



SCAPPOOSE
Oregon

MONDAY, SEPTEMBER 18, 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	
<u>Approval Minutes</u>	
1. August 7, 2023 Urban Renewal Agency meeting minutes	Approval
<u>Old Business</u>	
2. 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



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**

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 (arrived at 6:02pm); Agency Member Pete McHugh; Agency Member Tyler Miller; Agency Member Jeannet Santiago; 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 Community Liaison Nancy Ward; Economic Development Committee Community Liaison Jeff Weiss; 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: Lisa Miyamoto; and Economic Development Committee Member Paul Fidrych (joined at 6:03pm).

Excused: Vice Chair Kim Holmes.

Approval of the Agenda

Agency Member Santiago moved, and Agency Member McHugh 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; Agency Member Jeannet Santiago, aye; and Agency Member Andrew Lafrenz, aye.

Public Comment

There were no public comments.

Approval Minutes ~ April 17, 2023 Urban Renewal Agency meeting minutes; June 19, 2023 Urban Renewal Agency meeting minutes

Agency Member McHugh moved, and Agency Member Santiago seconded the motion to approve the minutes from April 17, 2023 Urban Renewal Agency meeting minutes; and June 19, 2023 Urban Renewal Agency meeting minutes. (Motion passed 5-0). Chair Joseph Backus, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; and Agency Member Andrew Lafrenz, aye.

Old Business

Grant Program Funding Update

Review and Discuss Grant Program Criteria & Application Form

Associate Planner NJ Johnson went over the 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.

Chair Backus asked about the food pods application. He asked if they are going to open it back up and look at it or request that they fill out a new application?

Associate Planner NJ Johnson replied it sort of depends, because the program will be so different once we go through all of these changes. He thinks that will have to be another discussion once we have our new criteria on the books. He explained we've had a couple of work sessions with EDC in the URA to this point and the direction has been pretty clear from you all that design, aesthetics, and exterior improvements are the desired goal of the urban renewal grant program. He explained what will be covered tonight is our initial best guess at what you all are looking for in terms of criteria. And then the kinds of questions we're going to be asking applicants. The application form is much more in depth than it used to be and gets you all a lot more information to make your decisions on awarding grants. He explained staff is not looking for approval of this tonight, this is strictly a work session.

Council and staff went over the grant program guidelines.

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.

There was a discussion on looking at the Vision Statement in the future.

Associate Planner NJ Johnson explained one other thing he wanted to bring up is a little bit of a touch point for this group is right now there is a clause in the matching section that says the Urban Renewal Agency reserves the right to eliminate the match requirement. He stated this would be under very specific circumstances for very targeted and special circumstance projects. It would be by way of a separate vote so that you're sort of intentionally making this decision on the record. He asked is the waiving match requirement clause something we want to keep in there.

City Manager Rains gave an example.

Agency Member Pete McHugh explained he thinks having the option to waive the requirement is a good idea.

Agency Member Tyler Miller agrees that we should keep it in there.

Economic Development Committee Member David Sideras talked about references but no criteria for actually judging. He explained to award points you'll need to come up with some sort of scorecard, you'll need to make a decision. It's better to have a set criteria that you are judging by, rather than just you really like this one better than this one.

Chair Backus replied we could come up with a scoring matrix when we evaluate.

There was a discussion on the grant application cycle.

Economic Development Committee Member Paul Fidrych explained they had the Urban Renewal Consultant come in and describe to them a very successful plan around Sandy Oregon where they set aesthetic standards and he hopes that we could do something like that.

There was a discussion on requiring the applicant to have a materials board.

Chair Backus asked staff if they have enough to finish.

Associate Planner NJ Johnson replied he wouldn't say he has enough to finish for approval, but we could come back for another work session though.

Adjournment

Chair Backus adjourned the meeting at 6:58pm.

Chair Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



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
- 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.
- 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
- Other projects that substantially improve the exterior beauty of the area

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

Ineligible Projects:

- General project administration
- Reimbursement of projects that have been previously completed or are currently in progress
- Design work
- Employee/personnel expenses
- Past debt
- 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

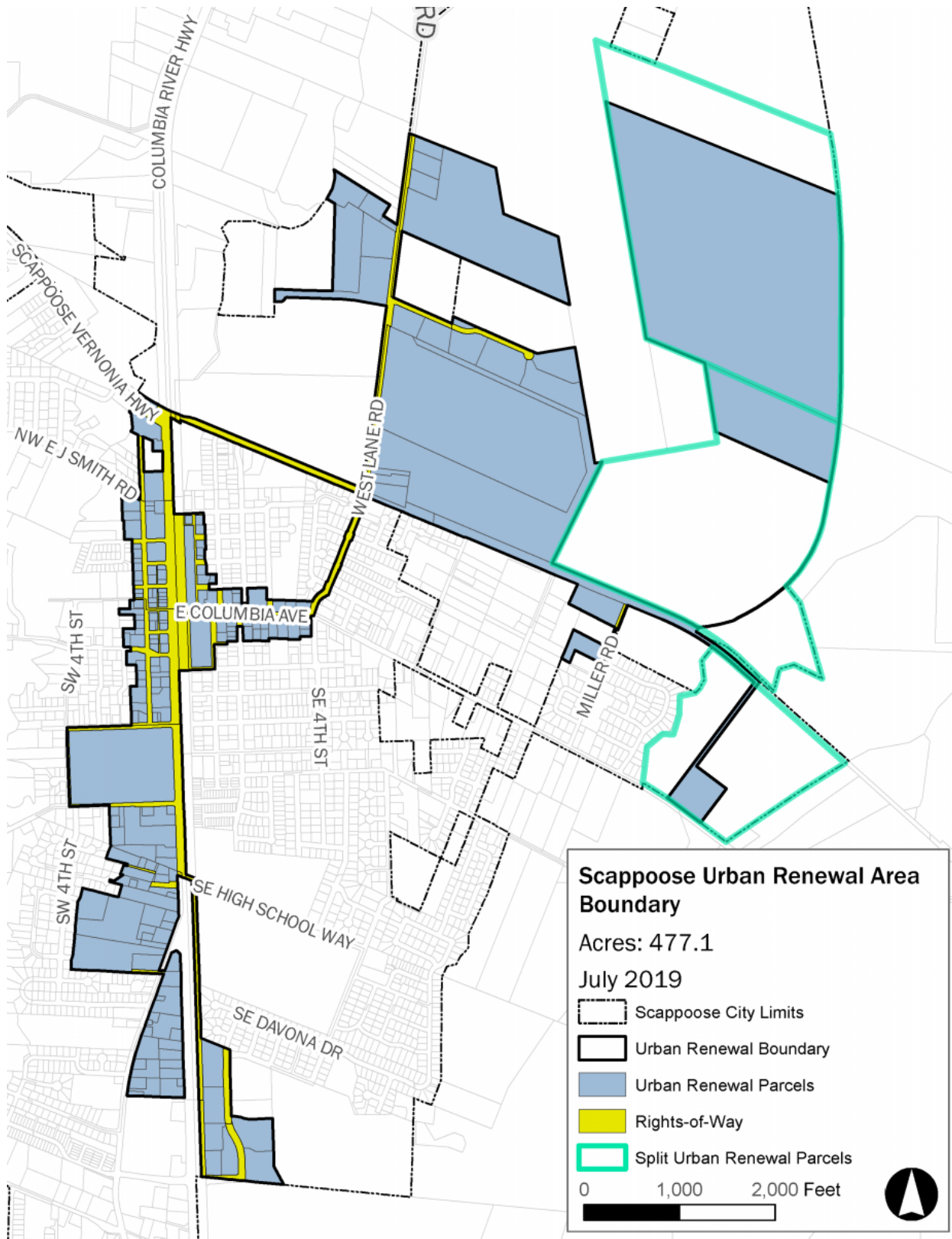
General Requirements:

- 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.



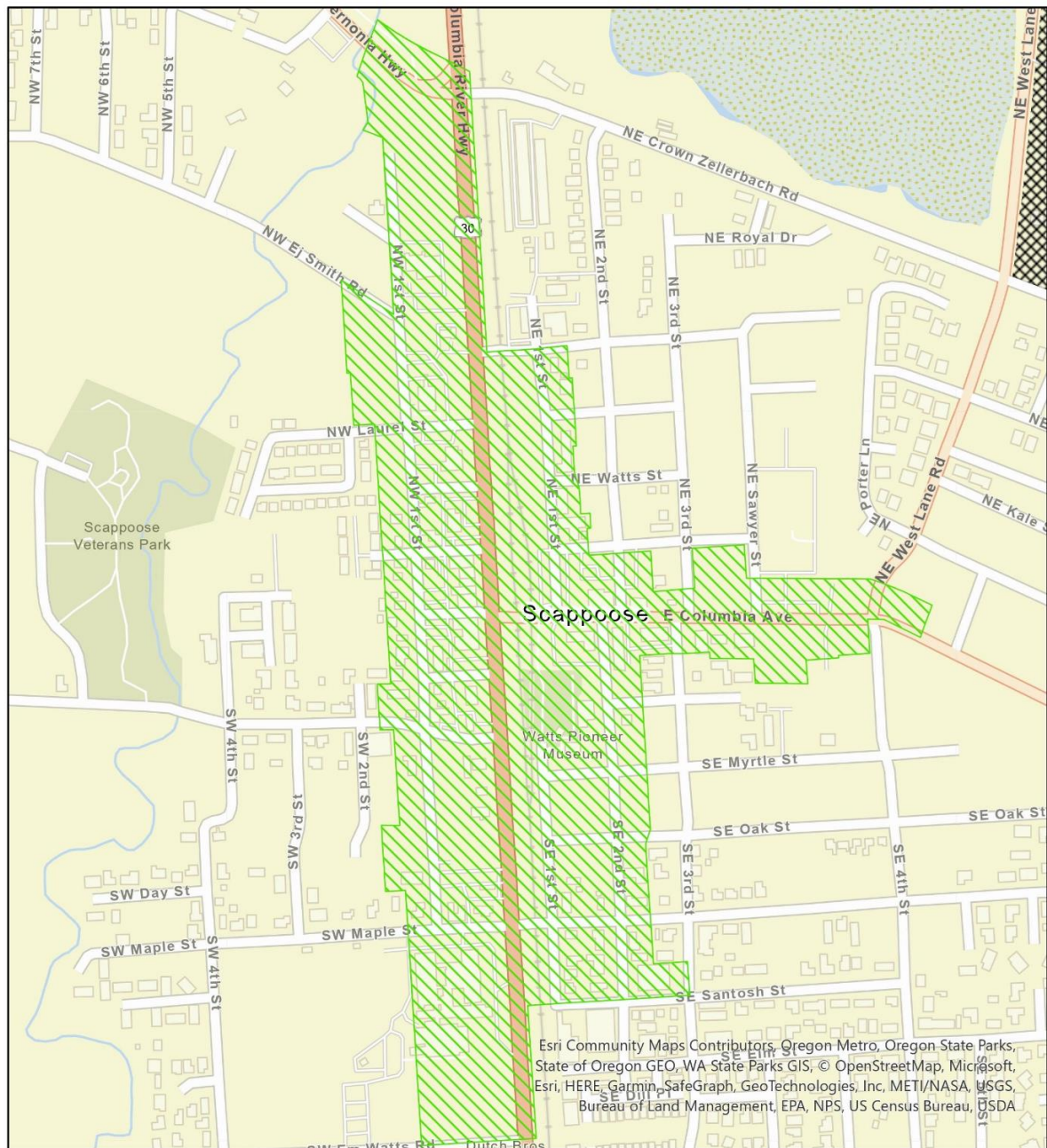
SCAPPOOSE URBAN RENEWAL AGENCY GRANT APPLICATION AND AWARDING PROCESS

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. The applicant will be invited to this meeting to provide a brief presentation of their application and to answer questions.
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 provide a brief presentation of their application and to 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.





SCAPPOOSE
Oregon



Overlay Zone

 Downtown Overlay

Vicinity Map



0 0.05 0.1 0.2 mi



SCAPPOOSE
Oregon

**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 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: _____



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: _____

Source(s) of matching funds and overall project funds: _____

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**? _____



SCAPPOOSE
Oregon

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

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? _____

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.



SCAPPOOSE
Oregon

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 grand 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)
- ☐ Design/plans/imagery of proposed improvements
- ☐ Detailed written description of materials, colors, and other design features to be used in the project
- ☐ Materials board that visually conveys the materials, colors and other design features to be used in the project
- ☐ Construction schedule for project
- ☐ Detailed project budget with line-item expenses seeking grant reimbursement and overall project cost
- ☐ Attachment of written responses (if prompts do not provide sufficient space)
- ☐ One (1) hard copy of all materials (drop-off or mailing guidelines below)
- ☐ Digital copy of all materials (email or flash drive guidelines below)
- ☐ 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 to address above

PROGRAM CONTACT

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