



SCAPPOOSE *Oregon*

Monday, March 16, 2026, 6:00pm
Urban Renewal Agency Meeting Agenda
Council Chambers
33568 East Columbia Avenue
Scappoose, Oregon 97056

ITEM AGENDA TOPIC **Action**

Call to Order

Roll Call

Approval of the Agenda

Public Comment – Items not on the agenda

Please sign a speaker request form and turn it in to the City Recorder along with any written testimony.

Approval Minutes

1. Consent Agenda ~ August 4, 2025 Urban Renewal Agency meeting minutes **Approval**

New Business

2. Grant Presentation ~ Winston Sandino, A+W Enterprises LLC

3. Vote on Grant Awards ~ Grant Program Administrator N.J. Johnson

Adjournment

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

TTY 1-503-378-5938



SCAPPOOSE

Oregon

MONDAY, AUGUST 4, 2025, 6:30PM
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=XUE2CXiy2kE.

Call to Order

Chair Joseph A. Backus called the Urban Renewal Agency meeting to order at 6:30pm.

Roll Call

Chair Joseph A. Backus; Agency Member Joel Haugen; City Manager Benjamin Burgener; Assistant to City Manager/City Planner N.J. Johnson; and City Recorder Susan M. Reeves.

Excused: Vice Chair Tyler Miller; and Agency Member Marisa Jacobs.

Remote: Agency Member Jeannet Santiago; and Agency Member Kim Holmes

Approval of the Agenda

Agency Member Haugen moved, and Agency Member Holmes seconded the motion to approve the agenda. Motion passed (4-0). Chair Backus, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Haugen, aye.

Public Comment ~ No Public Comments.

Approval Minutes

Consent Agenda ~ June 16, 2025 Urban Renewal Agency meeting minutes

Agency Member Haugen moved, and Agency Member Santiago seconded the motion to approve the Consent Agenda ~ June 16, 2025 Urban Renewal Agency meeting minutes. Motion passed (4-0). Chair Backus, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Haugen, aye.

New Business

Election of Chair and Vice Chair

Agency Member Haugen moved to nominate Joseph A. Backus as Chair, and Agency Member Santiago seconded the motion. Motion passed (4-0). Chair Backus, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Haugen, aye.

Agency Member Haugen moved to nominate Tyler Miller as Vice Chair, and Agency Member Santiago seconded the motion. Motion passed (4-0). Chair Backus, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Haugen, aye.

Review Grant Application ~ Columbia Feed & Supply

Chair Backus stated the Urban Renewal Agency will now begin reviewing an application for the Scappoose Urban Renewal Grant program. Staff has deemed the application before us complete and a recommendation for funding has been made by the Economic Development Committee and will be made by staff. We'll begin by allowing the applicant a 5-minute presentation on their proposal and its benefits to the Scappoose community. We, the Commissioners, will then have time to ask questions after the presentation following the Q&A, we will discuss the merits of the application and ultimately make a decision on the funding it will receive. Tonight, we have an application from Jonathan Mask of Columbia Feed and Supply. Before we begin, does anyone wish to declare a financial, business or familial conflict of interest on the application we will be discussing. He stated seeing none he then asked has anyone had any communications with the applicant related to this project outside of this meeting? He stated seeing none, we will go to Assistant to City Manager/City Planner N.J. Johnson.

Assistant to City Manager/City Planner N.J. Johnson gave an overview of the grant fund and explained currently we are at \$75,889.00. He explained tonight's grant proposal request from Jonathan Mask is for \$42,752.50, which is 50% of the eligible project cost.

Jonathan Mask, applicant, explained he and his wife recently purchased Columbia Feed and Supply here in Scappoose. It's been a long-standing company/storefront since 1974 and has a rich history of really being the local feed store in town and a place for some veterinary care. It was a John Deere dealership for decades until 2002, when John Deere removed themselves for reasons that were kind of unjust, but it happened, and they've always done small engine repair. That was kind of the business model until they purchased it. He and his wife have had a long vision for having some sort of storefront in the town that they grew up in, that would have a grocery element, and an organic natural whole food element from local farmers. He stated to kind of paint a picture of what that might look like, and before he actually does that, he wanted to say they are going to continue doing what is currently being done, but there was a lot of wasted space, and so they are going to maximize every square foot of the property to carry out their vision. He explained that half the main retail section will be dedicated to what he

describes as sourcing from local farmers, local makers of finely crafted goods and really making it a storefront that our community will take pride in and visit often. He explained the \$42,000 they are seeking is half of what they are planning on spending based on the bids which will spruce up the outside of the building and the parking lot.

The Urban Renewal Agency members, staff and the applicant had more discussions on the application/project.

Agency Member Holmes moved, and Agency Member Haugen seconded the motion that the Urban Renewal Agency approve the grant application submitted by Columbia Feed and Supply, Jonathan Mask in the amount of \$42,752.50. Motion passed (4-0). Chair Backus, aye; Agency Member Santiago, aye; Agency Member Holmes, aye; and Agency Member Haugen, aye.

Adjournment

Chair Backus adjourned the Urban Renewal Agency meeting at 6:56pm.

Chair Joseph A. Backus

Attest:

City Recorder/HR Susan M. Reeves, MMC



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: Winston Sandino Submission date: 5/21/25

Applicant relationship to project: Owner

Applicant mailing address: Portland, OR 97201

Applicant phone number: _____ Applicant email: nicalandllc@yahoo.com

BUSINESS INFORMATION

Business name: A+W Enterprises LLC

Business address: , Portland, OR 97201

Property owner name: Winston Sandino

Property owner email: nicalandllc@yahoo.com

Year building was built: 1920 Year of most recent exterior improvements: 2023

Business description (goods and/or services provided): Four residential apartments on second floor and two retail spaces on main floor (Chiropractor and Massage therapy respectively)

Business days and hours of operation: 8am to 5pm

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

Age of business: 20 + years Number of employees: 2

Does your business have other locations outside of Scappoose? If so, approximately how many? No

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

Project address: 52561 Columbia River Hwy, Scappoose Oregon 97056

Description of proposed project:The proposed project aims to enhance the aesthetics of the building by implementing several key improvements: This includes the installation of new awnings in the front and back of the building for the retail spaces and the apartments above. Additionally, new gooseneck-style lights will be installed to accentuate the building's architectural features. The project also involves upgrading to ADA-complaint door and installing new double pane windows throughout the building. Furthermore, a new painting of the building will be undertaken. Moreover, the historical tiles on top of the building will be addressed. To complement these improvements planters will be added enhancing its overall visual appeal and charm. UPSP mail boxes will also be installed.

Anticipated project start date: Summer or fall of 2025 Anticipated project completion date: December of 2025

Estimated total project cost: \$80,300.00 Grant request amount: \$40,150.00

Specific element(s) of the project seeking funding: Materials and labor for the proposed work:

Materials: Awnings, doors, windows, USPS mail box, paint, exterior lights, electric wire, concrete for planter and ADA ramps/sidewalk. Labor: Several contractors will need to do the work; Awning fabricators, electricians, painters, concrete finishers, window and door installations,etc.

Source(s) of matching funds and overall project funds:Owner has an equity line of credit ready to be used for this work and the additional matching funds from the City of Scappoose. The owner has received proposals from an architect and general contractor and they are ready to take on this job as soon as the project is approved for funding.

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?¹The only permit needed from the City of Scappoose is the electrical. The awnings, doors/windows, mail box and planter installation may not need permits.

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 This project will help to boost economic growth as a result of investment in infrastructure, job creation and enhance public spaces in order to attract more growth.

How would the proposed project **promote economic tourism**?² Scappoose will be better prepared to expand and promote cultural and historic heritage of the local area to foster tourism, including expanding the sense of local identity.

How would the proposed project **create local jobs**?² As a result of incentivizing business owners to invest, Scappoose will begin to attract companies that may have overlooked Scappoose as a place to work.

How would the proposed project **attract new investment**?² By improving the infrastructure and blight, more investment in Scappoose will be generated. Scappoose can be seen as a place where communities can prosper and grow.

How would the proposed project **inspire community pride**?² By helping to regenerate buildings needing repair or renovations, we inspire a brighter future for the benefit of all. These projects enhance the quality of life in residents and reflect pride in our local communities.

How would the proposed project **improve the visual appearance** of the area?² By improving the visual appearance of downtown Scappoose, the area will become more attractive for both current and future business owners, residents and visitors.

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, Winston Sandino, certify that I am the property owner (hereinafter referred to as "Owner") of the building located at 52561 Columbia River Hwy; Scappoose, OR 97056 (hereinafter referred to as "Building"). I authorize N/A, 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): Winston Sandino

Owner Signature: Winston Sandino Date: 05/21/2025

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): Winston Sandino

Applicant Signature: Winston Sandino Date: 05/21/2025

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): Winston Sandino

Applicant Signature: Winston Sandino Date: 05/21/2025

SUBMITTAL CHECKLIST

- Pre-proposal 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/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
- Improvement schedule for project
- Three (3) or more professional quotes with detailed line-item expenses 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

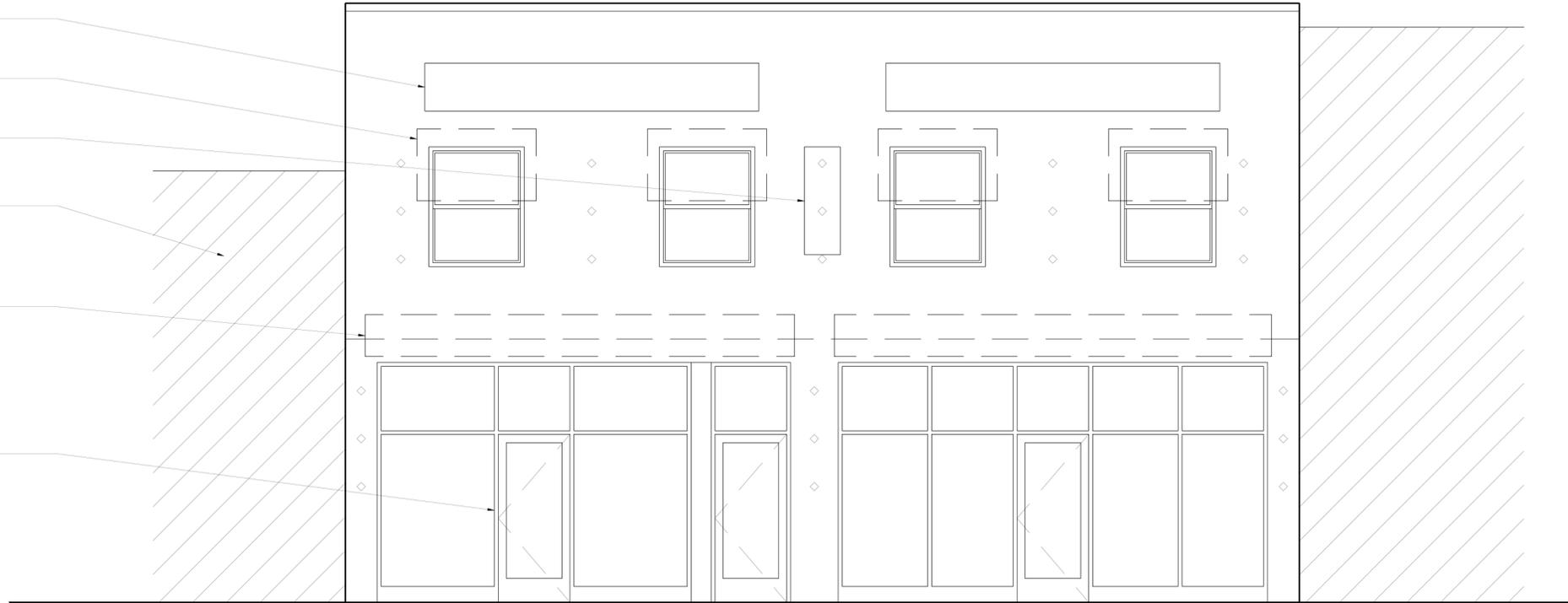
Please submit a digital copy of the entire application package using one of the following methods:

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

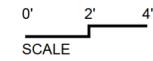
PROGRAM CONTACT

N.J. Johnson, Assistant to City Manager/City Planner
(503) 543-7184, ext. 403
njohnson@scappoose.gov

EXISTING TILE FRIEZE TO BE REFURBISHED
 NEW ALUMINUM FRAME AWNING
 RELOCATED (E) BOX SIGNAGE
 EXISTING ADJACENT BUILDING
 NEW PIPE FRAME AWNING
 PAINT EXISTING STOREFRONT FRAMES AND DOORS



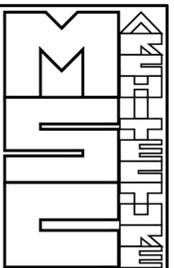
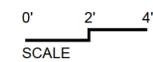
EAST FACADE
 SCALE: 3/8"=1'-0"



NEW PIPE FRAME AWNINGS, TYP
 EXISTING ADJACENT BUILDING
 EXISTING DECK & RAILING
 EXISTING POSTS



WEST FACADE
 SCALE: 3/8"=1'-0"



joshua d hilton
 architect
 541.517.3414
 comeMSCme@gmail.com
 616 ne 28th ave
 portland OR
 97232

THE ARCHITECT EXPRESSLY RESERVES ITS COMMON LAW COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE REPRODUCED, CHANGED, OR COPIED IN ANY FORM OR MANNER WHATSOEVER NOR ARE THEY TO BE ASSIGNED TO A THIRD PARTY WITHOUT FIRST OBTAINING THE WRITTEN PERMISSION AND CONSENT OF THE ARCHITECT. IN THE EVENT OF AN UNAUTHORIZED REUSE OF THESE PLANS BY A THIRD PARTY, THE THIRD PARTY SHALL HOLD THE ARCHITECT HARMLESS.

PRELIMINARY
 NOT FOR
 CONSTRUCTION

PROJECT TITLE

SANDINO BUILDING
 52555/52557/52561 COLUMBIA RIVER HWY
 SCAPPOOSE, OREGON

REVISIONS

NO.	DATE	REFERENCE

DRAWING BY: J. HILTON

REVIEWED BY: J. HILTON

PROJECT NO. 24-003

DATE: FEBRUARY 22, 2025

DRAWING TITLE

SCHEMATIC ELEVATIONS

DRAWING NUMBER

ELEV-1



Invoice

A&S Construction

11401 SW Greenburg rd Portland Or 97223

971-645-6825

April 3 2025

52557 Columbia River Hwy

ATTN:Winston Sandino

ESB MBE DBE WBE # 11474

CCB 220262

Scappoose Store Front Improvements

Portland or 97230

Details	AMOUNT
Purchase and Install (9) awnings front and back of building	\$26,500.00
Purchase and Install (6) goose neck lights in front of building	\$6,800.00
Purchase and Install (6) commercial doors and (2) store front windows	\$12,600.00
Move existing sign to center of building.	\$5,300.00
Install landscaping planters and USPS approved mail boxes	\$7,300.00
Install new tiles with apartment name in front of building	\$4,300.00
Construct sidewalk and ADA ramps in back of building	\$17,500.00
Total	\$80,300.00

Note: This estimate includes permits with City of Scappoose. Due to new tariffs, this estimate may be subject to change. Good for 30 days.

THANK YOU FOR YOUR BUSINESS!



PREPARED BY

CHANDLER BOYD

CASCADIA CONSTRUCTION & REMODELING

(678) 978 6800

CHANDLER@CASCADIAREI.COM

113 NE Joy St, Camas, WA 98607, USA

PREPARED FOR

Winston Sandino

Winston Sandino

nicalandllc@yahoo.com

52555 Columbia River Hwy

PROPOSAL DETAILS

52555 Columbia River Hwy

DESCRIPTION

Concrete

Demo existing concrete to plan and dispose

Install base rock

Form and pour ADA ramp entry per plan

Finish concrete with sealer

Install 2 4' planter boxes and 2 6' planter boxes in front of the commercial spaces

Electrical

Pipe and wire for (3) surface pendants on the back of building.

Customer provided lights. Pipe and wire for (4) surface pendants on the front of building.

Move power for front sign to middle of building.

All exposed conduit

Lighting Selections

7 exterior sconces

Budget \$400 ea

Tile Work

Demo existing tile freize and replace with new tile

Tile Budget \$10/SF

Exterior Door Selection

6 new exterior doors

Budget \$1000 each

Finish Carpentry

Install new entry doors, existing trim, and install awnings

Paint

Paint full exterior 1 color

Paint all window trim and doors 1 color

Seal Beam

Awining Selections

Front:

Awnings for 4 upper windows and 2 metal storefront awnings

Back: 4 awnings for windows and entry door on the upper floor

Total Budget for material \$12,000

Scaffolding

Set up scaffolding for tile work, paint, and awning installation

Permitting

Pull all necessary permits include a right of way permit for facade work

TOTAL **\$163,745.40**

PAYMENTS STARTING FROM **\$1,025/month** for a \$100,000 loan on [Acorn](#) [Learn More →](#)

Additional Notes

Payments and Fees

- Accepted Payment Methods: Check, cash, or credit card (3% surcharge on credit card payments).
- Proposal Validity: This proposal is valid for 21 days, unless otherwise noted. Contractor may withdraw the proposal at their discretion.
- Cancellations: Cancellations after signing the agreement will result in fees to cover time and materials specific to the project.
- Change Orders: Any additional changes to the agreed Scope of Work (SOW) will result in a change order.

Material and Scheduling Disclaimers

- Tariffs & Materials Disclaimer: This proposal does not account for future tariff increases or material price hikes. Prices are subject to change if material or tariff situations change.
- Start Date: A scheduled start date will be provided once a signed SOW and deposit are received and the materials list is finalized.
- Material Delays: If any materials are on backorder or delayed beyond the proposed start date, the start date may be adjusted or substitute materials of similar type, cost, and quality may be selected.
- Timeline Assumptions: Estimated timelines assume no delays due to unforeseen circumstances, such as hidden damages (e.g., leaks), additional work added, or scope changes.

Jobsite Expectations and Professional Conduct

- Jobsite Condition: The work area must be free and clear prior to work commencement.
- Final Walk-Through: Upon completion, a final walkthrough will be conducted to identify and mark any imperfections or touch-ups needed. Blue painter's tape will be used to mark areas, and the crew will address these prior to final sign-off.
- Unforeseen Conditions: All construction projects involve some unknowns. If unforeseen obstacles arise, a summary and options for resolution will be provided.
- Communication: Remodeling is a collaborative process. Feedback regarding workmanship, crew, or site should be addressed directly to your General Contractor, who is dedicated to ensuring your satisfaction.

Marketing and Signage

- A small company sign may be placed in the front yard for up to 30 days after project completion.
- Before and after photos may be taken and used for marketing purposes.

Other Conditions

- Please refer to the Terms Agreement for full details and conditions not covered in this summary.

The above specifications, costs, and terms are hereby accepted.

CUSTOMER'S SIGNATURE

DATE

TOTALSOLUTIONS GENERAL CONTRACTOR LLC

3571 MAPLE ST. HUBBARD OR. 97032

503 826 4456 & 323 809 5490

e-mail: totalsolutionsllc18@gmail.com

CCB LIC. # 224985

Owners' information

Name: Winston Sandino

Address: 52561 Columbia River HWY Scapoose

Oregon 97056

Cell:

e-mail: Nicalandllc@yahoo.com

Proposal for 52561 Columbia River HWY

- 1- Build planters in the front of the building dimensions 84 in x 16 in x 20 in. high and 115 in. x 16 in. x 20 in. high. two units
- 2- Fiberglass exterior doors with full glass. 6 units.
- 3- Replace existing Large picture window with 1/4" double-pane suncoat low-E insulated tempered glass. Dimensions: 114 in. x 62 in., 84 in. x 63 in., and 84 in. x 63 in. (3 large units and 12 units: 30 in. x 30 in.)
- 4- Remove existing concrete to install new concrete suitable for the ADA ramp required by city code
- 5- Aluminum awnings dimensions: 230 In x 36 in. wide and 218 in. x 36 in. wide, 64 in. x 18in. 4 units, 109 in. x 18in. 2 units, and 42 in. x 18in. wide 3 units and 52 in. x 18in. wide
- 6- Installation of lights on the front of the building
- 7- Mosaic repair on the front of the building
- 8- Painting on the front of the building
- 9- Rental of equipment necessary for the execution of the project

Total price for everything listed above \$78,975.00

TOTAL SOLUTIONS GENERAL

CONTRACTOR LLC Thank you for giving us
the opportunity to bid on this project.

