



SCAPPOOSE
Oregon

**MONDAY, NOVEMBER 18, 2024, 6:00 PM
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. July 15, 2024 Urban Renewal Agency meeting minutes	Approval
<u>New Business</u>	
2. Review Grant Program Policies	
Associate Planner NJ Johnson	
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

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**MONDAY, JULY 15, 2024, 6:00 PM
URBAN RENEWAL AGENCY MEETING MINUTES
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting 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=VZ8loilWeEQ.

Call to Order

Chair Backus called the July 15, 2024 Urban Renewal Agency meeting to order at 6:00pm.

Roll Call

Chair Joseph A. Backus; Vice Chair Tyler Miller; Agency Member Jeannet Santiago; Agency Member Kim Holmes; Agency Member Andrew Lafrenz; Acting City Manager/Public Works Director Dave Sukau; City Recorder Susan M. Reeves; Community Development Director Laurie Joseph; and Associate Planner NJ Johnson.

Excused: Agency Member Marisa Jacobs; and Agency Member Ty Bailey.

Approval of the Agenda

Agency Member Holmes moved, and Vice Chair Miller seconded the motion to approve the agenda. Motion passed (5-0). Chair Backus, aye; Vice Chair Miller, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Lafrenz, aye.

Public Comment

There were no public comments.

Approval Minutes

Consent Agenda ~ May 6, 2024 Urban Renewal Agency meeting minutes; and June 17, 2024 Urban Renewal Agency meeting minutes.

Vice Chair Miller moved, and Agency Member Holmes seconded the motion to approve the Consent Agenda ~ May 6, 2024 Urban Renewal Agency meeting minutes; and June 17, 2024

Urban Renewal Agency meeting minutes. Motion passed (5-0). Chair Backus, aye; Vice Chair Miller, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Lafrenz, aye.

New Business

Grant Program Review Process

Chair Backus went over the review process for the grant program. The Urban Renewal Agency will now begin reviewing three applications for the Scappoose Urban Renewal Grant Program. Staff have deemed the applications before us complete and recommendations for funding have been made by the Economic Development Committee and staff. We will begin by allowing each applicant a timed five-minute presentation on their proposal and its benefits to the Scappoose community. Then the Agency Members will then have five minutes to ask questions ~after each applicant's presentation. Later in the meeting, we will discuss the merits of the applications and ultimately make a decision on the funding each will receive. For now, we are just collecting information. Tonight, we have applications from Casey and Byron Kellar of NW Mutual LLC: Paul Siracusa of Filoli Investment LLC: and Nick Hurliman of CCPOD LLC. Before we begin the applicants' presentations, does anyone wish to declare a financial, business, or familial conflict of interest on any of the applications we'll be discussing?

Associate Planner NJ Johnson explained he does work for The Lodge part time as a trivia host. He explained as soon as he was hired, he informed the City Manager at the time Larry, also Isaac and his immediate supervisory Laurie. He explained once he was hired, he had Community Development Director Laurie Joseph process the application from that point forward. He explained when Dave Sukau became the Acting City Manager, he let him know as well. He declared this conflict on the record to the Economic Development Committee when they received the application and he also requested and received an opinion from the Oregon Government Ethics Commission.

Mayor Backus asked has anyone had any communications with the applicant related to this project outside of Economic Development Committee meetings? Seeing none he stated we will now begin with the applicant's presentation.

Casey and Byron Kellar

Casey Kellar went over their application.

Agency Members, Staff and the applicant discussed this application.

Shadley's Express Lane Espresso

Paul Siracusa went over his application.

Agency Members, Staff and the applicant discussed this application.

The Lodge Carts

Nick Hurliman went over their application.

Agency Members, Staff and the applicant discussed this application.

Grant Program Funding Update

Associate Planner N.J. Johnson explained his goal is to summary all the requests that the Agency just heard, along with giving a total of the request. He explained EDC and staff are recommending approving the \$5,500 request from Casey and Byron Kellar. He explained EDC and staff recommend awarding \$17,000 for the request from Paul Siracusa. He explained EDC recommended approving \$37,098 for the request from The Lodge Carts.

Agency Members, Staff and the applicant discussed this further.

Vote on Grant Awards

Vice Chair Miller moved, and Agency Santiago seconded the motion that the Agency award \$5,500 to NW Mutual LLC, \$17,000 to Filoli Investment LLC; and \$37,098 to CCPOD LLC. Motion passed (5-0). Chair Backus, aye; Vice Chair Miller, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Lafrenz, aye.

Mayor Backus thanked the applicants.

Adjournment

Chair Backus adjourned the Urban Renewal Agency meeting at 6:41 pm.

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
- Repair or construction of sidewalks for the purpose of improving walkability or aesthetics
- Removal of barriers to access for people with disabilities
- 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
- Design work (including civil or architectural plans) that is necessary for permitting of the proposed improvements
- 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/Expenses:

- General project administration
- Reimbursement of projects that have been previously completed or are currently in progress
- ~~Design work~~ Feasibility or market studies



- Concept plans for the purposes of this grant application
- 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 plan review or inspection fees
- City of Scappoose System Development Charges (SDCs)
- Improvements to sites or awards to applicants that have an active violation with the Scappoose Municipal Code
- 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 Grant Program Policies:

- 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
 - Oregon Fire Code
 - Approved development plans (if applicable)
 - Area plans
 - All local, state, and federal regulations
- All goods and services rendered must be provided by a licensed contractor or retailer in order to be eligible for reimbursement.
- Proposal submittals must include all elements (plans, quotes, etc.) of the project that could impact any project expenses eligible for reimbursement.
- Grant requests must be submitted with three (3) or more professional quotes with detailed line-item expenses eligible for grant reimbursement and the total project cost. The Urban Renewal Agency will reimburse up to 50% of the lowest quoted total project cost but the applicant may select the products and/or services from any company that provided a quote. Project quote documents (not including direct in-store or online



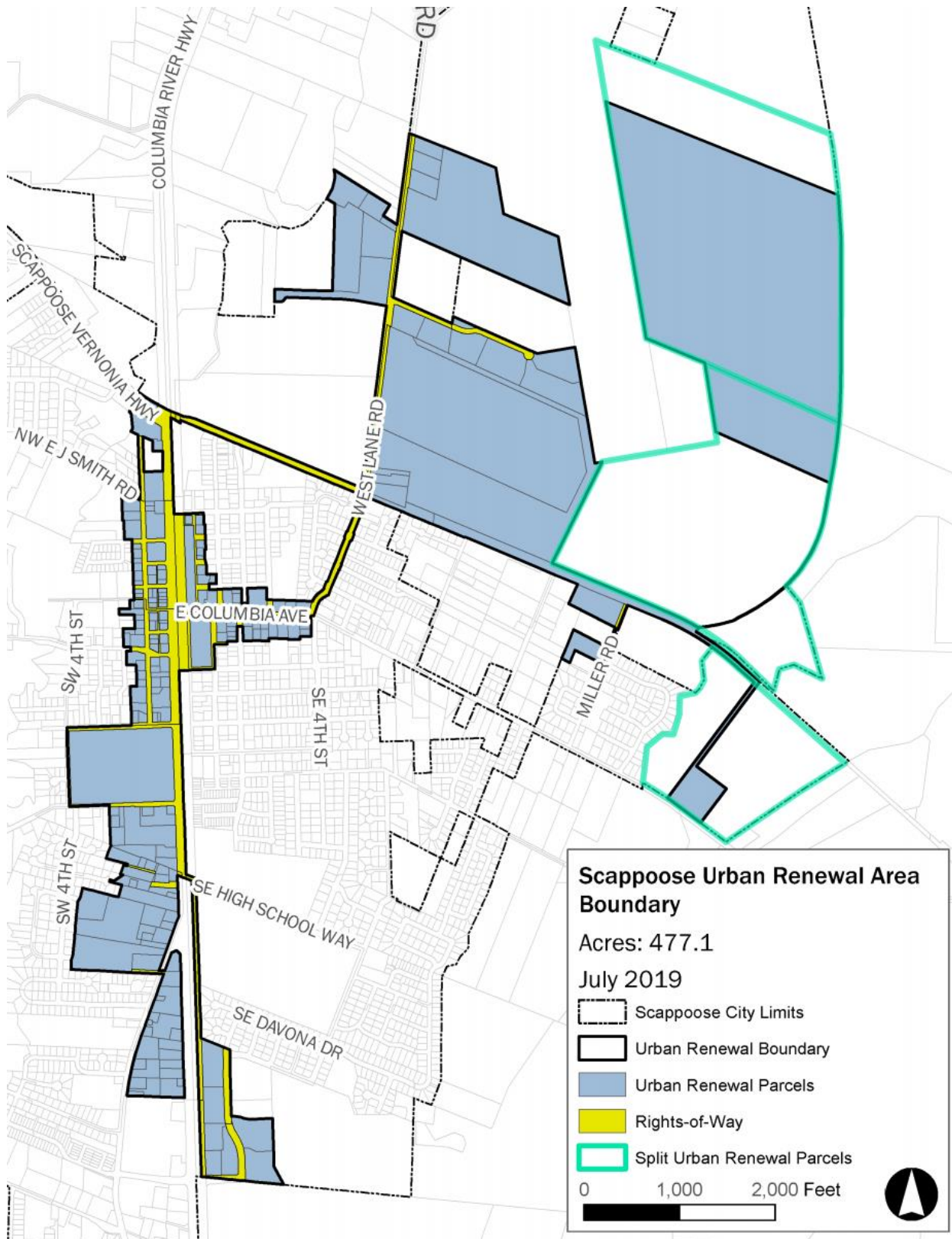
purchases of products) must include a statement that the quoted value is valid for a period of 90 days.

- Grant requests that seek any funding for design work will only be reimbursed upon the physical completion of the proposed improvements to the satisfaction of the City.
- Projects awarded Urban Renewal grant funding must be completed within:
 - 12 months of the date awarded for ~~grants-projects~~ under \$15,000
 - 24 months of the date awarded for ~~grants-projects~~ between \$15,000-\$~~5~~10,000
- 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 to be reimbursed. If a change in scope of work, ~~or~~ materials, appearance, or cost is desired or necessary, the Urban Renewal Agency must approve any changes in advance of the work being performed. The applicant may submit a letter to the Urban Renewal Agency, providing an explanation and supporting documentation for what the change is and why it is necessary.
- 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 prior to completing the application form.
2. Attend a pre-proposal meeting with City staff ~~for consultation~~ to discuss ~~and review~~ the proposed project and review the relevant requirements.
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 completion~~ of the approved work. In-kind work performed by the applicant will not be eligible for reimbursement.





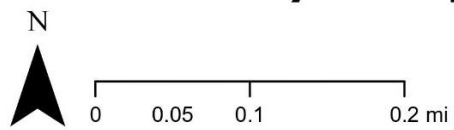
SCAPPOOSE
Oregon



Overlay Zone

 Downtown Overlay

Vicinity Map





Urban Renewal Grant Application

Scappoose Urban Renewal Agency

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

Please refer to the Process section before completing 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: _____

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

Does the applicant or the site have an active violation with the Scappoose Municipal Code? ☐ 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 Urban Renewal Agency to be eligible for reimbursement. If awarded, a W-9 will be required to be submitted to the City.

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

☐ Pre-consultation meeting with staff held

- ☐ Application form with all prompts completed (including signatures)
- ☐ Copy of Scappoose Business License (if already an existing business in Scappoose)
- ☐ Concept Design 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 Improvement schedule for project
- ☐ ~~Detailed project budget~~ Three (3) or more professional quotes with detailed line-item expenses seeking eligible for grant reimbursement and the total project cost
- ☐ Attachment of written responses (if prompts do not provide sufficient space)
- ☐ Digital copy of all materials (email or flash drive guidelines below)
- ☐ Other materials/information requested by the City

SUBMISSION INSTRUCTIONS

Please submit a digital copy of the entire application package using one of the following methods:

1. Email all files to njohnson@scappoose.gov
2. Bring a thumb drive containing all submission files to the Scappoose Community Development Center (closed Friday) or Scappoose City Hall

PROGRAM CONTACT

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