



SCAPPOOSE *Oregon*

MONDAY, OCTOBER 16, 2023, 6:00PM
URBAN RENEWAL AGENCY MEETING
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. September 18, 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, 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



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 businesses located or to be 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 subsequent fiscal years.

Maximum and Minimum Grant Amount: For each application, the minimum grant award is \$1,000 and the maximum grant award is \$50,000 or the current 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 this 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 this match requirement.

Grant Application Cycle: Grant requests may be submitted at any point in the year. Once a request is deemed complete, the proposal will be scheduled to be considered at meetings of the Economic Development Committee and Urban Renewal Agency, respectively. See Process section 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 that exceeds the minimum requirements set in the Scappoose Municipal and Development Codes
- 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
- Projects that would provide environmental improvements or efficiencies related to emissions, energy, water, waste, transportation, materials, health, or indoor environmental quality

Ineligible Projects:

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

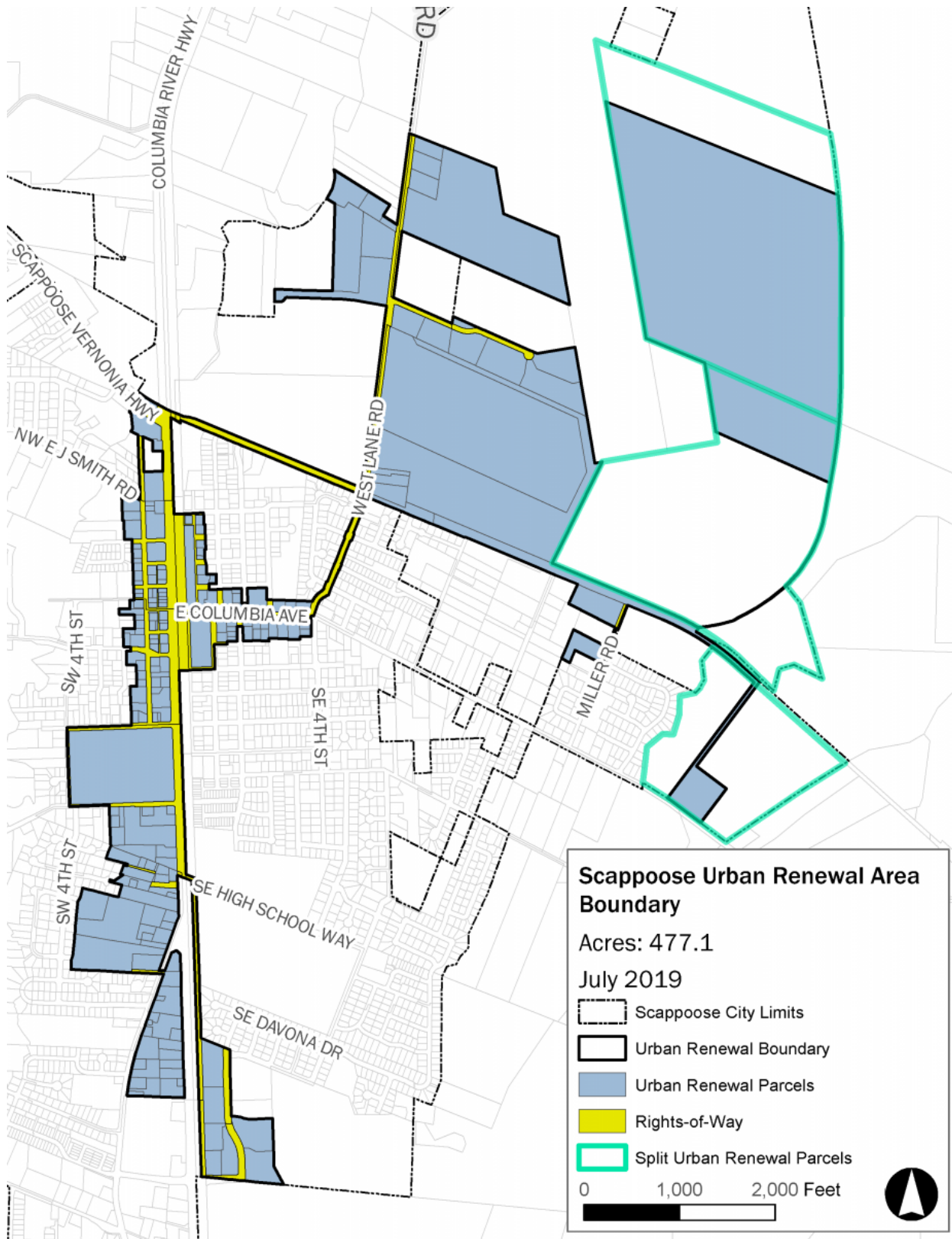
General Requirements:

- The project must be located within the Urban Renewal District boundaries at the time of applying.
- All project proposals that will require approval from the Planning Department, Engineering Department, or Building Department will need to receive the necessary approvals prior to requesting funds from the Urban Renewal Grant Program.
- 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 upon the satisfactory completion of a City inspection.



SCAPPOOSE URBAN RENEWAL AGENCY GRANT APPLICATION AND AWARDING PROCESS

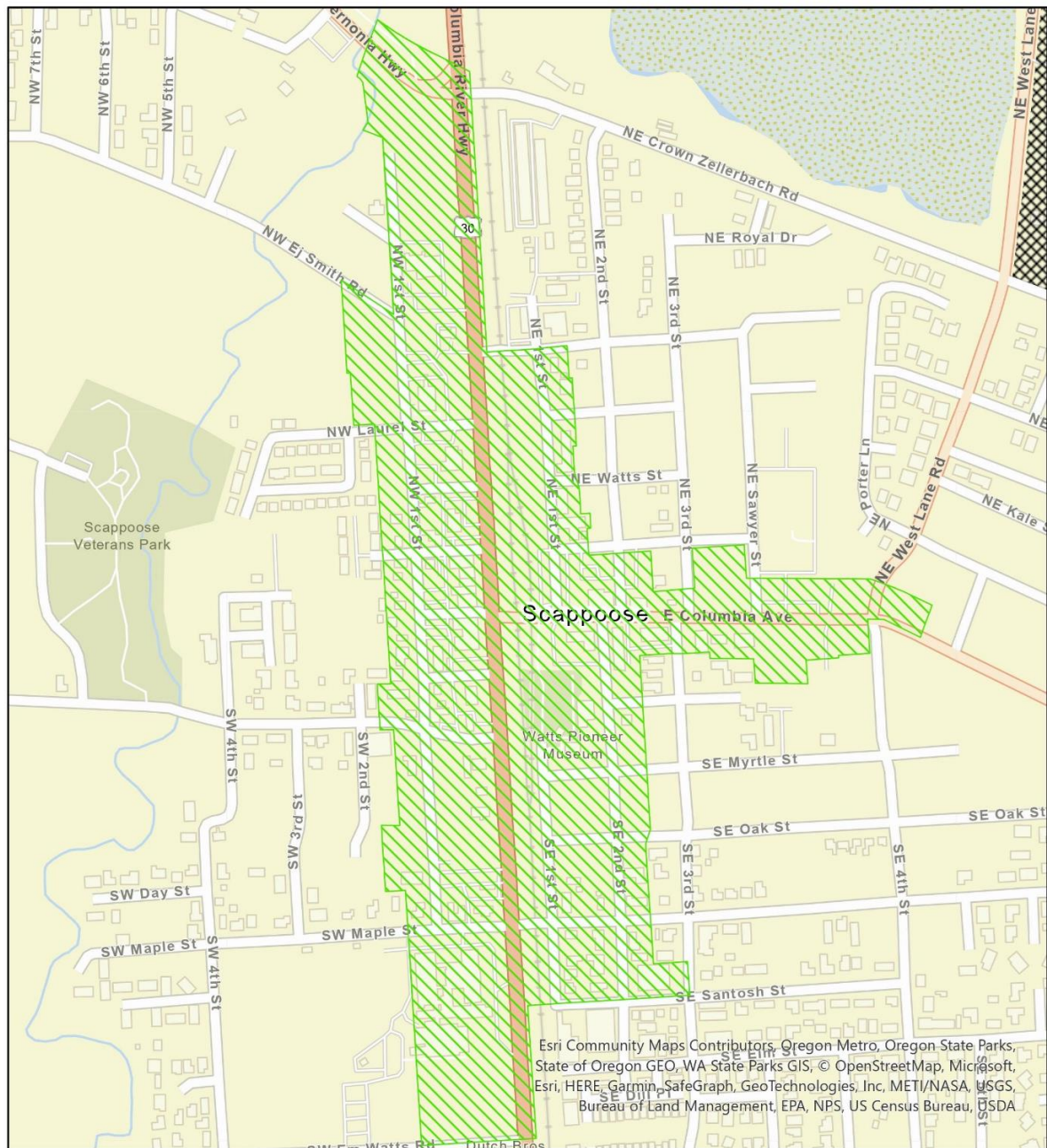
1. Contact the City of Scappoose Planning Department to describe your proposed project and express interest in applying for an Urban Renewal grant.
2. Meet with City staff for consultation to discuss and review the proposed project.
3. Applicant submits the Urban Renewal grant application form with required attachments.
4. City staff reviews the application to ensure all the necessary components have been submitted. The submittal checklist of the items required to be submitted can be found on the final page of this packet. 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 applicant may be invited to this meeting to provide a brief presentation of their application and to answer questions. The EDC has the authority to review and recommend an award, partial award, or denial of the grant request to the Urban Renewal Agency (URA). The EDC meets throughout the year but will form their recommendation to the URA at their February, June, and October meetings regarding all of the applications that have been submitted within the grant cycle.
6. Once a recommendation has been made by the EDC, the proposal will be placed on an upcoming URA meeting agenda to consider approval of the grant request. The URA meets three times a year to review grant applications in the months of March, July, and November. The applicant may be invited to this meeting to provide a brief presentation of their application and to answer questions.
7. 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



Urban Renewal Grant Application

Scappoose Urban Renewal Agency

33568 E Columbia Ave. Scappoose, OR 97056 | (503) 543 - 7184 | www.scappoose.gov

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: _____

Property owner name: _____

Property owner email: _____

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

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: _____

Have you received the necessary approvals and permits from the Community Development Department (Planning, Engineering, and Building)?¹ ☐ Yes ☐ No

If no, what approvals or permits are still needed?¹ _____

¹ If you are unsure, please contact the Community Development Center at (503) 543 - 7184.

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**?² _____

How would the proposed project **promote economic tourism**?² _____

How would the proposed project **create local jobs**?² _____

How would the proposed project **attract new investment**?² _____

How would the proposed project **inspire community pride**?² _____

How would the proposed project **improve the visual appearance** of the area?² _____

² Please note that most proposals do not legitimately advance each of the elements prompted above. Failure to advance all elements will not preclude one from receiving a grant. Applicants should only respond to the prompts most applicable to their proposal. Additionally, if more room is needed for any responses, additional sheets may be attached to the submittal.

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 already an existing business in Scappoose)
- ☐ 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