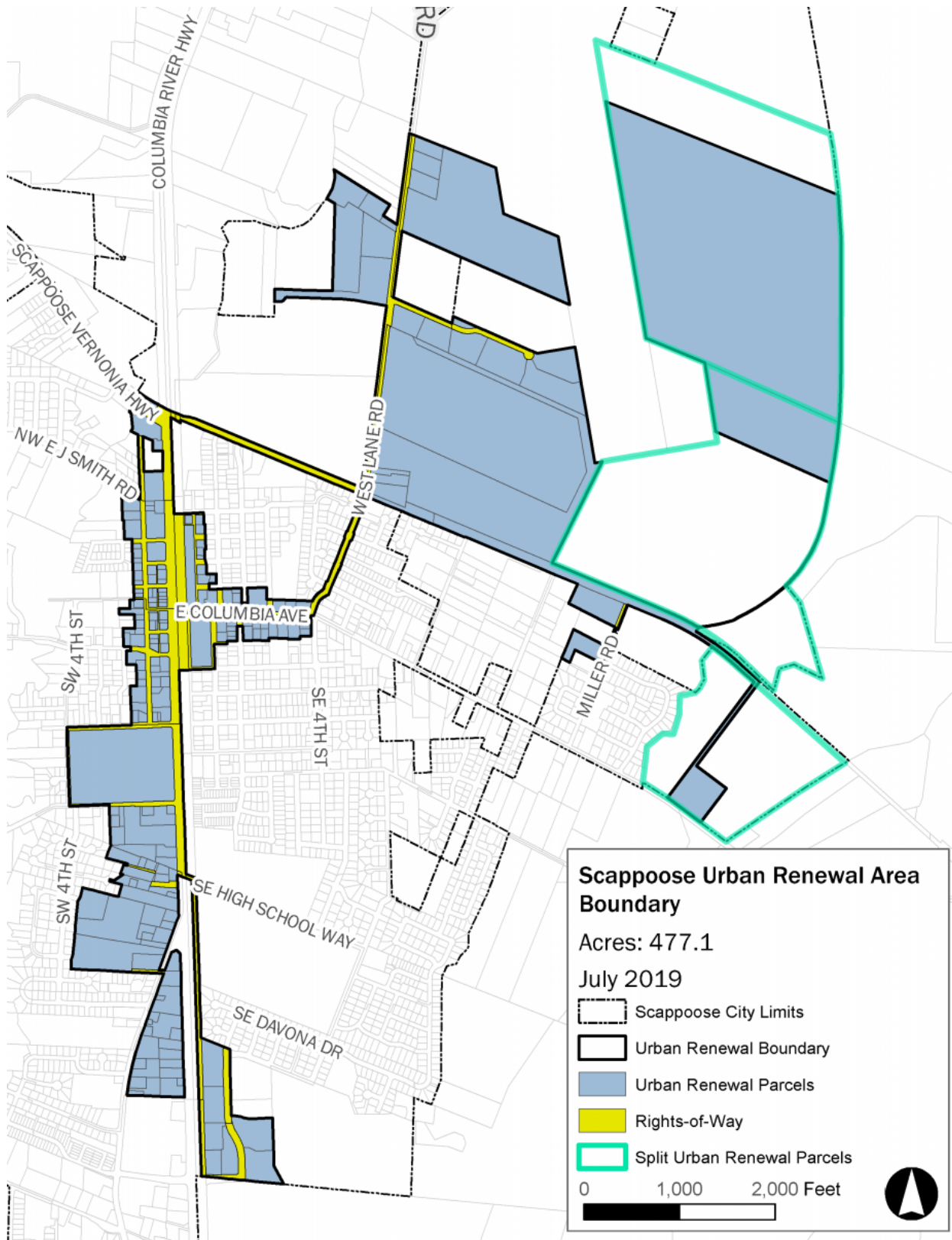
- The project must be located within the Urban Renewal District boundaries at the time of applying.
- All projects must comply with the following:
 - Scappoose Municipal Code and Scappoose Development Code
 - Scappoose Public Works Design Standards
 - Oregon Building Code
 - Approved development plans
 - Area plans
 - All local, state, and federal regulations
- Projects awarded Urban Renewal grant funding must be completed within:
 - 12 months of the date awarded for grants under \$15,000
 - 24 months of the date awarded for grants between \$15,000-\$50,000
- If the project is not complete within 12 or 24 (see applicable timeline above) months of the date the grant is awarded, the applicant will only be reimbursed for eligible expenses that have occurred up to the final date of the 12/24-month period.
- All work must be consistent with the approved grant application or the Urban Renewal Agency must approve any changes in work scope or materials in advance of that work being performed.
- Grant award is contingent on the completion City inspection and satisfactory progress observed.



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SCAPPOOSE URBAN RENEWAL AGENCY GRANT APPLICATION AND AWARDING PROCESS

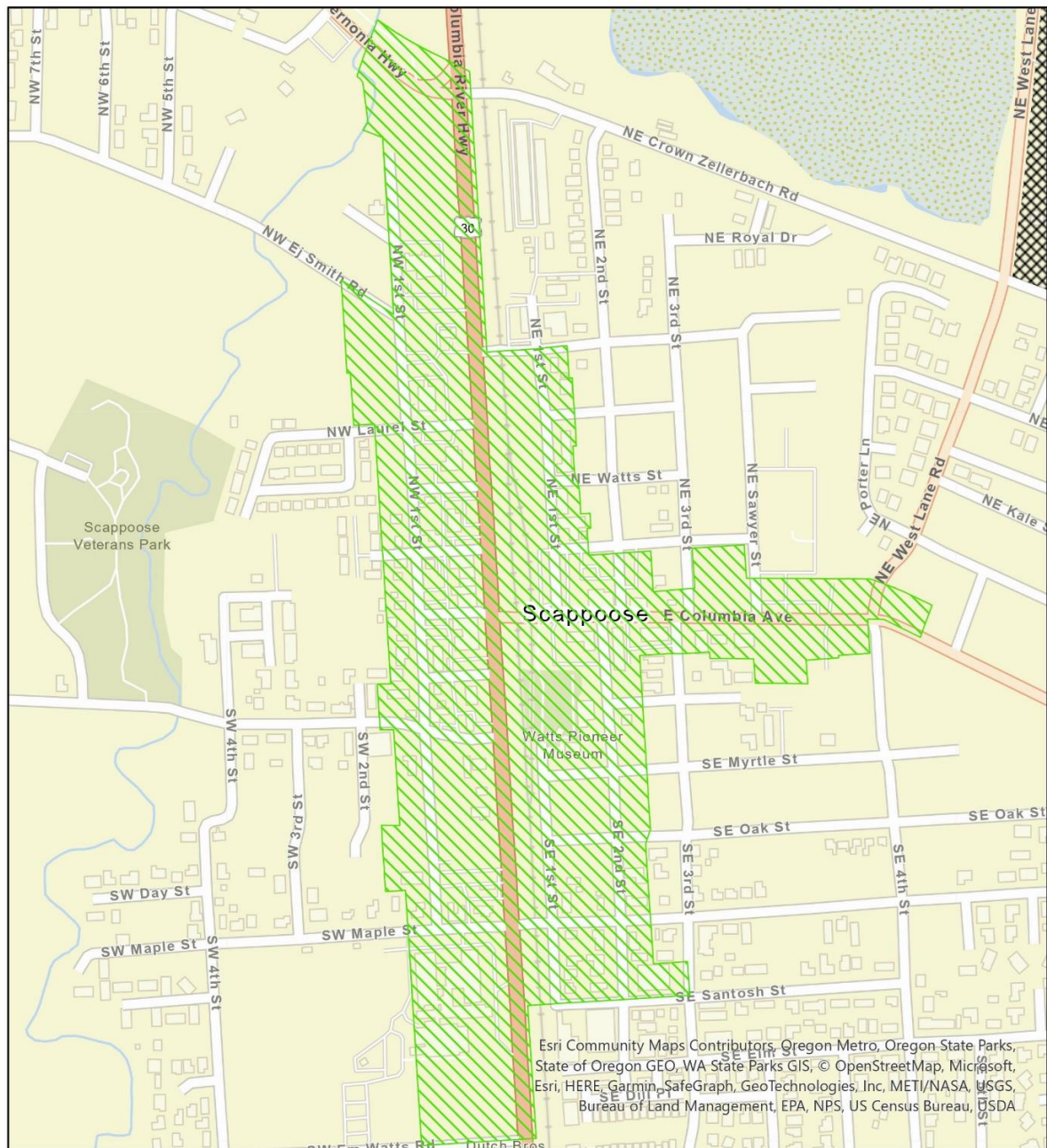
1. Submit a letter or email of interest to the City of Scappoose Planning Department describing your proposed project and interest in applying for an Urban Renewal grant.
2. Meet with City staff for consultation to discuss and review the proposed project.
3. Applicant submits the Urban Renewal grant application form with required attachments.
4. City staff reviews the application to ensure all the necessary components have been submitted. If there are missing items or the project is ineligible for consideration, staff will inform the applicant in a detailed completeness review letter.
5. Once deemed complete, the application will be presented at the next available Economic Development Committee (EDC) meeting. The EDC has the authority to review and recommend an award, partial award, or denial of the grant request to the Urban Renewal Agency.
6. Once a recommendation has been made by the EDC, the proposal will be placed on the next available Urban Renewal Agency meeting agenda to consider approval of the grant request. Please note that due to scheduling conflicts, this may be scheduled three or more months out from the time the application is deemed complete.
7. The Urban Renewal Agency will meet to consider the grant request. The applicant will be invited to this meeting to make a brief presentation and answer questions.
8. If deemed necessary by City staff and it has not taken place prior to applying for the grant, the applicant will seek the relevant approvals from the Community Development Department and/or Planning Commission.
9. If awarded, the grant funds will be disbursed to the property owner or business upon receiving proof of payment (including an itemized receipt) for expenses that the Urban Renewal Agency agreed to reimburse, in addition to satisfactory progress being observed on the completed work. In-kind work performed by the applicant will not be eligible for reimbursement.





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Overlay Zone

 Downtown Overlay



Vicinity Map

0 0.05 0.1 0.2 mi



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**SCAPPOOSE URBAN RENEWAL AGENCY
GRANT PROGRAM APPLICATION FORM**

APPLICANT INFORMATION

Applicant Name: _____ Submission Date: _____

Applicant Residence (check most relevant): ☐ Scappoose City Limits or UGB ☐ Columbia County
☐ Oregon ☐ Outside Oregon

Applicant's Relationship to Project: _____

Applicant Mailing Address: _____

Applicant Phone Number: _____ Applicant Email: _____

BUSINESS INFORMATION

Business Name: _____

Business Address: _____

Year Building was Built: _____ Year of Most Recent Exterior Improvements: _____

Business Description (goods and/or services provided): _____

Business Days and Hours of Operation: _____

Type of Organization (e.g. corporation, sole proprietorship, LLC, nonprofit, etc.): _____

Age of Business: _____ Number of Employees: _____

Does your business have other locations outside of Scappoose? If so, approximately how many? _____

Is your business located in the City's Downtown Overlay? (Boundary map attached) ☐ Yes ☐ No

Has your business received an Urban Renewal grant in the current fiscal year? ☐ Yes ☐ No

Property Owner Name: _____

Property Owner Email: _____



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PROJECT INFORMATION

Description of Proposed Project: _____

Anticipated Project Start Date: _____ Anticipated Project Completion Date: _____

Estimated Total Project Cost: _____ Grant Request Amount: _____

Specific Element(s) of the Project Seeking Funding: _____

The Purpose of the Scappoose Urban Renewal Grant Program is as follows:

"Improve the aesthetics and economic performance of new and existing businesses within the Urban Renewal District to increase economic activity, promote economic tourism, create local jobs, attract new investment, inspire community pride, and improve the visual appearance of businesses to encourage overall improvements in the city."

How would the proposed project **increase economic activity**? _____

How would the proposed project **promote economic tourism**? _____



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How would the proposed project **create local jobs**? _____

How would the proposed project **attract new investment**? _____

How would the proposed project **inspire community pride**? _____

How would the proposed project **improve the visual appearance** of the area? _____

Would you be able to complete the project without receiving a grant award? ☐ Yes ☐ No

Please explain: _____

Have you received the necessary approvals and permits from the Community Development Department (Planning, Engineering, and Building)?* ☐ Yes ☐ No

If no, what approvals or permits are still needed?* _____

*If you are unsure, please contact the Community Development Center at (503) 543 - 7184.



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PROPERTY OWNER AUTHORIZATION

I, _____, certify that I am the property owner (hereinafter referred to as "Owner") of the building located at _____; Scappoose, OR 97056 (hereinafter referred to as "Building"). I authorize _____, the business housed in my Building (hereinafter referred to as "Business"), to accept grant funds from the Scappoose Urban Renewal Agency and to complete the work described in this application form and supporting documents.

By signing below, Owner certifies that all information provided in this section is true to the best of Owner's knowledge.

Owner Name (printed): _____

Owner Signature: _____ Date: _____

STATEMENT OF UNDERSTANDING

The applicant understands that the City of Scappoose must approve the proposed project. 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.

Applicant Name (printed): _____

Applicant Signature: _____ Date: _____

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.

Applicant Name (printed): _____

Applicant Signature: _____ Date: _____



SUBMITTAL CHECKLIST

- ☐ Application form with all prompts completed (including signatures)
- ☐ Copy of Scappoose Business License (if applicable)
- ☐ Pictorial depiction of proposed design/improvements
- ☐ Detailed description of materials, colors, and other design features to be used in project
- ☐ Construction schedule for project
- ☐ Detailed project budget with line-item expenses seeking grant reimbursement and overall project cost
- ☐ One (1) hard copy of all materials (to be dropped off at the Scappoose Community Development Center at 52610 NE 1st Street; Scappoose, OR 97056)
- ☐ Digital copy of all materials (via email or flash drive)
- ☐ Other materials/information requested by the City

SUBMISSION INSTRUCTIONS

One (1) paper copy **and** a digital copy are required.

Paper Copy (drop-off or by mail):

Attn: N.J. Johnson
Scappoose City Hall
33568 E Columbia Ave
Scappoose, OR 97056

Digital Copy:

Email to njohnson@scappoose.gov

or

Provide thumb drive with paper submission

PROGRAM CONTACT

N.J. Johnson, Associate Planner
(503) 543 - 7184, ext. 403
njohnson@scappoose.gov