



**CITY OF LA PINE, OREGON  
URBAN RENEWAL AGENCY**

**Tuesday, April 06, 2021 at 3:00 PM  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739**

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*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.*

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## **AGENDA**

### **CALL TO ORDER**

### **ESTABLISH QUORUM**

### **PLEDGE OF ALLEGIANCE**

### **ADDED AGENDA ITEMS**

*Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the Urban Renewal Agency.*

### **APPROVAL OF MEETING MINUTES**

- [1.](#) 03.02.2021 URA Meeting Minutes

### **NEW BUSINESS**

### **NEW BUSINESS**

- [2.](#) Storefront Improvement Project Follow Up Discussion
3. Marketing Plan/Timeline

### **OTHER MATTERS**

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

### **PUBLIC COMMENTS**

### **STAFF COMMENTS**

### **BOARD MEMBER COMMENTS**

### **ADJOURN MEETING**

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**Pursuant to ORS 192.640:** This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban

Renewal Agency to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

**CITY OF LA PINE, OREGON**  
**URBAN RENEWAL AGENCY**

Tuesday, March 2<sup>nd</sup>, 3:00pm  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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**MINUTES**

**1. CALL TO ORDER**

Meeting was called to order at 2:59pm

**2. ESTABLISH A QUORUM**

PRESENT

Vicki Russell, Don Greiner, Ann Gawith

STAFF

City Manager Geoffrey Wullschlager

Assistant Planner Alexa Repko

Patricia Lucas, Interim Director, SLED

Office/Account Clerk Jamie Kraft

**3. PLEDGE OF ALLEGIANCE**

**6. ADDED AGENDA ITEMS**

*Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council.*

**7. APPROVAL OF MEETING MINUTES**

1. Urban Renewal Minutes 02.02.2021

Motion made by Don Greiner to approve the 02.02.2021 meeting minutes, Seconded by Ann Gawith.

Voting Yea: Don Greiner and Ann Gawith

Voting Nay: None

**8. NEW BUSINESS**

1. Storefront Improvement Documents

There was much discussion and review of the storefront improvement documents with the following edits/changes recommended. Page 1, update the map to indicate downtown overlay zone only. Clearly state in the narrative that eligible businesses must be located in the downtown overlay zone to be eligible to apply. Under general conditions, under the second bullet point, the application review process must be consistent in waiving requirements. Also, capitalize the phrase "Storefront Improvement Program". It was also suggested to reset the photos in the documents for better viewing and consistency. Also recommended was adding Alexa Repko, Assistant Planner as the point of contact and not Geoff Wullschlager, City Manager as presented in the documents. The following were additional suggestions:

- \* Make the St. Charles caption larger.

\* Add property owner signatures to the application.

\* Add Alexa Repko's email and phone number to the first page of the application.

There were additional suggestions to market the program by utilizing the Mayors Radio Program, add to the City's website, place an ad in the Wise Buys, and announce at Chamber Breakfast.

**9. OLD BUSINESS**

None.

**10. OTHER MATTERS**

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

**12. STAFF COMMENTS**

None.

**14. ADJOURNMENT**

Meeting adjourned at 3:51pm.

# La Pine Storefront Improvement Program



The St. Charles Medical Center in La Pine (under construction) is a good example of a building that incorporates features of the Cascadian Style.

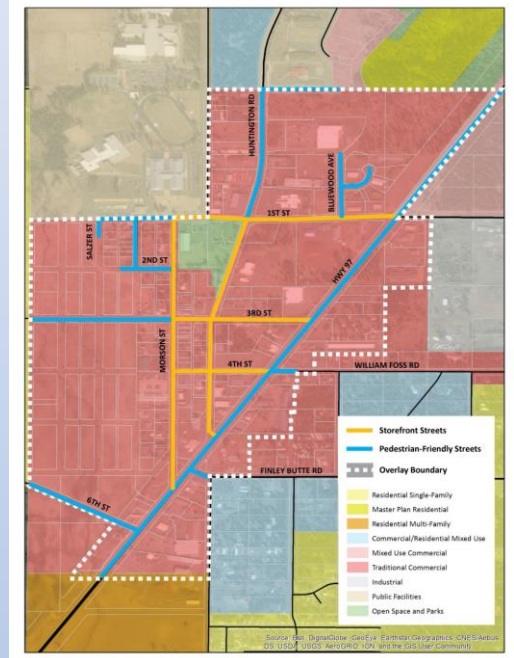


The La Pine Urban Renewal Agency supports local businesses with resources to help them succeed. The storefront improvement program partners with property owners and businesses to spruce up the exterior of buildings clearly visible from the street by offering design and construction assistance. This partnership will help the La Pine Business District revitalize and become more inviting to customers and residents. Eligible businesses must be located within the downtown overlay zone area outlined on the map and follow Cascadian design guidelines. All projects must be completed within 12 months from approval date

**The Storefront Improvement Program offers grants on a reimbursement basis, as follows:**

20% match required for grants up to \$5,000

50% match required for grants from \$5,001 - \$20,000



## Eligible projects include:

- Masonry cleaning
- Work on cornices, gutters, and downspouts
- Exterior siding repair or replacement
- Exterior painting, along with other upgrades
- Accessibility improvements
- Repair, removal, or installation of canopies or awnings
- Window repair or replacement
- Hardware and/or mounting material for blade signs, monument signs, and wall signs
- Structural upgrades
- Architectural fees

## Ineligible projects include:

- Refinancing of existing debt
- Interior improvements
- Improvements not visible from public streets and sidewalks
- Non-façade improvements
- Personal property or equipment
- Business inventory
- Sidewalk or parking improvements
- Improvements to single-family residential
- Previously completed design or construction work
- Individual business signage



**For more information, contact:**  
**Alexa Repko, Assistant City Planner**  
**City of La Pine**  
**16345 Sixth Street**  
**La Pine, OR 97739**

(541) 536-1432 or arepko@lapineoregon.gov

**CITY OF LA PINE URBAN RENEWAL AGENCY**  
**STOREFRONT IMPROVEMENT PROGRAM**  
**APPLICATION PROCESS AND REQUIREMENTS**

**Purpose**

Improve the appearance and curb appeal of buildings and streetscape in the La Pine Downtown Overlay Zone; thereby improving the marketability of the district in terms of economic vitality and attractiveness to new investment.

**Method**

Provides grants to businesses and commercial property owners in the urban renewal district for rehabilitating their storefronts to eliminate blight, enhance livability, and revitalize commercial areas. Cascadian style buildings are required. Information can be found in the La Pine Development Code as follows:

[https://www.lapineoregon.gov/sites/default/files/fileattachments/community\\_development/page/3491/lpdc\\_art\\_4\\_overlay\\_zones.pdf](https://www.lapineoregon.gov/sites/default/files/fileattachments/community_development/page/3491/lpdc_art_4_overlay_zones.pdf). Chapter 15.40 goes over the Downtown Overlay Zone. More specifically section 15.40.050 is a Summary of the Design Standards and section 15.40.090 details the Architectural Design Standards.

**Maximum Reimbursable Grant Amount**

- For each structure, up to \$20,000.
- All projects require a private match.
  - 20% match required for grants up to \$5,000
  - 50% match required for grants from \$5,001 - \$20,000

**Eligible Improvements**

- Exterior improvements only, including, but not limited to: Exterior rehabilitation and restoration; painting; brick, masonry, and stucco repair; awnings (except those including tenant signs as part of the awning); signs and graphics (except those with tenant names); exterior lighting; architectural fees or other items as approved in the Grant Review process.
- All projects must comply with the City of La Pine downtown overlay standards zone; comprehensive plan; corridor plans; master plans; building and zoning codes; and all other City, State and Federal regulations.
- All applicable fire, safety, disabled accessibility, and permit requirements must be met.

**Ineligible Improvements**

- Refinancing of existing debt
- Interior improvements
- Improvements not visible from public streets and sidewalks.
- Non-façade improvements
- Business inventory or equipment
- Sidewalk or parking improvements
- Improvements to single-family residential
- Previously completed design or construction work
- Individual business signage

## Grant Application Process (cont.)

- In-kind labor and/or services provided by applicant.

### Grant Application Process

1. Applicant has a pre-application meeting with the city staff.
2. Submit one complete digital copy of the application package to Urban Renewal staff for their review. Applicant must provide the following items. Please use this list as a checklist of all items that must be part of the application package.

For all funding requests, an applicant will provide:

- A completed application.
  - A detailed written description of proposed improvements for the project.
  - Color palettes proposed.
  - If the grant request is less than \$5,000, the applicant must submit a rendering of the proposed project.
  - If the grant request is over \$5,000, the applicant must submit official architectural and engineering renderings/drawing from a licensed Architect, including elevations.
  - The construction materials proposed for the project.
  - Project costs/budget (including but not limited to construction expenses, fees, permits, design costs).
  - Photos of the existing building.
  - Photos of proposed project area.
  - Construction schedule for project.
  - Land Use approval, if needed.
  - Two competitive bids from a licensed and bonded trade/professional.
  - Evidence of ownership of property (including but not limited to a deed of trust) or copy of lease.
  - If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, and articles of incorporation or other as approved by the Urban Renewal Agency legal counsel).
  - Applicant must provide a statement on source of project funding that includes the required private match, and other funds that may be applicable to undertake the balance of the work not funded by the Urban Renewal Agency. This could include a letter from bank or lender, account balance statement or other approved document.
3. Once a complete application package is received Urban Renewal staff will have a minimum of 30 days to proceed as follows:
    - a. Review the application for completeness
    - b. Route application to city staff for their review
    - c. Schedule a site visit for the staff review committee
    - d. Conduct a staff review meeting for the project
    - e. Place on a scheduled Urban Renewal Agency meeting agenda
    - f. Present the application and recommendation to the Urban Renewal Agency for authorization of a grant at a scheduled Urban Renewal Agency meeting.

## Grant Application Process (cont.)

4. Urban Renewal Agency authorization of a grant will be subject to the following conditions:
  - a. Certificate of insurance showing adequate coverage and naming the City and Urban Renewal Agency as additional insureds with respect to the work proposed.
  - b. Building/sign permits, if required.
  - c. Applicant's signed acceptance of an Urban Renewal Agency Letter of Approval of the grant.
  - d. Applicant posting match/grant information sign 5 days prior to, during, and 5 days post construction.
  - e. Copy of contracts between the owner and contractor. All contractors are to be registered and bonded by the State of Oregon.

### Grant Period

Proposals will be reviewed for funding on an ongoing basis and make a decision at a monthly scheduled meeting. Projects will have one (1) year from date of approval to be completed.

Applicants receiving funding through this program within the last 12 months are not eligible to apply the following fiscal year.

If a grant is awarded and the building is sold during the grant period, the grant award is not transferrable to the new owner.

### General Conditions

The following general conditions will apply to all projects:

- All applications are subject to available funding by the Urban Renewal Agency and applications shall be processed and awarded money on a first come, first served basis. Incomplete applications shall lose their place in the queue to complete applications.
- The Urban Renewal Agency may waive any requirement or condition on an application at their option.
- Eligible structures may not exceed the established grant maximum amounts for the fiscal year (July 1 to June 30). Applications may be submitted more than once as long as grants awarded to a structure don't exceed the maximum grant amount in a fiscal year. The maximum grant will be available again the next fiscal year. If a structure is sold and the new owner wishes to apply for a grant, the time frame still applies.

The Urban Renewal Agency reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

### Approval Criteria

- All grants shall be evaluated based on the attached criteria. Each applicable criteria shall be scored with a scale of 0 (does not meet criteria) to 5, does an excellent job of meeting the criteria. Award will only be made to those projects with an average score that meets or exceeds seventy (70%) of the eligible criteria.



## Grant Application Process (cont.)

### Disbursement of Funds

- Urban Renewal funds will be disbursed only upon completion of the work in accordance with the approved plans, evidence that the contractor(s) has/have been paid, and submittal of a W-9. In-kind work performed by the applicant will not be recognized for reimbursement. Work shall be consistent with the application and the City must approve any changes in advance. The Urban Renewal Agency must review changes that significantly affect the appearance or structural integrity of the improvements.
- For reimbursement, the applicant must submit receipts for the work completed and a letter indicating that the project has been completed.
- Grant awards are not transferrable to a new property owner if the building is sold.

### Awarded Grant Funds

- Should a building owner that receives a grant award sell the property, they must submit a withdrawal letter within 15 days of closing of the property.
- If the new property owner would like to assume the grant project and grant award as approved by the URA, the applicant must meet with the appropriate city staff.

### Criteria for Nonperformance

- If a project is not complete one year after grant award date, the applicant will only be reimbursed for expenses that occurred up to that date with proof of eligible expenditures. Extensions of 1-6 months will be considered on a case by case basis.



# STOREFRONT IMPROVEMENT GRANT PROGRAM

URBAN RENEWAL AGENCY

City of La Pine  
P.O. Bos 2460  
16345 Sixth Street  
La Pine, OR 97739  
Phone: 541.536.1432  
E-mail:  
arepko@lapineoregon.gov  
www.lapineoregon.gov

## APPLICANT/OWNER INFORMATION

APPLICANT NAME:	E-MAIL:
BUSINESS NAME (if applicable):	
APPLICANT MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:
CO-APPLICANT NAME (if applicable):	E-MAIL:
MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:
PROPERTY OWNER NAME (if applicable):	E-MAIL:
MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:

## SITE INFORMATION

SITE ADDRESS:	BUILDING TAXLOT & MAP NUMBER (if known):
CITY, STATE, ZIP:	OWNER OCCUPIED OR LEASED?
CURRENT USE OF BUILDING:	

## GRANT REQUEST INFORMATION

GRANT REQUEST AMOUNT: \$	
PRIVATE TO PUBLIC MATCH AS RATIO: ____ / ____	
AMOUNT AND SOURCE OF PRIVATE MATCHING FUNDS (i.e., savings account, line of credit, etc.):	
AMOUNT & SOURCE OF ADDITIONAL GRANTS OR FUNDING (should not include private match):	
TOTAL SOURCES OF FUNDING (excluding grant request): \$ _____	
ANTICIPATED START DATE OF CONSTRUCTION:	ANTICIPATED CONSTRUCTION COMPLETION DATE:

## ARCHITECT INFORMATION

APPLICANT'S ARCHITECT:	E-MAIL:
MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:
ARCHITECT CERTIFICATION NUMBER (applicant's architect fees are eligible for grant if architect is Oregon certified):	

## PROJECT SUMMARY

IN THE SPACE BELOW PROVIDE A BRIEF DESCRIPTION OF PROPOSED PROJECT (UP TO 300 words)

**A COMPREHENSIVE PROJECT PROPOSAL MUST ACCOMPANY THIS APPLICATION AND INCLUDE THE FOLLOWING. THESE DETAILS, WHICH WILL ASSIST THE URBAN RENEWAL BOARD TO BETTER UNDERSTAND THE PROPOSED PROJECT. PLEASE USE THIS LIST AS A CHECKLIST OF ALL ITEMS THAT MUST BE PART OF YOUR APPLICATION PACKAGE.**

For All Funding Requests:

- A completed application.
- A detailed written description of proposed improvements for the project.
- Digital set of plans.
- Color scheme samples.
- If the grant request is less than \$5,000, the applicant must submit a rendering of the proposed project.
- If the grant request is over \$5,000, the applicant must submit official architectural and engineering renderings/drawing from a licensed architect.
- Project costs/budget (including but not limited to construction expenses, fees, permits, design costs).
- Photos of proposed project area.
- Construction schedule for project.
- Land Use approval, if needed.
- Two competitive bids from a licensed and bonded trades/professional.
- Evidence of ownership of property (including but not limited to a deed of trust) or copy of lease. Lessees must have written authorization from the property owner.
- If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, and articles of incorporation or other as approved by the Urban Renewal Agency legal counsel).
- Applicant must provide a statement on source of project funding that includes the required private match, and other funds that may be applicable to undertake the balance of the work not funded by the Urban Renewal Agency. This could include a letter from a bank or lender, account balance statement or other approved document.

**CERTIFICATION OF 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.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority is attached.

APPLICANT'S SIGNATURE:	CO-APPLICANT'S SIGNATURE (if applicable)
DATE:	DATE:
BUILDING OWNER'S SIGNATURE:	
DATE:	

----- DO NOT FILL IN BELOW THIS LINE-----

APPROVED WITH CONDITIONS (BELOW)     DEFERRED     DENIED

**CONDITIONS:**

The following mandatory requirements are included as conditions of approval relative to this submittal:

**Additional conditions:**

\_\_\_\_\_

Committee Member: \_\_\_\_\_ DATE: \_\_\_\_\_

Committee Member: \_\_\_\_\_ DATE: \_\_\_\_\_

The meeting minutes will be attached to the application after the La Pine URA has taken action on the request.

**La Pine Storefront Improvement Plan**  
**Marketing Strategy**  
**March 2021**

- Place on the city web site in the economic development and URA tabs.
- Promote launch of program to La Pine City Council and Planning Commission.
- Print brochure and have available at city hall.
- Provide copies of the brochure to the La Pine Chamber of Commerce (both hard copy and electronic version).
- Ask La Pine Chamber of Commerce to do a story on the program for one of their newsletters.
- Ask La Pine Chamber of Commerce to highlight program at one or more member meetings (breakfast). Targeting the May breakfast to announce the program.
- Promote program launch at SLED Advisory Board meeting in April.
- Promote program on Wise Buys with a press release and consider buying an ad.
- Promote program on Mayor's Radio Show.
- Provide and ask the Opportunity Knocks Chapters in South Deschutes County to promote program.
- Consideration of a program kick off meeting with information distributed to businesses in the community. Perhaps the La Pine Chamber of Commerce could assist with event information distribution.
- Compile and print a story about the program in the SLED 2nd Quarter 2021 Progress Report
- Compile a news release and request that *Cascade Business News* run a story to promote the program.
- Compile a news release and request that the *Sunriver Scene* publication run a story to promote the program.
- Promote program by sending a news release and requesting an interview with Geno and the Professor.