MONDAY, SEPTEMBER 18, 2023, 6:00PM
URBAN RENEWAL AGENCY MEETING WITH THE ECONOMIC DEVELOPMENT COMMITTEE
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

Disclaimer: These minutes are intended to summarize the conversations that took place rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: www.youtube.com/watch?v=ec-spLKB_fM&t=253s.

Call to Order

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

Roll Call

Chair Joseph Backus; Agency Member Megan Greisen; Agency Member Tyler Miller; Agency Member Jeannet Santiago; Agency Member Kim Holmes; Agency Member Andrew Lafrenz; Economic Development Committee Member Karl Fenstermaker; Economic Development Committee Chair Christine Turner; Economic Development Committee Member David Sideras; Economic Development Committee Member Brian Rosenthal; Economic Development Committee Member George Hafeman; Economic Development Committee Community Liaison Jeff Weiss (arrived at 6:07pm); City Manager Alexandra Rains; Community Development Director Laurie Oliver Joseph; Associate Planner NJ Johnson; City Recorder Susan M. Reeves; and Assistant to City Manager Isaac Butman.

Remote: Doug Bean (joined at 6:09pm)

Approval of the Agenda

Agency Member Greisen moved, and Agency Member Holmes seconded the motion to approve the agenda. (Motion passed 6-0). Chair Joseph 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

August 7, 2023 Urban Renewal Agency meeting minutes

Agency Member Greisen moved, and Agency Member Miller seconded the motion to approve the minutes from August 7, 2023 Urban Renewal Agency meeting minutes. (Motion passed 6-0). Chair Joseph 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.

Old Business

Review and Discuss Grant Program Criteria & Application Form

Associate Planner NJ Johnson went over the Grant Program outline and application. He explained there are a few housekeeping items: We spent last meeting on August 7, 2023 reviewing the program guidelines and criteria. This meeting will focus on the questions we want to ask applicants. To close the loop on a few items, we added to the projects of primary preference: Projects in the Downtown Overlay that exceed the minimum requirements for design or aesthetic features set in Scappoose Development Code Chapter 17.80 - Downtown Overlay. Other projects that substantially improve the exterior beauty of the area. We added to ineligible projects: Past debt; Reimbursement of past projects. Finally, there was some conversation from last meeting about the idea of a scoring matrix, so he did a little more research. LOC form has all UR grant programs with criteria. Of the 7 cities that they researched that had some form of criteria, only La Grande has anything that resembles a matrix. In La Grande, staff conducts evaluation and prepares the accumulated point total for URA to review. Discretion still lies with URA to determine award amount and if it gets awarded at all. In other words, it's not a scheme where if you meet a certain threshold, you will be rewarded X percent of your requested amount. From the perspective of staff, this kind of matrix scoring system would be really useful when we have more applications to compare it to but right now, the only UR grant project that's been awarded in Scappoose is a $7,000 espresso machine. Additionally, the matrix would only go so far in the effort to make the criteria more objective and standardized because we'd still have to come back to these meetings and determine if the score they received is good enough to get what they're asking for. He stated with that, are there any questions on the bits from the criteria and guidelines section before we move into the application form?

Agency Member Greisen asked Associate Planner NJ Johnson if he feels like as a committee seeing the applications first then coming to consensus without some sort of a scoring guide is okay?

Economic Development Committee Chair Christine Turner shook her head yes.

Economic Development Committee Member Brian Rosenthal explained he thinks matrix actually ties everybody's hands, yours and theirs. He explained in the 50-year plan there was talk about the desire for more trees and it does talk about projects for primary preference, and it includes landscaping, but you may want to include some verbiage there for trees not required by site development agreements. He stated his belief is you create simple programs that are simple to manage, and you don't give people false expectations. He stated what you don't want is people thinking they can get an HVAC if we're never going to give them an HVAC.

Economic Development Committee Community Liaison Jeff Weiss explained nobody is going to ask for this stuff to repair what is broken because it will take three months to get it approved.

Chair Backus asked if we should just take out the examples on the application?

Agency Member Greisen explained she is in favor of striking out including and the bullet points under:

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
    - Walk-in freezer

Agency Member Greisen explained if you took them away, she thinks everybody in the room understands what we're looking for in this application.

Agency Member Holmes asked about using the application to also incentivize things like green design, energy efficiency, etc.?

Associate Planner NJ Johnson replied that could potentially be a project of secondary preference.

Economic Development Committee Member Brian Rosenthal explained that they had talked about that in the past and they were trying to get away from designed phase projects because a large percentage of those never come to fruition.

Economic Development Committee Chair Christine Turner discussed there being a lot of steps in having to complete the grant application. She talked about where it states they have to submit a letter or an email, and asked wouldn't they just come in and pick up the application?

Associate Planner NJ Johnson explained with all the coordination of meetings staff would just want to be aware so they can start thinking of this ahead of time, that someone is putting together an application.

Economic Development Committee Chair Christine Turner explained the intent of EDC to partner with the Urban Renewal Agency in getting this grant out is that they would go out and canvas the businesses, so they want to make sure they let the businesses know the correct steps. She asked is there a way to make it a little easier for them?

Associate Planner NJ Johnson explained he thinks it would be fine to add like.....

Economic Development Committee Chair Christine Turner stated contact the City in same way.

Associate Planner NJ Johnson replied yes, that would be fine.

There was a discussion on the application deadline.

Associate Planner NJ Johnson explained what he heard was EDC could bring in the applicant and review their proposals on a rolling basis, but they would let the applicant know that they are not making a recommendation at this point and then a month or whenever before the URA meeting they would look at all of the application they received in that period and then make their recommendation for the URA.

Adjournment

Chair Backus adjourned the meeting at 6:43pm.

Chair Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC