



# CITY OF LA PINE, OREGON URBAN RENEWAL AGENCY

Tuesday, March 02, 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.](#) Urban Renewal Minutes 02.02.2021

### NEW BUSINESS

### NEW BUSINESS

- [2.](#) Storefront Improvement Documents
- [3.](#) Downtown Overlay - Purpose/Applicability

### 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 VIA ZOOM**

Tuesday, February 02, 2021 at 3:00 PM  
Zoom

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**MINUTES**

**CALL TO ORDER**

Meeting called to order at 3:10 p.m.

**ESTABLISH QUORUM**

**PRESENT:**

Vicki Russell  
Ann Gawith  
Scott Asla

**STAFF:**

City Manager Geoff Wullschlager  
Assistant Planner Alexa Repko  
City Recorder Robin Neace

Quorum established at 3:21 p.m.

**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**

9.1.2020 Urban Renewal Agency Meeting Minutes

Motion to approve Meeting Minutes made by Ann Gawith, Seconded by Scott Asla.

Voting Yea: Vicki Russell, Ann Gawith, Scott Asla

**NEW BUSINESS**

Urban Renewal Agency FY 2019-20 Audit Report

City Manager Geoff Wullschlager presented the audit to the agency.

**OLD BUSINESS**

**OTHER MATTERS**

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

**PUBLIC COMMENTS**

None.

**STAFF COMMENTS**

**BOARD MEMBER COMMENTS**

**ADJOURN MEETING**

Meeting adjourned at 3:41 p.m.

# La Pine Storefront Improvement Program



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 highlighted 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:

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

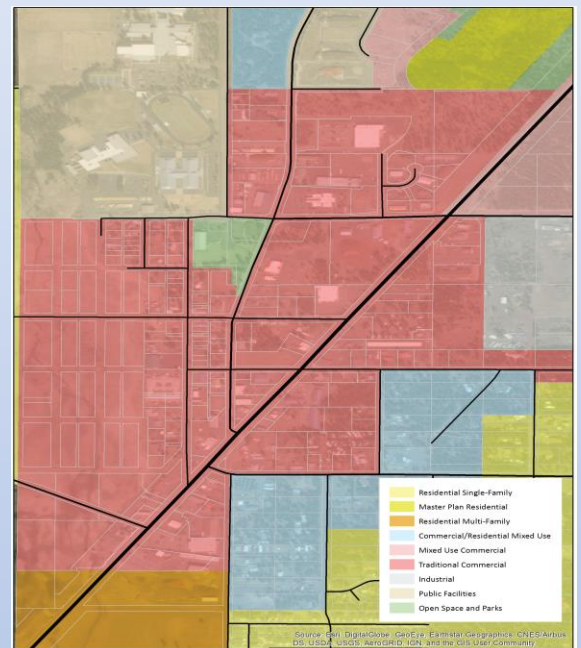
50% match required for grants from \$5,001 - \$20,000

## 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:**

**City Manager**  
**City of La Pine**  
**16345 Sixth Street**  
**La Pine, OR 97739**

(541) 536-1432 or [info@lapineoregon.gov](mailto:info@lapineoregon.gov)

### **Storefront Improvement Project Potential Marketing Outlets**

- 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).
- Promote program launch at SLED Advisory Board meeting.
- Promote program on Wise Buys.
- 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.



# 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:  
mbethel@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

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

## 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 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 as follows:
- 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.

<b>APPLICANT'S SIGNATURE:</b>	<b>CO-APPLICANT'S SIGNATURE (if applicable)</b>
<b>DATE:</b>	<b>DATE:</b>

----- **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: \_\_\_\_\_

**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 Urban Renewal District; 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/349/1/lpdc\\_art\\_4\\_overlay\\_zones.pdf](https://www.lapineoregon.gov/sites/default/files/fileattachments/community_development/page/349/1/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 Grant Amount**

- For each structure, up to \$20,000.
- All projects require at least 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 Urban Renewal Plans; 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
- In-kind labor and/or services provided by applicant.

## Grant Application Process (cont.)

### Grant Application Process

1. Applicant meets with the City Manager to review the proposed project.
2. Applicant has a pre-application meeting with the city staff.
3. 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 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 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 bank or lender, account balance statement or other approved document
4. 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.
  5. Urban Renewal Agency authorization of a grant will be subject to the following conditions:

## **Grant Application Process (cont.)**

- 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. The Urban Renewal Agency will review applications on a monthly 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.
- Improvements funded by the grant shall be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- 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.
- Grant awards are not transferrable to 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 URC, 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.

Sec. 15.40.010. - Purpose.

The purpose of the downtown overlay zone is to create a pedestrian-oriented downtown area that will serve as the center of commercial and civic activity in the community and as a destination for residents and visitors. Pedestrian-oriented places provide visual interest at eye-level, feel safe and comfortable for people walking, contain a variety of activities and services, are easy to navigate on foot, and provide open areas and amenities for gathering and resting. This overlay zone modifies the regulations of the underlying base zones to ensure pedestrian-oriented land uses and design. Within the overlay, streets have been designated as either "Storefront Streets" or "Pedestrian-Friendly Streets."

- A. *Storefront streets.* Storefront streets prioritize the pedestrian experience. These streets provide places to walk that are not only safe and comfortable, but that also provide visually interesting and engaging experiences. This is achieved through placing buildings closer to the street, designing buildings with architectural detail, and encouraging storefront shopping.
- B. *Pedestrian-friendly streets.* Pedestrian-friendly streets balance the pedestrian experience with the need to accommodate a range of development types. These streets are safe and comfortable for pedestrians. Buildings are encouraged to be placed close to the street, but not required. Other standards are relaxed slightly to provide flexibility in design while maintaining a pedestrian-friendly environment.